



## Residential Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report or Energy Compliance Form.** ([www.energycodes.gov](http://www.energycodes.gov))

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



## Residential Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

**New and Remodel/Addition Residential Permits.** Have applicant submit the following:

1. Permit Application
2. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions
3. (2) Energy reports – Energy Code adopted by City
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans

**Note: Special departmental requirements conducted prior to permit submittal to BV will help expedite permit issuance.**

**Send complete permit package to BV, via Fed Ex # \_\_\_\_\_.**

### **BV Plan Review Staff:**

1. Permit information is entered into BV Task Management System.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building set backs, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for return to city.

### **BV via Fed Ex**

Returns approved permit packet to the city.

### **City Staff**

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)



## Miscellaneous Permits

**Fences** - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location of fence, height, and fence material.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

**Irrigation sprinklers** - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location and type of backflow device.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

**Private Swimming Pools** - Plans can be shipped to our BV office or we will pick up Pool permit packet for plan review.

1. Permit Application
2. (2) Site plans showing location of pool and distance from property lines and house.
3. Layout of pool to include depth and stamped approved by local utility service company.
4. BV will stamp one site plan "city" and one "contractor" and ship or fax all back for issuance.

**Accessory Buildings** - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location of accessory building and distance from property lines and house.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

**Miscellaneous Mechanical, Electrical, and Plumbing permits** -

Miscellaneous MEP permits are issued by the city. Please fax the permit application to our BV office for data entry into our Task Management System for tracking of inspections required.



## Residential Inspection Procedures

### City - Permit Technician:

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be faxed to our BV office for data entry into the BV Task Management System for tracking of inspections required. (Toll free Fax # 877-837-8859)
3. If add-on inspections are needed, the city contacts the BV office with address and type of inspection needed.

### Bureau Veritas - Inspection scheduling via BV Task Management System:

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

### Inspectors:

1. Print out daily inspection schedule report from BV Task Management System.
2. Return voicemail messages and reply to email messages.
3. Picks up tickets at city if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Task Management System.

### Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. BV has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Application Suite has the ability to add other department approvals to the list of required inspections as requested by the city.

### Reports:

BV Task Management System has the ability to generate reports that the city can access. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.



BUREAU  
VERITAS

## Typical New Residential Inspections

<input type="checkbox"/> Plumbing Rough	_____
<input type="checkbox"/> Water Service	_____
<input type="checkbox"/> Yard Sewer	_____
<input type="checkbox"/> Form Board Survey	_____
<input type="checkbox"/> Foundation	_____
<input type="checkbox"/> Electric Rough	_____
<input type="checkbox"/> Mechanical Rough	_____
<input type="checkbox"/> Gas Rough Piping/Test	_____
<input type="checkbox"/> Plumbing Top-Out	_____
<input type="checkbox"/> Framing	_____
<input type="checkbox"/> <del>Windoterm</del>	_____
<input type="checkbox"/> Energy Insulation	_____
<input type="checkbox"/> Construction Electric	_____
<input type="checkbox"/> Gas Final	_____
<input type="checkbox"/> Electrical Final	_____
<input type="checkbox"/> Mechanical Final	_____
<input type="checkbox"/> Plumbing Final	_____
<input type="checkbox"/> Energy Final	_____
<input type="checkbox"/> Building Final	_____
<input type="checkbox"/> Customer Svc. Insp. Form	_____
<input type="checkbox"/> T-Pole	_____
<input type="checkbox"/> Flatwork	_____



701 N. Tool Dr.  
Tool, TX 75143

Office: 903.432.3522  
Fax: 903.432.3867

www.tooltexas.org  
Permits@tooltexas.org

# City Permit Application

Permit Number: \_\_\_\_\_  
(\*if permit application is approved)

Permit Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot / Block: \_\_\_\_\_ / \_\_\_\_\_

Owner-Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor-Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Contractors must be registered with the City of Tool*

Estimated Cost of Project: \$ \_\_\_\_\_ Estimated Square Footage: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

*NOTICE TO APPLICANT: This permit is issued on the basis of information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Tool Code of Ordinances and International Building Codes. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the City, regardless of information and/or plans submitted. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work.*

**I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.**

Applicant's Signature	Date	Permit Fee: \$ _____
Permit Processor's Signature	Date	
		Payment Type: Cash / Check # _____ / CC (*Fees apply if using CC)

