



Remodel/Addition Checklist

Town of Bartonville

1941 E. Jeter Road • Bartonville, Texas 76226

817-693-5280 • Fax 817-491-6367

Email: permits@townofbartonville.com Website: www.townofbartonville.com

Please submit applications and drawings to: permits@townofbartonville.com

Plans are required to be in sufficient detail and size to properly determine code compliance.

This document is intended as a guideline only; additional information may be required

- ☐ **Verifying Zoning:** Check zoning Map to verify that proposed use of the property is permitted and the zoning Ordinance to verify the area/use standards; setbacks and development standards for the zoning district
- ☐ **Permit Application :** Filled out completely
- ☐ **Contractor Registration :** All Contractor must be registered with the Town of Bartonville.
- ☐ **Site Plan (not necessary for interior remodel)-** A plan that shows:
 - Property lines and lot dimensions
 - all existing buildings, fences, houses etc.
 - Setbacks easements, right of ways etc.
 - The location of the proposed structure
- ☐ **Engineered Foundation Plans – (stamped by a licensed professional engineer)**
 - Residential remodels and additions requiring cutting must have engineered foundations.
 - Slab/foundation layout
 - foundation letter identifying the applicable building code (IRC) and soil conditions.
- ☐ **Building Plans:**
 - Floor Plans drawn to scale, door & window sizes/locations, rooms labeled
 - Exterior elevations-showing proposed material, roofing materials and pitch
 - Roof, Ceiling & Floor Framing Plans-Rafter, joist beams and header sizes, spacing & spans
 - Mechanical (Manual J, D & S),
 - Electrical and Plumbing Designs
 - Window/Door Schedule
 - Masonry on wood Details
 - Engineered Wind Bracing Plans (stamped by a licensed professional engineer)
 - Form Board survey @ Plumbing Rough Inspection
- ☐ **Framing Plans:**
 - Roof framing details including sizing and spacing of rafters, joists, etc.
 - Proposed tie-in to existing framing, if applicable.
 - Proposed insulation to be used or replaced
- ☐ **Sprinkler Plan –** Houses with **5000** square feet or more under roof ([Fire Plan Review/Sprinkler Application](#) found on Town of Bartonville website)
- ☐ **Grading and Drainage Plans –** If Addition is over **1500** sq ft
 - Must incorporate proposed finish-floor elevations, location of existing structures, proposed building footprint and erosion control measures. Erosion control measures shall be installed to ensure that no sediment is discharged onto the Town's right-of-way, adjacent properties, or drainage facilities, such as easements or ponds. The document must be stamped and sealed by a licensed engineer. **This plan is sent to Town Engineer for his review and subsequent approval.**
- ☐ **Septic application: (modification to existing system)**
 - Septic application and plans prepared by a registered sanitarian. (required if bathroom added)
 - Must attach [Bartonville OSSF Permit Application](#) with design
- ☐ **Demolition Plan –** If applicable will require a separate Demolition Permit

All construction work must conform to the requirements of the following codes:

2021 International Building Code (IBC)	2021 International Existing Building Code (IEBC)
2021 International Residential Code (IRC)	2021 International Plumbing Code (IPC)
2020 National Electric Code NEC	2021 International Fire Code (IFC)
2021 International Energy Conservation Code (IECC)	2021 International Swimming Pool & Spa Code
2021 International Fuel Gas Code	