



RESIDENTIAL

PERMIT & CONSTRUCTION PACKET

- Single-Family Houses
- Townhomes
- Duplexes
- Residential Additions

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Available online at
www.cityofallen.org

City of Allen
Building Services Division
305 Century Parkway, Allen, Texas 75013-8042
214/509-4130 • Fax 214/509-4139
www.cityofallen.org • permits@cityofallen.org



ADOPTED CODES

(Effective July 1, 2011)

International Building Code	2009
International Residential Code	2009
International Plumbing Code	2009
International Mechanical Code	2009
International Fuel Gas Code	2009
International Energy Conservation Code	2015
International Fire Code.....	2009
National Electrical Code.....	2011
Local Amendments can be found at www.cityofallen.org	

Building Permit and Contractor Registration Fees



(Res. No. 2118-11-02(R); Res. No. 2312-7-04(R); Res. No. 2870-10-09(R);
Ord. No. 3105-9-12; Res. No. 3111-9-12(R); Ord. No. 3125-11-12)

Contractor/Inspector Registration Fees

The annual registration fee for all contractors who are required to be registered with the City pursuant to Section 3.10 of the Allen Land Development Code and/or Chapter 4 of the Code of Ordinances shall be \$50.00 annually. The contractor registration fee shall be paid in addition to other provisions and fees required.

Re-inspection and After Hours Fees

1 st re-inspection fee	\$50.00
2 nd re-inspection fee	\$75.00
3 rd re-inspection fee	\$100.00
After-hours fee	\$50.00/hr. 2 hr. minimum
Inspections in which no fee is specifically indicated	\$50.00/ ½ hour
For use of outside consultants for plan checking, inspections or both	Actual cost

Building Permit Fees

Residential single-family, duplex and townhome (valuation based on \$75.00 per square foot)	Fee determined by Table 1
Multi-family	\$450/unit plus 25% plan review fee
Commercial addition	Fee determined by Table 1
New construction, finish out and shell building	Table 1, plus 25% plan review fee
Residential alteration/addition and commercial alteration	Table 1, minus 30% discount

Single Fee Items

Accessory structures 120 sq. ft. or less	\$25.00
Accessory structures in excess of 120 sq. ft.	\$50.00
Certificate of Occupancy	\$100.00
Demolition	\$50.00
Duplicate permit (reprint)	\$3.00
Fence (residential only)	\$25.00
Foundation repair	\$50.00
Landscape irrigation (one and two-family dwelling)	\$75.00
Landscape irrigation (commercial and multi-family)	\$10/zone
Landscape irrigation (minimum fee)	\$75.00
Landscape irrigation (maximum fee)	\$500.00
Moving	\$50.00
Re-roofing residential only (repairs/replacements > 1 sq. ft.)	\$150.00
Screening wall	\$40.00
Spa permit	\$50.00
Swimming pool, in ground	\$150.00
Swimming pool, above ground	\$50.00
Temporary building	\$50.00
Water heater	\$30.00

Any fee not listed above shall be based on actual cost and then determined using Fee Table below.

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$23.50
\$501.00 TO \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

When calculating fees, be sure to round the multiplier to the nearest dollar. Be mindful that calculations are to a "fraction thereof" and merely an estimate. Contact the City of Allen Building Services Division at 214.509.4130 for exact permit fee.

