



APPLICATION FOR RESIDENTIAL BUILDING PERMIT

PROJECT INFORMATION

Permit No. _____

Date: _____

The undersigned in accordance with the Whitehouse City Code, hereby applies for a permit for the construction, alteration or addition of a building/structure at:

Project Address: _____

Block # _____ Lot # _____ Sq. Ft under roof _____ # of Stories _____

TYPE OF CONSTRUCTION:

New Construction

- New Single Family (must include block & lot above)
 New Duplex (must include block & lot above)
 New Multi-Family (# of units _____)
 o h

Addition / Remodel

- Addition
 Remodel *See Note
 Driveway Permit (Driveway Permit required)
 Other _____

***Note: If residence was built prior to 1978 and work is being done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by Environmental Protection Agency, must be complied with. Have you provided the owner and/or tenant with the EPA-approved lead information pamphlet? Yes ___ No ___ <http://www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf>**

Please describe the project briefly:

Will any fill material be used under footings? Yes _____ No _____

If answer is yes, has a soil & compaction test been done? Yes _____ No _____

*****SOIL COMPACTION TEST RESULTS MUST BE PROVIDED TO THE CITY*******PRIOR TO ANY INSPECTIONS BEING DONE.**

Is this project in a floodplain according to FIRM?: Yes _____ No _____ If yes, please see City Ordinance 08-1027-02

OWNER/CONTRACTOR INFORMATION

Owner Name: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone Number: _____ Fax Number: _____

Name of Contractor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

Applicant shall comply with the provisions of all Building, Zoning, Fire and Health Laws governing the construction of the above described building, whether specified herein or not.

Signature of Applicant: _____ Date: _____

For more information contact Susan Hargis
PO Box 776 / 101 Bascom Road, Suite A, Whitehouse, Texas 75791
P: 903-510-7502 / F: 903-510-7501
E: shargis@whitehousetx.org / www.whitehousetx.org



RESIDENTIAL PLAN REVIEW CHECKLIST

To process and expedite your Residential Building Permit, the following items are required to be provided with your Permit Application. If any of the items below are incomplete or missing, the application **will not be accepted** for review. Please mark appropriate box for each line:

New	Addition	Remodel	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current and valid address of property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two full sets of plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, back and side elevation drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation and wall construction details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan (including drainage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whitehouse Simplified Energy Code Compliance Form (New home construction only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door and window schedule (show size and placement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans must be minimum 11" by 17" and drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls over 4', wall details requires a P.E stamp and signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spans over 24' require P.E. stamp and signature

Plans will not be processed until submittals are complete. This sheet is intended as a guide and may not be inclusive of all requirements of the City of Whitehouse. Your design professional in charge may need additional items based on your site and proposed improvements.

Include All Site Plan Requirements Below:

- Must show address of property
- Property lines and their dimensions - Property lines can be verified with a certified boundary survey. It is the home owner's responsibility to know the property line location. (Existing fences do not always constitute actual property lines.)
- Square footage of proposed building
- Plans must be drawn to scale on minimum 11" x 17" paper.
- Plans must show building dimensions, bearing to property lines and total square footage or acreage of site.
- North direction arrow must be provided.
- All existing and proposed structures must be shown with building dimensions and distances from property lines.
- Access driveways and sidewalks must be shown with dimensions, shape and location
- All recorded public easements; (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
- Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.

FOR OFFICE USE ONLY

Is structure located in a flood plain? Yes _____ No _____

Zoning Approval: _____ Date: _____

Building Official Approval: _____ Date: _____



SIMPLIFIED RESIDENTIAL ENERGY CODE COMPLIANCE FORM

PROJECT INFORMATION

Building Address: _____ (for office use only)
Subdivision: _____ Permit No. _____
Builder Name: _____ Checked By: _____
Builder Address: _____ Date: _____
Builder Phone: _____ Builder Fax: _____

Choose one method of Compliance:

- Simplified Prescriptive Approach**
(fill out remainder of form)
- Component Performance Approach**
(attach documentation such as current RES Check report)
- Participation in an approved Energy Performance Testing Program**
(attach documentation)

Simplified Prescriptive Approach For City of Whitehouse Simplified Prescriptive

● Insulation

Ceiling-Attic R-38
Ceiling-Roof R-22
Walls R-13
Floors R-19
Crawl Space R-19

*If participating in an **Energy Performance Testing Program**, list the name of the program:

● Doors

U-Factor 0.35

● Glazing Options

U-Factor Max 0.55
Solar Heat Gain Max 0.30

● HVAC

Split System 13.0 SEER
Single Package 13.0 SEER

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 in the jurisdiction in which it was built.