**\*\*\*\*\* BELOW TO BE COMPLETED BY THE CITY \*\*\*\*\***

### PERMIT TYPE:

- |   |   |                                     |  |
|---|---|-------------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> General Construction | <input type="checkbox"/> Demolition | <input type="checkbox"/> Garage / Carport / Storage (Circle One) |
| <input type="checkbox"/> Electrical       | <input type="checkbox"/> Plumbing             | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Pool* / Spa / Hot Tub (Circle One)      |
| <input type="checkbox"/> Sign(s)          | <input type="checkbox"/> Mobile Home          | <input type="checkbox"/> Roofing    | <input type="checkbox"/> Other _____                             |

\*Storable swimming pools must conform to 2006 section E4107 IRC code and section 3109IBC code \_\_\_\_\_  
*Applicant's Initials*

### ZONING / STRUCTURE TYPE:

- |  |   |                                 |                                      |                                    |
|--|---|---------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Industrial Warehouse | <input type="checkbox"/> Church | <input type="checkbox"/> School      | <input type="checkbox"/> Apartment |
| <input type="checkbox"/> Town House    | <input type="checkbox"/> Commercial Area      | <input type="checkbox"/> Duplex | <input type="checkbox"/> Other _____ |                                    |

Located in Flood Zone? \_\_\_\_\_ If Yes, Floodplain Development Permit is required.

Inspection(s) that will be required: \_\_\_\_\_

Additional Information: \_\_\_\_\_



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**Contractor Registration**

Date \_\_\_\_\_

Company Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Contact Numbers (Cell) \_\_\_\_\_ (Home/Office) \_\_\_\_\_ (Fax) \_\_\_\_\_

Name of License Holder \_\_\_\_\_ Company Email \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Approved By Signature

**Required Documents**

- Completed Contractor Registration Form
- Copy of Drivers License / Government I.D.
- Copy of State Trade License (TRCC)
- Copy of Company Liability Insurance

**Contractor Registration Fee: \$75.00 (REGISTRATION IS VALID FROM JAN 1 TO DEC 31)**

*\*No fee for Plumbing or Electrician registration*

**Early Renewal (Dec 1 – Dec 31): \$25.00**

*Office Use*

\*\*\*\*\*

License / Registration Type

- Electric
- Plumbing
- HVAC
- General Contractor
- Other \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Expiration Date \_\_\_\_\_

\*\*\*\*\*



## SUBCONTRACTOR VALIDATION SHEET

Permit Number \_\_\_\_\_ Project Address \_\_\_\_\_

ELECTRICAL	
Company Name:	
Master Electrician's Name:	
State License Number:	
Phone Number:	

PLUMBING	
Company Name:	
Master Plumber's Name:	
State License Number:	
Phone Number:	

HVAC	
Company Name:	
Master HVAC's Name:	
State License Number:	
Phone Number:	

MUST PROVIDE COPIES OF STATE LICENSING





Ordinance # 2016-05\_A1  
Permit Fees – Attachment “A”

**AN ORDINANCE OF THE CITY OF TOOL AMENDING ATTACHEMNT “A” OF ORDINANCE 2016-05; AMMENDING PERMIT AND INSPECTION FEES FOR BUILDING CONSTRUCTION, PLUMBING, ELECTRICAL, MECHANICAL AND OTHER CONSTRUCTION OR MAINTENANCE AND REPAIR OF SUBCOMPONENTS OF CONSTRUCTION; PROVIDING FOR SUPPLEMENTAL AND CUMULATIVE PROVISIONS; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Tool, Texas, had duly adopted various building, plumbing, electrical, mechanical and other construction or maintenance and repair of subcomponents of construction codes as authorized by the State of Texas ; and

**WHEREAS**, the City Council of the City of Tool, Texas, has the authority to establish permit and inspection fees for the various codes adopted by the City of Tool and/or required by the laws of the State of Texas and the City Council of the City of Tool has determined by City Ordinance that said fees may be amended from time to time by ordinance; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TOOL, TEXAS AS FOLLOWS:**

**SECTION I.**

That the heretofore described Permit and Inspection fees, more specifically described in Attachment “A” attached to this ordinance, shall become the established fees.

**SECTION II.**

Provisions of this section are supplemental and shall be cumulative with all other laws and ordinances applicable in any manner to building, construction, and all other related codes.

**SECTION III.**

All Ordinances or portions thereof in conflict with the provisions of this Ordinance, to the extent of such conflict, are hereby repealed, but only to the extent of such conflict.

**SECTION IV.**

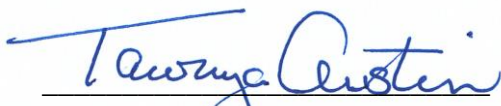
If any word, sentence, clause, paragraph, or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and such holding shall not effect validity of remaining portions thereof.