Building Permit Application



Permit Number _____

Site Information				
Property Address:	Suite #	Subdivision	Lot	Block
Permit Request		Construction Type		Permit Type
<input type="checkbox"/> New Permit <input type="checkbox"/> Permit Extension <input type="checkbox"/> Permit Renewal <input type="checkbox"/> Permit Revision <input type="checkbox"/> Change of Contractor <input type="checkbox"/> Other:	<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential, Single-Family/Duplex <input type="checkbox"/> Is this a CDBG Project? <input type="checkbox"/> Other:	<input type="checkbox"/> New Building / Finish-Out* <input type="checkbox"/> Storm Shelter* <input type="checkbox"/> Remodel: New Use* <input type="checkbox"/> Remodel: Existing Use* <input type="checkbox"/> Accessory Building <input type="checkbox"/> Patio Cover/Carport <input type="checkbox"/> Other:	<input type="checkbox"/> Plumbing <input type="checkbox"/> Water Heater <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Roofing <input type="checkbox"/> Demolition <input type="checkbox"/> Donation Bin	<input type="checkbox"/> Sign* <input type="checkbox"/> Fence* <input type="checkbox"/> Pool/Spa* <input type="checkbox"/> Irrigation* <input type="checkbox"/> Deck <input type="checkbox"/> Foundation <input type="checkbox"/> Addition*
* Application must be submitted with a corresponding Plan Review Checklist.				
Description of Work:				
Describe work to be done:			Proposed Use:	
Total Sq. Ft.:			Total Value of Work:	
Bldg. Fully Sprinkled: <input type="checkbox"/> Yes <input type="checkbox"/> No		TDLR#:	\$	
Responsible Parties				
Owner / Tenant:		Office #:	Cell #:	
Address:		City/State:	Zip:	Email:
Contractor Type	Business Name	Address	City, State, Zip	Phone
General				
Plumbing				
Plumbing Master (Name, State License #):				
Electrical				
Electrical Master (Name, State License #):				
Mechanical-HVAC				
Mechanical Master (Name, State License #):				
I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances, Adopted Codes and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or a duly authorized agent. Permission is hereby granted to enter the premises and make all inspections.				
APPLICANT NAME:		SIGNATURE:		DATE:
CONTACT PHONE:			DRIVERS LICENSE #:	
EMAIL:			Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other	
PLAN REVIEW FEE:	RECEIVED BY:		DATE:	
PERMIT FEE:	ROADWAY FEE:		OTHER FEE:	
TOTAL FEE:	ISSUED BY:		DATE:	

RESIDENTIAL PLAN REVIEW CHECKLIST

2009 IRC, 2015 IECC & 2011 NEC



★ **This checklist must be submitted with a Building Permit Application for residential construction.**

Job Information

Property Address:	Suite #	Contractor:
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Single-Family
 Townhome
 Duplex
 Remodel
 Addition
 Other

Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (3 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (3 sets)
- Plan Review Fee (*nonrefundable, additional permit fee is due at issuance of permit*)

Check which of the following has been included:

Y / N

- 3 sets of Builder Plans (minimum 1/8" scale, folded not rolled) include Design Plan and Engineer Design Plan
- 3 Plot Plans (detached from Builder Plan, minimum 1" to 30' scale)
- 2 Foundation Letters
- 3 sets of foundation drawings stamped by a Professional Engineer registered in the State of Texas
- Completed Residential Energy Code Compliance Form (with signature)
- Energy Check Report (with signature)
- Completed Construction Site Waste Consent Form
- Completed Model Home Affidavit (if applicable)
- Minimum masonry product coverage specified on plan submittals
- Site specific soils report
- Foundation design based on site specific soils report
- Specify termite control methods on plans
- Engineered Truss Plan for 2/2.5 story homes
- Floor joist layout over 1 story
- Framing, roof and shear wall plans
- Electric plan with smoke and CO2 alarms shown and concrete-encased electrode if required

Applicant's Signature: _____

Date: _____

Print Name: _____ **Phone #:** _____

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may delay the approval of your permit.



STORM WATER POLLUTION PREVENTION AND CONSTRUCTION SITE WASTE CONSENT FORM FOR CONTRACTORS / BUILDERS / DEVELOPERS

Project: _____

Developer: _____

Pollution prevention from a construction site is not only about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area will eventually make it into the storm water system. Siltation and the contribution of other pollutants from construction sites can cause physical, chemical and biological harm to our nation's waters.

ILLICIT DISCHARGE:

Any discharge from a site that is not entirely composed of storm water is known as an illicit discharge.

Please identify that you have read and understand the following construction waste guidelines by initialing each item below.

Pollutants Most Commonly Discharged from Construction Sites
Sediment
Solid and Sanitary Wastes
Fertilizer
Pesticides
Oil and Grease
Concrete Truck Washout
Construction Chemicals
Misc. Construction Debris

_____ During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The City of Allen requires that erosion control measures be placed and maintained regularly at all construction sites.

_____ If a construction site disturbs more than one (1) acre of land, it must be covered by the State's TPDES Permit TXR150000 that regulates storm water discharges to state waters.

_____ All building construction debris must be gathered up and removed by the end of each day of construction or just before any projected rain event. This includes, but is not limited to excavation material, vegetation, bricks, concrete, timber, metals, glass, tiles, paper and food waste.

_____ Waste, construction materials and pollutant materials must be kept in the proper City approved containers at designated waste storage areas throughout construction activities.

_____ Weeds, grass, shrubs or brush shall not be deposited in any area that will allow drainage to the storm sewer system or waters of the State.

