



# Residential Building Guide 2026

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## Introduction

The City of Whitehouse is pleased to present the 2024 Residential Building Guide. We trust that the information provided will be valuable and beneficial as you plan your project.

**The information contained herein is subject to periodic changes, so please be sure to check with development services staff for any updates.**

Staff has made every effort to simplify and condense portions of the various Ordinances that govern development in Whitehouse for the benefit of builders; however, it is advised that the Ordinances be consulted for full details and clarifications. **The Ordinances shall have precedent over this document if any discrepancies or conflicts should arise between this document and the Ordinances.**

The Residential Building Guide will be updated as often as possible, but its effectiveness will depend on input from the development community. Please feel free to send comments or suggestions to the development office.

## Development Services Contact Information

Development Services Director

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Building Inspector

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Permit Technician

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## Residential Building Permits

### Process Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites. Development and construction procedures for projects include the issuance of a building permits and the issuance of a Certificate of Occupancy (CO) upon successful completion of the project.

### Local Ordinances

- ❖ [Zoning Ordinance](#)
- ❖ [Platting Guidelines](#)
- ❖ [Subdivision Ordinance](#)

## ❖ [Subdivision Improvements](#)

### Adopted Building Codes

- ❖ International Building Code – 2012
- ❖ International Residential Code for One –and-Two Family Dwellings -2012
- ❖ International Fire Code 2012
- ❖ International Energy Conservation Code -2012
- ❖ International Mechanical Code – 2012
- ❖ International Property Maintenance Code -2012
- ❖ International Existing Building Code – 2012
- ❖ International Plumbing Code – 2012
- ❖ National Electric Code – 2011

The City uses [CityTech](#) for the entirety of the permitting process. Applications, plan review, payments, inspections, CO's, and issuance shall all be completed in CityTech. [See subsequent section for more detail.](#) Please note, work may only begin following the issuance of the building permit. Construction must begin within 180 days of the issuance. At least one building inspection is required for each 180 days or the work will be considered abandoned and will require a new permit. Permits are good for one (1) year upon the date of issuance. One extension of time may be granted at the request of the builder and at the discretion of the Development Services office. **Permits and fees must be obtained and paid prior to any work commencing. If any work is started without a permit, the fees shall increase by 100%.**

### CityTech

[Click here to access CityTech](#)

### Contractor Information

The City now requires all contractors (general & subcontractors/trades) to create an account with CityTech. This process replaces the previous system where contractors needed to register directly with the City. Contractors no longer need to renew their registration with the City.

We *highly* encourage that contractors create only one account. Permits and applications are linked to account holders, so having a single account will streamline access and record keeping, offering the most efficient usability.

- All subcontractor/trade accounts must include the contractor's license number.

### Application Process

After creating an account, applicants may continue by selecting the project type, subtype, entering the project location, and completing the subsequent sections.

## Submittal Requirements

The City requires the following documents be attached to the application:

- ❖ Building plans
- ❖ Site plan showing drainage and erosion control measures
- ❖ Floor Plan and elevations
- ❖ Foundation design and wall construction details
- ❖ Mechanical, plumbing, and electrical designs
- ❖ Door and window schedules
- ❖ Architect or engineer's seal, if required (buildings with spans of 24' or greater and retaining walls over 4' (measurement includes the footings)
- ❖ Energy code compliance data (COMcheck Energy Compliance Certificate)

**Sub-contractors/trades must submit for their own permits.**

## Required Inspections

- ❖ Plumbing Rough-in
  - (String lines pulled if the building is more than 12" from the setback and/or easement line must be pulled and in place at the time of inspection or a Certified Form Board / Foundation Survey must be in the office prior to inspection if the building is less than 12" from the setback and/or easement line – no inspection will be performed without this being done)
- ❖ Foundation (prior to pouring)
- ❖ Framing (4 pack)
  - Framing, plumbing top out, electrical rough in, mechanical rough in
- ❖ Insulation
- ❖ Final (landscaping must be installed prior to inspection)

## How to Schedule

Inspections must be scheduled through CityTech. To schedule, select the project, and select 'Request Inspection' on the right side of the page. Inspection type and requested date is required. Please note, if a date is greyed out on the calendar, that may mean, the time to request for that day has passed, the city may not be accepting inspections, or the city is closed that day for a local or federal holiday.

[Click here for a step-by-step guide for scheduling inspections](#), or contact development services to be sent the guide.

## Inclement Weather

No concrete, plumbing rough-in or underground inspection will be made if it has been determined that it is too wet. Please contact the inspector to verify if an inspection has been canceled due to weather. **It is the responsibility of the contractor to reschedule all inspections.**

## Fee Schedule

### Residential Construction

#### New Construction

Permit	\$.20 per square foot
Minimum fee	\$100
Re-inspection fee	\$100

#### Alterations, additions, repairs, and swimming pools

Permit	\$.15 per square foot
Minimum fee	\$100
Re-inspection fee	\$100

#### Cooling and Heating Systems

Permit	\$.06 per square foot
Mechanical Commercial Hood	\$30
Minimum fee	\$50
Re-inspection fee	\$100

#### Plumbing

\$5 each fixture:			
Water Closet	Sink	Lavatory or Basin	Laundry or Wash Tray
Bathtub	Shower	Grease Trap	Drinking Fountain
Urinal	Floor Drain	Beer or Soda Bar	Fixed Washing Machine
Wall Heater	Sewer Service	Water Service	

Gas Openings	\$20 for the first 10 openings \$.25 each additional opening
Boiler	\$25
Gas Meters (additional)	\$10
Sand Trap	\$25
Temporary Service	\$25
Yard Sprinkler	\$40
Minimum fee	\$50
Re-inspection fee	\$100

## Electrical

Circuits	\$3.50 for the first 3 circuits \$1.50 each additional opening
Switches, Base Plugs, and Fixtures (totaled together)	\$3.50 for the first 5 \$.30 for each additional
Dryer	\$3
Electrical Water Heater	\$3
Heating Unit	\$3
Motor (1/2 HP to 5 HP)	\$3
Motor (over 5 HP)	\$10
Range	\$3
Sanding Machine	\$3
Saw Service	\$25
Sign	\$25
Smoke Detector	\$3
Swimming Pool	\$25
Temporary Service	\$25
Minimum fee	\$50

## New Service or Service Change

0 to 200 amps	\$25
201 to 300	\$30
301 to 600	\$45
601 to 800	\$65
801 to 1000	\$80
1001 and over	\$110

## Miscellaneous Permits

Certificate of Occupancy	\$60
Residential Driveway	\$25
New Residential Fencing	\$20
Duplicate Permit	\$150
Renewal of Expired Permit	\$200