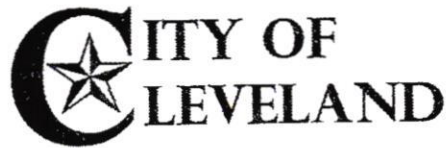


RESIDENTIAL BUILDING PACKET



REQUIREMENTS FOR COMMERCIAL/RESIDENTIAL BUILDING PROJECTS

1. **DEVELOPMENT PLAT** - Two (2) copies of the preliminary development plat shall be submitted for approval prior to the final mylar copies and \$50.00 filing fee must be submitted. This applies to new construction and additions to existing structures. Refer to City of Cleveland, Development Plat Ordinance No. 1204 for details.

A. Upon approval of the preliminary development plat, the developer shall submit:

- Two (2) mylar copies of the approved plat for the city to sign and submit to Liberty County for recording.
- Tax certificate(s) indicating all taxes for current and prior years have been paid
- \$50.00 filing fee

2. **PROOF OF RENTAL OF DUMPSTER IS REQUIRED BEFORE PERMIT WILL BE ISSUED.** Dumpsters are required on all construction sites. Dumpsters owned by the building contractor may be used but must be marked with the company name. If self-hauling copies of manifests must be submitted before final inspection will be done.

3. **PROOF OF RENTAL OF A PORTABLE RESTROOM IS REQUIRED BEFORE PERMIT WILL BE ISSUED.** Portable restrooms or approved equivalent are required on all construction sites.

4. **THE FOLLOWING DRAWINGS ARE REQUIRED FOR**

A. APPROVAL FOR NEW CONSTRUCTION OR ADDITION TO AN EXISTING BUILDING:

- I. **Specifications and Building Plans** - Submit two (2) sets of plans (1 paper set; 1 flash drive). Minimum size 12 x 48 with sufficient clarity and detail to the nature and character of the work. Plans shall include, but not be limited to the following:

- Foundation Plan**
- Floor Plan (including exits requirements)**
- Typical Wall Plan (including fire protection requirements)**
- Roof Section Plan**
- Plumbing Diagram**

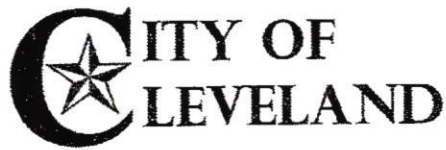
- Electrical Diagram (including electrical loads)
- Mechanical Plan (including size of units)
- Fire Protection Equipment (if required)
- Completed RES Check or COM Check (State of Texas Energy Requirements).

B. ALTERATIONS, REHABILITATION, AND/OR REMODEL

- I. Specifications and Building Plans** – Submit two (2) sets of plans (1 paper set; 1 flash drive). Minimum size 12 x 48 with sufficient clarity and detail to the nature and character of the work. Plans shall include, but not be limited to the following:

- Floor Plan (including exit requirements)
- Typical Wall Plan (including fire protection requirements)
- Plumbing Diagram (including demolishing work)
- Electrical Diagram (including load changes)
- Mechanical Plan (including wall penetrations)
- Completed Res. Check or COM Check.
- Asbestos Survey Completed for Commercial Projects. Check with Building Officials. Depends on extent of renovations and building age. Chart provided to provide information.

5. All Plans will be reviewed and approved by City Staff prior to a permit being issued.
6. Approved plans that have not been permitted and picked up within sixty (60) days will have to be resubmitted and approval process started over.
7. Any work started before a permit is issued will be subject to a double permit fee.
8. A Certificate of Occupancy will be issued to building owner(s) after final inspections are completed and approved.



Residential Plan Submittal Checklist

___ Site Plan Showing New Building or Expansion and Front, Side, Rear Setbacks. For New Construction: Include Driveway and Parking Pad.

Note: Corners staked and string layout on new construction/expansion before any work is started.

___ Survey

___ Basic Flood Elevation (BFE), if applicable, check with Building Official

___ Two (2) Sets of Building Plans (1 paper and 1 flash drive) drawn to 2015 International Building Codes/2014 NEC that Should Include the Following That Is Applicable to your project:

- ___ Foundation Plan
- ___ Floor Plan
- ___ Typical Wall Plan
- ___ Roof Section Plan
- ___ Plumbing Diagram
- ___ Electrical Diagram (Including Electrical Loads)
- ___ Mechanical Plan (Including Size of Units)
- ___ Fire Protection Equipment (if required)

___ Completed RES Check (State of Texas Energy Requirements)

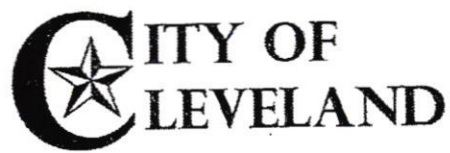
___ Proof of Rental of Roll-Off Container(s)
(If self-hauling – copies of manifests submitted before final inspection will be done).