_____ Any potential storm sewer pollutant (pesticides, grease, petroleum products, paints, toxic chemicals, etc.) must be stored in the upright position and on racks/stands during construction.

_____ Access shall be provided at all times during construction or demolition for waste collection vehicles.

_____ All of the following are indications that storm water leaving a construction site contains an illicit discharge. *The contractor must keep a constant check that any water leaving a construction site is free of these indicators:*

- | | | |
|-----------------------------|------------------------------|-----------------|
| Unusual Color or Cloudiness | Strong Musty or Pungent Odor | Floating Debris |
| Surface Scum or Foam | Oil Sheen | Algae |

_____ If the site contains construction trash, does not maintain its erosion control measures, is releasing illicit discharges or is not in compliance with any portion of the City of Allen Code of Ordinances (incl. Article IV, Property Maintenance Code) it may be issued a Notice of Violation.

My signature below indicates that I have read and understand the above information.

Signature: _____

Date: _____

Print Name: _____

MODEL HOME AFFIDAVIT



I, _____, understand that these particular structures may not be used as single family dwellings until inspections by the City of Allen and a Certificate of Occupancy are issued as such. The structures will be initially approved as a model home and no "final" will be given. I agree to request a "final inspection" after converting back to a single family dwelling use prior to occupancy.

LOT: _____ BLOCK: _____ SUBDDIVISION: _____

PROPERTY ADDRESS:

BUILDER:

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

The State of Texas,

County of Collin,

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

(SEAL)

NOTARY PUBLIC

GUIDELINES FOR INSPECTIONS



I. POST TENSION FOUNDATION INSPECTION

- a. The City of Allen requires a letter from a Registered Professional Engineer to certify that the post tension foundation inspection is in compliance with engineer design along with a City inspection. The letter must include approval of post tension foundation elements according to engineered plans and approval of under floor plumbing, mechanical, and electrical according to City of Allen regulations. The letter must include the engineer's seal, the engineer's signature, and the inspecting technician's signature, if different from the engineer. The letter must be in the building **permit packet** at the plumbing rough-in top-out inspection.
- b. You may not have an engineer approve a City inspection based on a red tag received from the City inspector.
- c. A form survey is required to be submitted and approved prior to a pre-form board inspection.

II. SIDEWALK, DRIVE, APPROACH FLATWORK INSPECTION

- a. Form boards, rebar, reinforcement, sand base, and expansion joint materials are to be in place for inspection. Flatwork inspections must be requested as any other inspection to be completed by the City of Allen. The flatwork inspections may be requested at any time in the process before the final inspection. In addition to field inspections, a concrete truck trip ticket, which indicates the strength of the concrete used for that particular address, must be placed in the **permit packet** for pick-up during the City's final building inspection. Minimum concrete strength required is 3,000 PSI. The flatwork for sidewalk, drive and approach should be requested together. All flatwork is required to be doweled into existing building foundation where it abuts.

III. TEMPORARY POWER - CHECK FOR:

- a. Post address on pole visible from right-of-way (alley/street).
- b. Post **permit packet** on site with permit, application, and City stamped plot plan.
- c. Meter to be between 4' to 6' above grade braced pole per electric utility specs.
- d. Grounding installed, driven 8'0" into ground, copper clad rod.
- e. Plugs and breakers of 110 volt and 220 volt to have GFCI protection.

IV. PLUMBING ROUGH WATER, SEWER, AND GAS (if applicable) - CHECK FOR:

- a. Post address visible from the street.
- b. Post **permit packet** with permit, application, City stamped plot plan, and sealed form board survey attached inside near front door.
- c. Trash bin receptacle of 64 sq. ft. size must be in place for the duration of the project.
- d. PVC and DWV waste pipe lines must be in firm select fill bedding.
- e. Double cleanout and sewer tap are cemented in place.
- f. Water, drainage and gas piping must be on the test.
- g. Storm water runoff and ground water is causing an excessive amount of infiltration into the City's sewer system during the rough-in stage. Please do not open the test tee until the test balls are ready to be installed. Replace the test tee plug immediately after the test balls are removed. Failure to install both test balls will result in a "not ready" re-inspection status.

- h. If any City employee observes a connection to the City water supply without a metering device, the matter will be adjudicated as provided by law. The City staff does appreciate your cooperation with this matter. If you need assistance, please contact the Building & Code Compliance Division at 214.509.4130.
- i. All PVC drainage extending through slab to be sleeved completely and all exposed water lines beneath slab.

