



# New Residential Permit Checklist

**Town of Bartonville**

1941 E. Jeter Road • Bartonville, Texas 76226

817-693-5280 • Fax 817-491-6367

Email: [permits@townofbartonville.com](mailto:permits@townofbartonville.com) Website: [www.townofbartonville.com](http://www.townofbartonville.com)

## **PERMIT PACKET MUST BE COMPLETE WHEN SUBMITTED OR SUBJECT TO REJECTION**

- Verify Zoning:** Check Zoning Map to verify that proposed use of the property is permitted and the Zoning Ordinance to verify the area standards; setbacks and development standards for the zoning district
- Permit Application:** filled out Completely Hard copy and/or PDF
- Contractor Registration:** All contractors are required to register and to be listed on the Permit Application
- Sprinkler Plan:** (Houses with 5000 sf or more under roof) Refer to [Fire Plan Review/Sprinkler Application](#) on Town of Bartonville Website
- Site Plan:** (to include the following)
  - Legal Description (Lot, block subdivision)
  - Property lines and lot dimensions
  - Proposed structure and all existing buildings
  - All Easements
  - Setbacks – approved setbacks for front rear and sides of house must be shown
- Building Plans:** (to include the following)
  - 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 before Plumbing Rough Inspection
- Irrigation Plan:** stamped by a licensed irrigator: Backflow Certification required before inspection. (**Can be submitted separately**)
  - Backflow preventer must be an air gap
  - a reduced pressure principal backflow preventer (RPZ)
- Residential Energy Code Compliance Report (2018):** Energy Star; IC3; ResCheck, HERS/Remrate, or other as approved by the building official
- Engineered Foundation Plans:**
  - Engineered slab/foundation layout (Stamped by a licensed professional engineer)
  - Foundation letter identifying the applicable building code (IRC) and soil conditions
- Grading and Drainage Plan:** Engineered Plans Must incorporate all the following but not limited to the 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.
- Driveway approaches and drainage culverts:** Engineered plans. RCP Culverts only. Safety Ends.  
**Note: Hudson Hills/Eagle Ridge Subdivision:** Per the approved subdivision plans, the driveway culvert needs to be 21-in RCP and include length, slope, and SET information
- Septic Application:** Septic application and plans prepared by a registered sanitarian. Refer to [On-Site Sewage Facility \(OSSF\) Application](#)
- SWPPP – Storm Water Pollution Prevention Plan** – all property sizes 1+ acre  
<https://www.tceq.texas.gov/permitting/stormwater/construction>
- Tree Survey: Required only for residents of Deer Hollow Subdivision**

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

2021 International Building Code (IBC) 2021 International Existing Building Code (IEBC) 2021 International Residential Code (IRC)

2021 International Plumbing Code (IPC) 2021 International Fire Code (IFC) 2021 International Energy Conservation Code (IECC) 2020 National Electric Code NEC