___ Proof of Portable Restroom Rental or Approved Equivalent

___ Proof of Payment for Sewer and Water Taps (new construction)

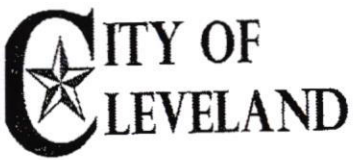
Remarks:

(use back if necessary)



Adopted Codes

- 1. 2014 National Electrical Code (NEC)**
- 2. 2015 International Building Code (IBC)**
- 3. 2015 International Residential Code (IRC)**
- 4. 2015 International Plumbing Code (IPC)**
- 5. 2015 International Mechanical Code (IMC)**
- 6. 2015 International Fuel Gas Code (IFGC)**
- 7. 2015 International Fire Code (IFC)**
- 8. 2015 International Energy Conservation Code (IECC)**
- 9. 2015 National Fire Protection Association 1 (NFPA 1)**
- 10. 2015 National Fire Protection Association 101 (NFPA 101)**



RESIDENTIAL NEW CONSTRUCTION REQUIRED INSPECTIONS AND INFORMATION

The Building Permit Office is located inside of City Hall, 907 E. Houston, Cleveland, TX 77327

Office hours are Monday through Friday from 8:00 am to 5:00 pm.

Inspections requested before 4:00 pm Monday through Thursday will be performed the following day. We currently do not have the ability to accommodate AM or PM inspection requests so please make sure the work is ready to be inspected at any time during the following business day.

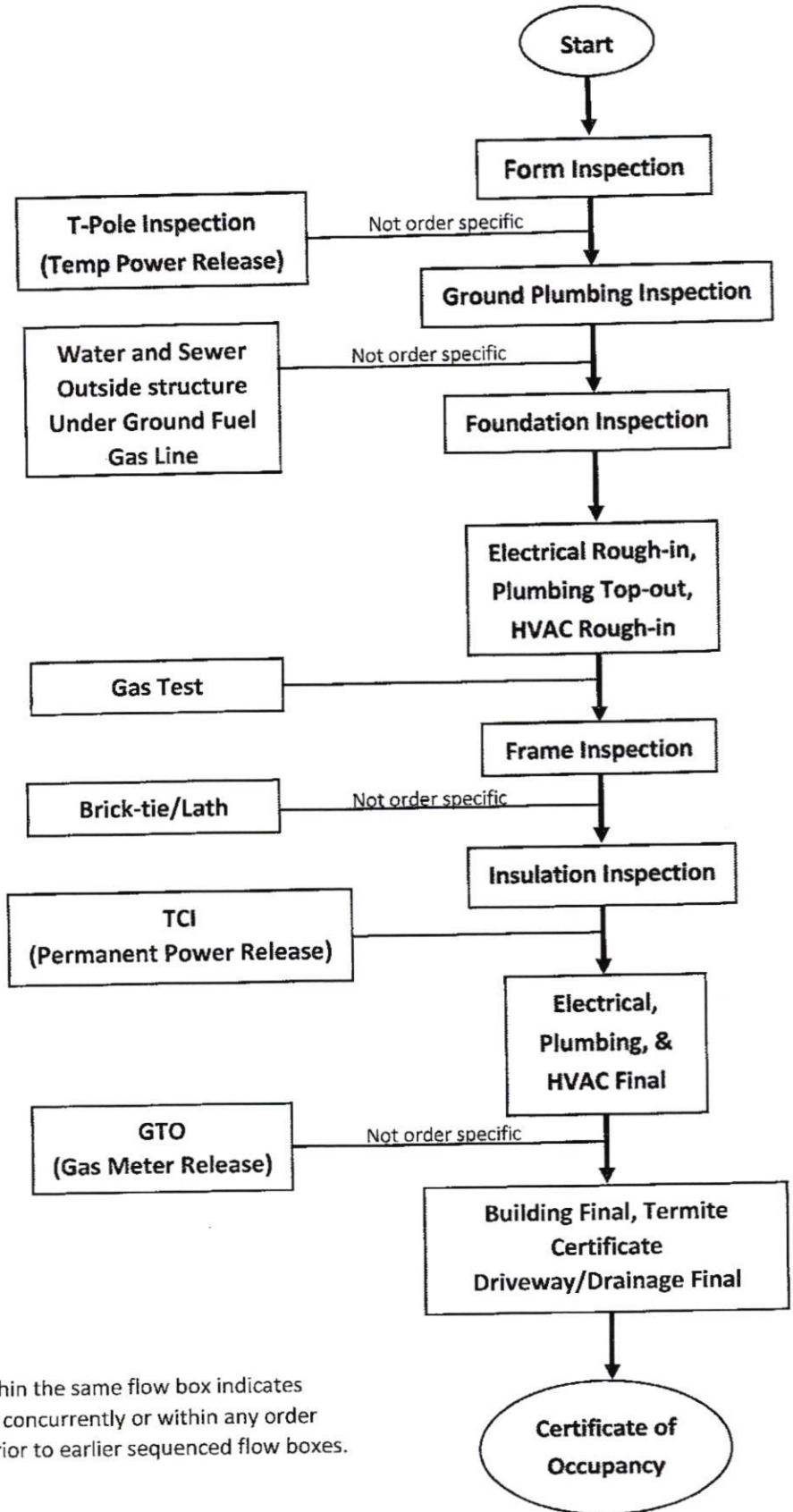
Please contact our offices at 832-599-0513 or email permits@clevelandtexas.com during normal business hours for all inspections.