V. SINGLE-FAMILY PLUMBING TOP-OUT/HVAC ROUGH-IN and GAS - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door.
- c. All water piping to be under pressure from water or air.
- d. DWV piping with water hydro test to the highest fixture.
- e. Steel Pipe 10 lbs. with diaphragm gauge, high pressure side of stainless flex piping system 60 to 65 lbs. with 100 lb. gauge.
- f. All heating, ventilation, and air conditioning duct and equipment systems to be installed and supported with 6" saddles and solid metal straps 1" supported to structure.
- g. Insulate all water lines in exterior walls and attics that are subject to freezing.
- h. Plumbing installed must meet all International Plumbing Code requirements.

VI. FRAMING INSPECTION - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door with stamped set(s) of plans.
- c. All framing to be visible for inspection, such as:
 - i. Sheathing complete and nailed properly - all exterior holes and joints sealed.
 - ii. Stud attachment, size, and spacing.
 - iii. Fire block and draft stop.
 - iv. Ceiling/floor joist size, attachment, spacing, and spans - manufacture engineer product plan to be on site with live and dead loads specified.
 - v. Roof rafter size, attachment, spacing and spans with rafters tied per plan.
 - vi. Roof purlin, vertical strut support, size, attachment, spacing and spans.
 - vii. Wall bracing with 4 ft. structural sheathing, <2'8" or less with hold-downs or engineer's plan on site for alternate.
 - viii. Chimney cap, vent caps and roof boots in place.
 - ix. Electric wiring rough-in complete and installed after house dry-in. Outlets required on stair landings with 2 ft. or more wall space, and light under stairway if finished out.
 - x. Factory fireplace set in place with chimney or masonry fireplace complete for viewing clearance to combustibles/chase of chimney poly seal all holes and voids.
 - xi. All fireplaces shall have a gas valve installed to Code. Gas valves shall be readily accessible, not hidden.
 - xii. Brick veneer ties at first story, install per Code.
 - xiii. Do not cover framing for porches, balconies, decks, or similar appendages until after the inspection is approved.
 - xiv. Close openings with windows, doors, or equal to weatherize enclosure for insulation.
 - xv. All load bearing wall bottom plates must be secured to foundation. The material shall be pressure treated lumber or equal, 1/2" anchor bolts with washers 6 ft. o.c. and 12" from corners and splices in lumber. An alternate anchor may be used if approved by Building Official.

- xvi. All plumbing pipe wet walls shall be 2x6 minimum.
- xvii. Bath area shall have ventilation vented to outside AC as per code (if a door is installed at the water closet room, an additional vent is required in the bath/shower area).
- xviii. Minimum 2x—floor underneath water heaters.
- xix. All frame and blocking to meet Code.
- xx. All stairway risers and treads, fireblock to Code.

****NOTE: When a house wrap material will be installed after a frame (2nds) inspection, a separate brick tie inspection may be made after the 2nds inspection (See IVR Codes for code number to use on automated phone system).***

VII. ELECTRIC METER FOR UTILITY RELEASE - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door. Appropriate ground information/letter or forms to be inside packet.
- c. All wiring complete and fixtures set.
- d. Underground service wires installed to meter base.
- e. Electric meter conduit and base set.
- f. Service ground installed to N.E.C. specifications.
- g. Temporary power from t-pole to structure is prohibited.
- h. Spa and Jacuzzi motor installed, grounded and accessible for inspection, if applicable.
- i. All conductor wire shall be color coded.
- j. Electric panel shall identify location of cold water ground wire.
- k. 110V & 220V GFCI in utility room.
- l. Install all breakers for branch circuits.
- m. Ground letter required.

VIII. SINGLE-FAMILY PLUMBING/HVAC FINAL - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door.
- c. All plumbing fixtures to be set and water service turned on for inspection of all visible piping.
- d. Heating, ventilation and air conditioning with controls and equipment operational.
- e. Locking Freon caps on all ports on A/C condensers.

IX. SINGLE-FAMILY BUILDING FINAL/ELECTRICAL FINAL - CHECK FOR:

- a. Post address at front and rear of dwelling visible from the street(s) and alley.
- b. Place building **permit packet** inside near front door.
- c. Place Residential Energy Inspection Form/letter in permit packet, with the letter filled out completely and signed by a certified third party inspector including final lot survey.
- d. Landscaping requirements according to ALDC Section 7.05.3: 2 shade trees shall be planted for each dwelling unit.
- e. Electric meter set.
- f. Appliances set or a means to check electrical supply for such appliances.
- g. Interior and exterior to be completed, including final grading and drainage.
- h. All outlets above counter or located near a sink shall be GFCI. All exterior outlets must be waterproof and GFCI. All outlets in the garage must be GFCI. Outlet spacing on walls as per Section 210 of the 2011 NEC. Arc fault breaker circuits to all bedroom outlets.

