



NEW RESIDENTIAL BUILDERS PACKAGE CITY OF PRINCETON

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INSPECTION REQUEST

development-info@princetontx.us by 12:00pm for next day inspection

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Official will prevail.

BUILDING CODES

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Princeton has adopted the following codes regulating building construction with city amendments.

2018 International Building Code

2018 International Residential Code

2018 International Fire Code

2018 International Plumbing Code

2018 International Mechanical Code

2018 International Energy Conservation Code

2018 International Fuel and Gas Code

2017 National Electrical Code

City of Princeton Zoning Ordinance Chapter 82 www.municode.com



Application for Building Permit

City of Princeton
123 W. Princeton, Princeton, TX 75407
214-960-5653
development-info@princetontx.us

The following steps must be followed in order to obtain a grading or building permit for new construction that changes the use or adds to the development footprint:

1. Submit the following documents in PDF format in individual file folders by address. Acceptable format for the submittals include disk, flash drive, email or other digital transfer means. Site Plans to include the following:
 - Complete address
 - North arrow
 - Footprint of building
 - Setbacks to all property lines
 - All easements
 - Location of fence
2. Construction Plans
 - Framing plans
 - Floor plan
 - Elevation drawings
 - Electrical and plumbing plans
3. Sub-Contractors to be registered i.e.: HVAC, ELECT, PLUMBING, IRRIGATION BACKFLOW TESTER
4. Engineered Foundation Plans with letter
5. Square footage breakdown
6. Energy Code submittal letter
 - Builder's name
 - Plan number
 - Address specific
 - Energy Code Certification Number
7. Homeowners Association (HOA) approval
8. Letter of intent for termite protection

PRE-CONSTRUCTION REQUIREMENTS RESIDENTIAL & COMMERCIAL SITES

The following items are required to be in place FOR THE PLUMBING ROUGH INSPECTION

- PORTA-LET (on commercial sites, one porta-let per 10 persons and on residential sites, one per lot.)
- TRASH RECEPTACLE (four-sided plywood or OSB nailed well) or commercial container
- SILT FENCE (properly trenched, see SWPPP for details)
- CURLEX (if less than 70% vegetation exists)
- COMPANY SIGN W / PHONE # AND ADDRESS OF SITE

City of Princeton ordinances require that these systems remain in place and in good repair for the duration of the project.

Exceptions:

- No porta-let required after there are *working toilets* in the structure that workers can use.
- Trash receptacle may be removed when brick package and sheet rock is completed (use garage for trash and debris).

SILTFENCE and CURLEX may be moved in order to excavate for utilities and flatwork but must be back in place upon completion of the work. *It can be removed only when there is sod on site or hydro mulch is completed.*

I have carefully examined and read the completed application and know the same is true and Correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and to abide by all regulations and restrictions imposed upon construction by agencies of the United States Government.

Signature _____ Date _____



PRINCETON TEXAS

BUILDING PERMIT APPLICATION

PERMIT NO. 202

Submittal Date

INSPECTION PROCEDURES FOR ALL PERMITS: The Contractor should call in inspection requests for work done on private property at 214-960-5653 or email to development-info@princetontx.us.

NOTE: INSPECTIONS WILL NOT BE SCHEDULED OVER THE CELL PHONE!!!
NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROJECT INFORMATION
OWNER INFORMATION
Project Address
Lot Block Subdivision Unit
Name
Address
City/State/Zip
Telephone Cell
Signature Date

CONTRACTOR INFORMATION Builder () Owner ()
Name City Registration#
Company
Address/City/ST/Zip
Telephone Cell
Signature Date
SUB-CONTRACTOR INFORMATION
HVAC City
Registration#
Plumbing City Registration#
Electrical City Registration#
Irrigation Backflow City Registration#

REQUIRED WITH APPLICATION

BUILDING CLASSIFICATION CHART

- 1. Building plans
2. Site Plans
3. Engineered Foundation Plans with letter
4. Square footage breakdown
5. Energy code submittal letter
6. HOA Approval
7. Letter of intent for termite inspection
(1) Single Family Dwelling
(2) Res. Add/Alterations
(3) Res. Accessory Building
(4) Res. Swimming Pool/Spa
(5) Res. Roof
(6) Res. Fence/Retaining Wall
(7) Res. Patio/Deck
(8) New Commercial Building
(9) Commercial Add/Alterations
(10) Commercial Accessory Building
(11) Commercial Roof Repair
(12) Commercial Fence/Ret. Wall
(13) Commercial Patio/Deck
(14) New Apartment
(15) Hotels/Motels
(90) Other

BUILDING PROJECT DESCRIPTION
PURPOSE (See Building Classification Chart above right) #
I - II - III - IV - V - N - A - B - 1 - 2 - 3
A-B-E-F-H-I-M-R-S-U-1-2-3-4-5-6-7
FLOOR AREA (sq ft) AREA VALUE
SFD Under Roof x \$70.00= \$
Comm. Under Roof x \$85.00= \$
Foundation \$
Swimming pool/spa \$
Patio \$
Accessory Building \$
Driveway/Flatwork \$
Other/Site Dev. \$
ROOF only
Type Installed
Type Removed
Times over-laid
Width
Length
Total Sq. Ft.
TOTAL \$
FENCE only
Type
Adjoins River/Drainage
Total Length
Fence Height
FEES
SUBTTL \$
Plan Rev. \$
Impact \$
Misc. \$
Red Tag \$
Total \$ TOTAL FEES \$

BUILDING PERMIT

To apply for a permit, provide plans with diagrams, computations, specifications, and other data as may be required by the Building Official. Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Princeton and all applicable fees paid to the City. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City's jurisdiction must be registered with the City and provide proof of liability insurance. (i.e.: HVAC, Electric, Plumbing, Irrigator)

Construction or building without a permit is subject to a fine double the permit fee.