The Superintendent of the job site will be responsible for calling in all inspections and notifying any sub-contractors of their results. Please make sure that all sub-contractors are aware of this and understand the process for inspections and inspection results.

Figure 1. to the right shows the minimum required building inspections that are applicable to most residential construction projects. They are depicted in the required order unless otherwise noted.

Certificate of Occupancy can be requested once all final inspections have been completed and passed. Request a Certificate of Occupancy by calling our customer service department at 832-599-0513 or email at permits@clevelandtexas.com

FIGURE 1
Minimum Required Inspections



Note: Multiple inspections within the same flow box indicates those inspections can be done concurrently or within any order amongst each other but not prior to earlier sequenced flow boxes.



PROCEDURE FOR CONTRACTOR REGISTRATION AND PULLING PERMITS

1. FILL OUT CONTRACTOR REGISTRATION FORM.
2. SUBMIT COPIES OF STATE OF TEXAS LICENSES, INSURANCE, ETC. AS FOLLOWS:

A. BUILDERS/GENERAL CONTRACTORS:

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID

B. PLUMBERS:

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID
- CONTRACTOR'S LICENSE
- MASTER PLUMBERS LICENSE

C. ELECTRICIANS:

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID
- CONTRACTOR'S LICENSE
- MASTER ELECTRICIAN LICENSE

D. HVAC:

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID
- A/C REFRIGERATION CONTRACTORS LICENSE

E. BPAT:

- GOVERNMENT ISSUED ID
- CALIBRATION CERTIFICATE
- BPAT LICENSE

F. FIRE ALARM (F/A) OR FIRE SPRINKLER (F/S)

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID
- ANY LICENSES YOUR COMPANY MIGHT HAVE

G. BUILDING TRANSPORT COMPANIES:

- GENERAL LIABILITY INSURANCE
- GOVERNMENT ISSUED ID
- ANY LICENSES YOUR COMPANY MIGHT HAVE

3. HAVE INSURANCE COMPANY E-MAIL A COPY OF GENERAL LIABILITY INSURANCE SHOWING THE CITY OF CLEVELAND, 907 E. HOUSTON ST., CLEVELAND, TEXAS 77327 AS THE CERTIFICATE HOLDER.

E-MAIL ADDRESS: PERMITS@CLEVELANDTEXAS.COM

4. LICENSED PERSON MUST SIGN THE CONTRACTOR REGISTRATION AND ALL PERMIT APPLICATIONS. TWO ADDITIONAL PERSONS CAN BE LISTED ON THE CONTRACTOR REGISTRATION FORM AS BEING ABLE TO PULL PERMITS. FOR ADDITIONAL PERSONS LIST ON SEPARATE COMPANY LETTERHEAD.
5. PAYMENT CAN BE MADE OVER THE PHONE WITH A VISA OR MASTER CARD. THERE IS A 5% CARD PROCESSING FEE.
6. BUILDERS WILL BE REQUIRED TO SUBMIT DRAWINGS, SPECS OR SCOPE OF WORK. THE SIZE/NUMBER OF DRAWINGS DEPENDS ON SIZE OF THE PROJECT.
7. OTHER CONTRACTOR TYPES MAY BE REQUIRED TO SUBMIT DRAWINGS/SPECS DEPENDING ON SPECIFICS OF JOB, I.E. LARGE EXTENSIVE JOBS; SPECIALTY JOBS (I.E. GREASE TRAPS, GENERATORS, ETC.)

NOTE: YOU WILL BE CHARGED A DOUBLE PERMIT FEE FOR STARTING WORK BEFORE GETTING A PERMIT!