- i. Electrical wiring for appliances must terminate in an “approved” receptacle outlet. As an alternate, the breaker may be removed at the electric panel.
- j. All types of conduit used, as a sleeve through masonry, or in any other configuration, shall be connected to an electrical box with “approved” fittings providing a secure connection. The most common location occurs at the A/C disconnect boxes.

FINAL INSPECTION NOTICES:

- The City of Allen staff must wear protective footwear at all times. This includes final inspections. Where final cleaning has occurred, we will clean our shoes the best we can. However, it will be difficult to assure we do not track some mud inside. It is suggested that no carpet be laid until after the final inspections are complete. You may choose to put in carpet runner protection to reduce any additional cleaning. Please inform your cleaning contractors of this information.
- Residential structures must obtain an approved final inspection prior to occupying the premises.
- When you are requesting your final inspection, our staff would appreciate notice far enough in advance of occupancy to allow for total and complete compliance. In addition, the release of your meter to the utility company will not be approved until such inspections are completed.
- Any structure that is occupied prior to the issuance of an approved final inspection will constitute a violation of Section 1.08 of the Allen Land Development Code. Such violation may result in a Municipal Court citation.
- All glass and glazing required by Code to have visible tempered glass seals etched into glass as required by Code.
- All exterior brick veneer wall expansion joints must be sealed with pliable caulk materials.
- Street identification numbers must be prominently displayed on the front of the structure, and easily visible from the street. The identification number will also be required to be displayed prominently in a location on the rear of the structure where it will be easily viewed from an alley, rear street or easement. This requirement is the result of an adopted fire code, which will allow instant identification of locations for emergency access. Final inspection will not be approved prior to installation of the street identification numbers in both locations.

Inspection	Location of Permit Packet
Temporary Pole	Attached to Pole
Foundation	Attached to Builder Sign Near Address
All Other	Inside Structure Attached Near Front Door

RESIDENTIAL ENERGY CODE IMPLEMENTATION



Permits must fully comply with the energy conservation provisions of the International Residential Code as mandated by Texas Senate Bill 365 passed in the 77th Legislative Session.

Compliance must be demonstrated at two (2) different stages of the project:

I. PERMIT APPLICATION/PLAN REVIEW

- a. Compliance must be demonstrated by submitting documentation at the time of permit application and must include the following:
 - i. City of Allen Residential Energy Compliance Form. A copy of this form is attached and is also available online in the Building Code and Compliance section of our website (www.cityofallen.org).
 - ii. If methods other than the North Central Texas Council of Governments Simplified Prescriptive approach are used, the appropriate report (such as REScheck or IC3) must be submitted with the compliance form.
 - iii. Additional energy conservation information is required on the building plans.

II. FIELD INSPECTION

- a. Field inspections must be conducted by inspectors certified in energy code provisions as specified in the appropriate state law.

At this time, the City of Allen inspectors will not perform energy inspections. Energy inspections must be conducted by certified 3rd party inspectors.

- b. All energy inspection reports completed by certified 3rd party inspectors will be picked up by City inspectors at the City's final building inspection. **It is the builder's responsibility to obtain the appropriate energy inspections before required elements are covered up.** The energy inspection reports must be placed in the packet on-site and must include the certification number of the 3rd party inspector. The form and content of all 3rd party inspection reports are subject to review and final acceptance by the City of Allen.

RESIDENTIAL ENERGY CODE

COMPLIANCE FORM

Effective September 1, 2016 – 2015 IECC



Builder Name	
Builder Address	
Builder Phone Number	Builder Fax Number
Construction Address	Subdivision

Choose one method of compliance:

- | | |
|---|---|
| <input type="checkbox"/> Simplified Prescriptive Approach
<i>(Fill out remainder of form)</i> | <input type="checkbox"/> Systems Analysis Approach
<i>(Attach documentation such as HERS report)</i> |
| <input type="checkbox"/> Component Performance Approach
<i>(Attach documentation such as REScheck check or IC3 Report)</i> | <input type="checkbox"/> Participation in an Approved Energy Performance Testing Program
<i>(Attach documentation such as Energy Star)</i> |

Air Leakage Test Performed per R402.4 IECC 2015

Continue if "Simplified Prescriptive Approach" was chosen

IRC 1101.13.1 Simplified Prescriptive for new homes and additions **over** 500 sq. ft.