Builder/Designer: _____ Date: _____

Insulation must maintain the 1-inch ventilation area without compressing the insulation. May require a larger framing member. Area of all rough openings for windows and doors is measured using the inside dimensions of the rough framing for the unit. Exception: Doors with less than 50% glass. This shall be measured from the inside cut opening within the door itself.

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WATER AND SEWER TAP APPLICATION

To request a water and or sewer tap, complete this form and return to the Development Services Department. The Utilities Supervisor will contact you within five working days to discuss the process of obtaining the tap(s) and the associated fees. After payment has been made to the utility department, a work-order will be generated for the installation of the tap(s).

This form is to be used for new construction only.

CUSTOMER INFORMATION

Applicant: _____ Date: _____

Service Address: _____

Type of Service: Residential Multifamily Commercial Industrial

Taps Requested (check all that apply): Water Irrigation Sewer

Required Deposits Per Meter: \$200.00 (\$150 deposit / \$50 activation)

Mailing Address: _____

Phone: _____ Email: _____

		# Required
3/4" WATER TAP & 5/8" METER	Cost + 25%	_____
1" WATER TAP & 5/8" METER	Cost + 25%	_____
1" WATER TAP & 1" METER	Cost + 25%	_____
1 1/2" WATER TAP & 1 1/2" METER	Cost + 25%	_____
2" WATER TAP & 2" METER	Cost + 25%	_____
3/4" EXISTING TAP & 5/8" METER SET	Cost + 25%	_____
1" EXISTING TAP & 5/8" METER SET	Cost + 25%	_____
1" EXISTING TAP & 1" METER SET	Cost + 25%	_____
1 1/2" EXISTING TAP & 1 1/2" METER SET	Cost + 25%	_____
2" EXISTING TAP & 2" METER SET	Cost + 25%	_____
Over 2"	Cost + 25%	_____
SEWER ACTIVATION	\$50.00	_____
SEWER TAP	Cost + 25%	_____

Pavement cuts if necessary are an additional \$650.00. Highway bores if necessary are an additional \$750.00/minimum
Only a Plumbing Contractor that is licensed in the State of Texas may make the connection to the tap.

STAFF USE ONLY	
ACCOUNT # _____	TOTAL COST: _____

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INSTRUCTIONS FOR WATER AND SEWER TAP APPLICATION

Customer is requesting one of the following:

- a) A new **water tap** may be obtained for an additional water meter for an irrigation system or for the construction of a building or residence.
- b) A new **sewer tap** may be obtained for new construction or for a new connection into the city sewer system.
- c) A transfer of Existing Service or to Discontinue Service.

Request for New Water or Sewer Service requiring a Tap and/or Meter:

1. Complete the top portion of **Application for Water and Sewer Tap Application** form where labeled: *Customer Use Only (Return to Development Services)*.
2. Return the completed application to the Development Services Department.
3. The Utilities Department will review the application, and determine all the specifics of the Tap(s), e.g. size, location, etc. An estimate will be created for the work and materials, and then communicated to the Client within 5 business days.
4. **Please Note:** Only a Plumbing Contractor that is licensed in the State of Texas may make the connection to the Tap.
5. After payment has been made to the utility department, a work-order is generated for City Crews to install the Tap(s). Please allow 7 to 10 business days.
6. The Client is now ready to employ a **Licensed Plumbing Contractor** who will obtain a Plumbing Permit to connect to the City Tap.
7. The Plumbing Contractor shall schedule an inspection of the underground plumbing connections prior to covering-up.
8. After the plumbing work is inspected and approved, by the Building Official, the Client is responsible for creating their water service account with the utility department.

Requests for Transfer of Existing Service or to Discontinue Service.

These requests will be handled exclusively by the Utility Department personnel:

PO Box 776
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Whitehouse, TX 75791
Phone: (903) 510-7500
Hours: Monday - Friday 8:30 am - 4:30 pm

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