**SECTION V.**

This Ordinance shall take effect after being passed and approved by the City Council of Tool, Texas and as otherwise required by law.

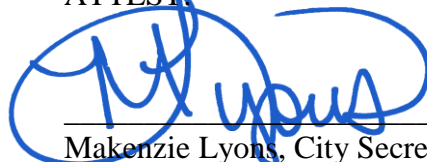
**PASSED AND APPROVED** by the City Council of the City of Tool, Texas, this 20<sup>th</sup> day of June, 2019.

APPROVED:

  
Tawnya Austin, Mayor



ATTEST:

  
Makenzie Lyons, City Secretary



**Ordinance # 2016-05\_A1**  
**Permit Fees – Attachment “A”**

**ATTACHMENT “A”**

Commercial & Multi-Family Permit Fees	
Total Valuation	Fees
\$1.00 → \$500	\$50.00 Minimum fee
\$501.00 → \$2,000	\$50.00 + \$3.05 for each additional \$100 (Or fraction of) Up to and including \$2,000
\$2001.00 → \$25,000	\$95.00 + \$14.00 for each additional \$1,000 (Or fraction of) Up to and including \$25,000
\$25,001.00 → \$50,000	\$417.00 + \$10.10 for each additional \$1,000 (Or fraction of) Up to and including \$50,000
\$50,001.00 → \$100,000	\$669.50 + \$7.00 for each additional \$1,000 (Or fraction of) Up to and including \$100,000
\$100,001.00 → \$500,000	\$1,019.50 + \$5.60 for each additional \$1,000 (Or fraction of) Up to and including \$500,000
\$500,001.00 → \$1,000,000	\$3,259.50 + \$4.75 for each additional \$1,000 (Or fraction of) Up to and including \$1,000,000
\$1,000,001 and Up	\$5,634.50 + \$3.65 for each additional \$1,000 (Or fraction of)



# Ordinance # 2016-05

## INTERNATIONAL CODES

### ATTACHMENT "A" Building Permit Fee Schedule

Type	Base Fee	Additional Fee / Notes
Administrative Fee	\$50.00	In addition to permit fee
Alarms	\$100 Commercial \$50 Residential	Must Re-register Annually
Certificate of Occupancy	\$100.00 / Annually	B-1 Zoned Districts Only (New permit required every 12 months)
Concrete	Based on Valuation Chart	+Administrative fee
Contractor Registration	\$75.00- Initial & Expired Registrations \$25.00 - Early Renewal	Liability Insurance Required All Registrations Expire Annually on Dec 31 <sup>st</sup>
Demolition	\$50.00 up to 150 – 1000 sq. ft.	\$.10 per sq. ft. over 1000 +Administrative fee
Electrical	\$150.00	+Administrative fee
Fence	Based on Valuation Chart	+Administrative fee
Garage Sale	\$5.00	Per Sale
General Construction	Based on Valuation Chart	+Administrative fee
Manufactured Homes	\$150.00 (Must be HUDD Code)	Electrical + Plumbing (etc.) +Administrative fee
Manufactured Home Variance	\$15 per hour + Mileage	Mileage based on current IRS rates
Moving Fee	\$100	(Portable Buildings Excluded)
New Construction	Based on Valuation Chart	+Administrative fee
Plumbing	\$150.00	+Administrative fee
Pools – In Ground	Based on Valuation Chart	Electrical + Plumbing Permit +Administrative fee
Pools – Above Ground	\$100.00	Electrical + Plumbing Permit +Administrative fee
Pools – Hot Tub / Spa	\$100.00	Electrical + Plumbing Permit +Administrative fee
Remodels	Based on Valuation Chart	Electrical + Plumbing Permit +Administrative fee
Roofing	\$150.00	+Administrative fee
Storage Building/Garage/Carport	Based on Valuation Chart	Includes Portable Storage Buildings +Administrative fee



**Ordinance # 2016-05\_A1**  
**Permit Fees – Attachment “A”**

**ATTACHMENT “A”**

New Construction or Improvement of a Residential Dwelling

<b>Residential New Construction</b>	
<b>Square Footage (S.F.)</b>	<b>Fee</b>
0 - 1,500 S.F.	\$1,250
1,501 - 10,000 S.F.	\$1,250 for the first 1,500 S.F. plus \$0.55 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$6,000.00 for the first 10,000 S.F. plus \$0.25 for each additional S.F. over 10,000 S.F.
<b>Alteration / Addition for Residential Construction</b>	
<b>Trade Permits</b>	<b>Fee</b>
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$200.00 per trade
Other Project types not listed above	\$200.00 per trade