Insulation	Minimum	Installed	Inspection
Ceiling-Attic	R-38	_____	_____
Ceiling-Vaulted	R-22	_____	_____
Walls	20 or 13+5*	_____	_____
Floors	R-19	_____	_____
Basement Walls	R-6	_____	_____
Crawl Space	R-7	_____	_____
HVAC	Min. 13	_____	_____
Glazing U-Factor	Max .35	_____	_____
SHGC	Max .25	_____	_____
Glazing Area (%)	Max 50%	_____	_____
Duct Insulation: (Outside Envelope)	R-8	_____	_____

IRC 1108.1 Simplified Prescriptive for additions **less than** 500 sq. ft.

Insulation	Minimum	Installed	Inspection
Ceiling	R-30	_____	_____
Walls	R-13	_____	_____
Floors	20 or 13+5*	_____	_____
Basement Walls	R-8	_____	_____
Crawl Space U-factor	R-10	_____	_____
Glazing U-Factor	Max .35	_____	_____
SHGC	Max .25	_____	_____
HVAC	Min 13	_____	_____

* 13 cavity insulation + 5 continuous insulation

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the Energy Code and any amendments in the jurisdiction in which it will be built.

Signature of Builder/Designer

Print Name

Date

Permit Number:	Submittal Date:
----------------	-----------------

Rev 2B

RESIDENTIAL ENERGY INSPECTION FORM



THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND PLACED IN THE PERMIT PACKET AT THE FINAL INSPECTION. OTHER FORMS WILL NOT BE ACCEPTED

Tenant Name		Project Address
Lot	Block	Subdivision

To the Chief Building Official:

I have inspected the aforementioned residential building project and hereby declare that the work is in compliance with the 2015 International Energy Conservation Code as written in the Texas State Legislature House Bill 1736.

Certified Energy Inspector:

(Print Name)

Date

(Signature)

Certification Number

Phone Number

RESIDENTIAL INSPECTIONS



SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2009 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Chief Building Official. The following require special inspection: structural steel construction including welding and high-strength bolting, concrete construction, structural masonry construction, manufacturer's or engineer's designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material, smoke control systems, and other as determined by the Chief Building Official. These inspections are in addition to those performed by the City of Allen personnel.

INSPECTION REQUESTS

IVR Permits Line: 214.509.4149



OVERVIEW

Inspection requests must be called into the City's automated phone system (IVR). Make sure that you follow the instructions indicated on the phone line precisely. You must have a phone access code (located on your permit - **please note** that there are different phone access codes for each trade) and the inspection type code (the list is available online or in your Construction Packet) to use the automated phone system. For your convenience, this line is available from 6 a.m. – 11:59 p.m. Inspections that are called in before midnight will be scheduled for the following business day, in most cases. Inspection hours are 8 a.m. – 5 p.m., Monday through Friday. **NO SPECIFIC APPOINTMENT TIMES DURING INSPECTION HOURS CAN BE SCHEDULED.** For questions or to report problems with the IVR system, please call a Customer Service Representative: 214.509.4130. Office hours are Monday – Friday from 8 a.m. – 5 p.m.

CANCELLATIONS & RE-INSPECTION FEES

Cancellations:

Cancellations must be called in before 9:00 p.m. on the automated phone system. You may also contact your inspector on their phone number listed in the Residential Permit & Construction Packet.

Re-Inspection Fees:

IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE WORK IS READY FOR AN INSPECTION TO BE CONDUCTED. ALL FEES MUST BE PAID BEFORE THE FINAL INSPECTION CAN BE REQUESTED. PLEASE FOLLOW THE ESTABLISHED PROCEDURES SO WE MAY COMPLETE YOUR INSPECTIONS IN A TIMELY MANNER.

Inspection Questions:

Please do not call the office with questions regarding a RED TAG. You will be referred to your inspector.

ITEMS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING WILL CONSTITUTE AN AUTOMATIC RE-INSPECTION FEE AND THE INSPECTION WILL NOT BE CONDUCTED:

- Work not complete on initial inspection
- Items not corrected on re-inspection
- Trash bin not provided on site
- Blowing trash not placed in trash bin
- Permit packet not provided on site
- Form survey not provided on site at plumbing rough inspection
- Drainage, water or gas line tests not performed
- No concrete around sewer tap or double clean-out
- Any portion of work covered
- Foundation letter not provided on site at plumbing top-out/HVAC rough-in inspection
- Full set of plans not provided on site for framing inspection
- Brick ties not installed at framing inspection
- Panel cover not removed for electric meter inspection
- Installing temporary electrical service
- Electrical panel left off after service is hot
- Grounding not complete on spa motor
- Electric meter base not complete

WELCOME TO IVR PERMIT SYSTEM

IVR Permits Line: 214.509.4149

Schedule Inspections – Cancel Inspections – Retrieve Inspection Results – Check Plan Review Status

Call the Automated Voice IVR System for all of your Building Inspection transactions 24 hours per day, 7 days a week. You will be prompted through the entire process. Press (*) at any time for more information.

Before calling you will need:

- 1) **A touch-tone telephone**
- 2) **A site specific permit number**
- 3) **An inspection code – choose from the codes listed**

Choose from the following options:

Press (1) Schedule an Inspection

Press (2) Cancel an Inspection

Press (3) Obtain Inspection Results

Press (0) Emergency Assistance

Press (*) General Additional Information

The IVR Permit Voice User system will prompt you through the steps below during your call. You may perform multiple transactions during each call. At the end of your call you will be issued a Confirmation Number. *We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.*

Schedule an Inspection

- 1) Enter the **permit type**
 - a. Enter the **permit number** (the system will confirm this permit by speaking back the site address)
- 2) Enter the **inspection code** from the list on the outside of this brochure or refer to your building permit for a complete list of IVR inspection codes for your job
- 3) Enter the **inspection date** (the cut-off time is 8 p.m. for the next day inspection, any call after 8 p.m. will be scheduled for the following day)

After you have scheduled the inspection, you will be able to:

- **Leave a message** for the inspector
- **Request another inspection**, same permit
- **Request another inspection**, different permit
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Cancel an Inspection

- 1) Enter the **permit type**
- 2) Enter the **permit number**
- 3) Enter the **inspection code** from the list on the outside of this brochure

After you have cancelled the inspection, you will be able to:

- **Cancel** another inspection, same permit
- **Cancel** another inspection, different permit
- **Retrieve Inspector message**
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Obtain Inspection Results

- 1) Enter the **permit type**
- 2) Enter the **permit number**
- 3) Enter the **inspection code** from the list on the outside of this brochure

After you have listened to the inspection results you will be able to:

- **Listen to more results**, same permit
- **Listen to more results**, different permit
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Transfer to Staff & Additional Information

You can press (0) at any time to transfer to a live staff member **in case of emergency only**. You can also press (*) to hear an explanation of your current options.

IVR INSPECTION CODES

PLUMBING:

CODES	DESCRIPTION
100 (RP)	Plumbing Rough
110 (PLTO)	Plumbing Top Out
120 (GL)	Gas Line
125 (SL)	Sewer Line
135 (WL)	Water Line
140 (PT)	P-Trap
150 (WH)	Water Heater
160 (GS)	Gas Install & Test
170 (GM)	Gas Meter Release
197 (IRR)	Irrigation Residential Final
198 (IRRC)	Irrigation Comm. Final
199 (PFLN)	Plumbing Final

ELECTRICAL:

CODES	DESCRIPTION
200 (TP)	Temporary Pole
210 (ER)	Electrical Rough
220 (ELGR)	Electrical Underground
230 (EMCM)	Electric Meter Commercial
240 (EMSF)	Electric Meter Residential
299 (EFL)	Electric Final

MECHANICAL:

CODES	DESCRIPTION
300 (HRF)	HVAC Rough Duct
310 (GDFW)	Grease Duct Fire Wrap
320 (GRHD)	Grease Hood Duct
330 (DFEX)	Down Flow Exhaust
399 (HACF)	HVAC Final

BUILDING:

CODES	DESCRIPTION
400 (FDN)	Foundation
405 (FBS)	Form Board Survey
410 (FR)	Framing Residential
412 (SHWL)	Shear Wall
415 (LATH)	Lathe
420 (FF)	Framing Commercial
425 (SHEA)	Sheathing Inspection
430 (FWRK)	Flat Work
435 (PIER)	Pier Inspection
440 (BCLG)	Ceiling Commercial
450 (FW)	Fire Rated Wall
470 (MDFL)	Model Home Inspection
480 (FNL)	Final
490 (SFDF)	SFD Final/Elect/Energy/Termite
499 (CFNL)	Commercial Final

SWIMMING POOLS:

CODES	DESCRIPTION
500 (SPG)	Swimming Pool Ground
510 (SPD)	Swimming Pool Deck
599 (SPF)	Swimming Pool Final

MISCELLANEOUS:

CODES	DESCRIPTION
900 (FENC)	Fence Final
910 (ACC)	Accessory Building Final
920 (RF)	Roof Final
930 (SELE)	Sign Electrical
940 (SFDN)	Sign Foundation
960 (SF)	Sign Final
970 (HI)	Health Inspection

Contractor Registration Application



Contractor Information

Name:	State, Trade or Master License # (if applicable):
Address:	License Exp. Date:
City/State/Zip:	Phone #:
Email:	Fax :#:

Contractor Classification:

<input type="checkbox"/> General Contractor <input type="checkbox"/> Master Electrician <input type="checkbox"/> Journeyman Electrician <input type="checkbox"/> Residential Wireman <input type="checkbox"/> Master Sign Electrician <input type="checkbox"/> Energy Inspector	<input type="checkbox"/> Master Plumber <input type="checkbox"/> Backflow Tester <input type="checkbox"/> Fire Backflow Tester <input type="checkbox"/> Irrigator <input type="checkbox"/> Pool <input type="checkbox"/> HVAC <input type="checkbox"/> Other:	<input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Roofer <input type="checkbox"/> Hauler <input type="checkbox"/> Concrete <input type="checkbox"/> Foundation
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Business Information:

Business Name:	DBA:	
Business Address:	Office #:	
City/State:	Zip:	Fax #:
E-mail Address:		
Owner of Business if other than Contractor contact information:		

DRIVERS LICENSE

CONTRACTOR LICENSE

Responsible Parties

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF MY CONTRACTOR REGISTRATION AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCPECTED).

APPLICANT NAME:	SIGNATURE:
CONTACT PHONE:	DRIVERS LICENSE #/STATE:

FEE PAID:	RECEIVED BY:	DATE:
CONTRACTOR #:	EXPIRATION DATE:	

Guide to Building Permit Submittals



*Building Permit Fee or Plan Review Fee required at time of submittal.

Permit Type	Submittal Requirements	No. of copies
Certificate of Occupancy ONLY	Certificate of Occupancy Application with Floor Plan	2
	Copy of Sales Tax Certificate	1
Commercial Building, New Commercial Shell / Finish-Out Commercial Addition / Remodel Multi-Family	Building Permit Application	4
	Commercial Plan Review Checklist	1
	Construction Plans with Site Plan	4
	Plan Review Fee	
Residential, New House, Townhome, Duplex Residential Addition / Remodel	Building Permit Application	3
	Residential Plan Review Checklist	1
	Construction Plans with Plot / Site Plans	3
Accessory Building	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Deck	Building Permit Application	3
	Plot / Site Plan	3
Demolition	Building Permit Application	1
	Asbestos Certification Survey (if applicable)	1
Donation Bin	Building Permit Application	3
	Plot / Site Plan	3
	Proof of 501(c)(3) status	3
Electrical	Building Permit Application/Fee	1
Fence / Screening Wall	Building Permit Application	3
	Fence / Wall Review Checklist	1
	Construction Plans with Plot / Site Plan	3
Foundation	Building Permit Application	3
	Engineering Approved Reports	3
Irrigation	Building Permit Application	2
	Irrigation Review Checklist	1
	Construction Plans with Plot / Site Plan	2
Mechanical (HVAC)	Building Permit Application/Fee	1
Patio Cover / Carport / Shade Arbor	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Plumbing	Building Permit Application/Fee	1
Pool / Spa	Building Permit Application	3
	Pool / Spa Review Checklist	1
	Construction Plans with Plot Plan or Survey	3
Roof	Building Permit Application/Fee	1
Sign	Building Permit Application	2
	Sign Review Checklist	1
	Site Plan and Drawings of Each Sign	2
Solar Photovoltaic System	Building Permit Application	3
	Solar System Review Checklist	1
	Construction Plans/Site Plans	3
Storm Shelter	Building Permit Application	3
	Storm Shelter Review Checklist	1
	Construction Plans	3
Temporary Use / Special Event	Temporary Use Permit Application	1
	Site Plan	1
Water Heater	Building Permit Application/Fee	1