Properties with drive access onto a U.S. Highway (380) or a Farm to Market Road (FM) will require a Texas Department of Transportation (TXDOT) Driveway Permit. A \$150.00 Residential Permit Fee is required for filing the TXDOT Application through our Engineering Staff with TXDOT's permit system.

PLAN SUBMITTAL

Site Plans to include:

Complete address with legal description (lot, block, subdivision, and phase)

Property lines and lot dimensions

North arrow

Proposed structure and all existing buildings

Finished floor and finished pad elevations (if applicable)

All easements, Utility locations

Driveway, sidewalk and fence locations

Setbacks – approved setbacks for front, rear and sides of house must be shown. (No patios can encroach on building setbacks.) *See City of Princeton Zoning Ordinance Chapter 82*

www.municode.com

Residential Energy Code Compliance Report (2018 IECC) Energy report must include Builder's name, Plan number, Address, and Certification Number. Acceptable energy reports include IC3 report, Energy Gauge, RemRate, and other approved reports.

Engineered Foundation Plans

Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2018 IRC. If letter is provided, original signature and engineer stamp must be on one of the letters submitted. If stated on plans, must have engineer stamp and original signature of engineer on plans.

House plans to include: floor plan, exterior elevations, framing, roof design, construction details, window/door schedule, masonry on wood details and plans for sheer wall bracing/design. Options reflecting additional buildable space must be identified by the actual square footage area and included in the permit values for total A/C area and/or construction area under roof. Other options shown but red lined will be included within the permit value. Elevation drawings must clearly state that the structure meets the exterior requirements set forth by the City of Princeton. A Brick Calculation Chart must be included showing the percentage (%) of brick coverage for front, right, left and rear elevations including a Total Brick Coverage Percentage (%). All drawings must be legible and show proper square footage for A/C and total building areas.

Fire Sprinkler System plans for all residential structures 5,000 sq. ft. and over. **Letter of intent for termite protection**

CONSTRUCTION SITE STANDARDS

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all residential building sites in the city. City ordinance requires that these systems remain in place and in good repair for the duration of the project. (Reference exceptions below). Due to differences in site elevations or grade, some sites may have modified standards in order to meet the requirements of established ordinances. Modifications, if any, will be reviewed and approved by the Chief Building Official on a case-by-case basis.

The following items are required to be in place for the Plumbing Rough inspection:

1. **PORTA-LET:** All residential sites are required to have one porta-let per lot.
Exception 1: if two lots are side by side on the same side of the street, one porta-let may serve the two lots.
Exception 2: the porta-let may be removed from the lot only when a *working* toilet is properly installed in the structure for the use of the workers. On commercial sites, one porta-let for every 10 persons on the site is required.
2. **TRASH BIN:** Trash bins are required on all construction sites. On residential lots, the minimum requirements are 3-sided OSB or plywood bins, well nailed, OR 3-4 sided chain link fence panels properly secured. Chain link material will be no larger than 2" X 2" square. We will no longer accept welded wire fabric trash bins.
Exception: trash bin will not be required after the brick package is completed. The garage may be used for storage of excess materials and refuse until final inspection, in which case it must be empty. NO debris will be allowed on the lot.
3. **DEBRIS FENCE/BARRIERS:** All lots and sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots, debris fence is required when an occupied residence is within one lot of the project. For all sites: debris fence may be removed when project is ready for final inspection.
4. **ADDRESS AND SIGN:** All lots must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their sign.
5. **EROSION CONTROL SYSTEMS:** All residential lots must maintain properly installed silt fence and/or curlex for the duration of land disturbing activities, i.e. grading, excavation, and primary construction etc. Only silt fence may be used when installed directly behind curb. Silt fence and Kerlex may be moved out of the way for excavation and other activities such as final grade but **MUST** be replaced until sod or other approved soil stabilization devices are in place. Lots must now have a minimum of 70% vegetation at the front and back of lot to remove erosion controls and to obtain a C.O.

CONCRETE WASHOUT SITES

- Each builder will install and maintain their own washout site.
- The washout site will be surrounded completely with silt fence.
- A rock entry will be installed on the entrance of the washout site. The rock entry will be designed so no runoff from site will occur.
- Each site will have a builder's sign posted.
- If builders in the same sub-division agree to share a washout site, EACH builder will post a builder's sign on that site.
- A letter will be sent to the City of Princeton stating it is a shared site, by whom, and which builder is responsible for clean-up and maintenance.
- Washout site shall be removed at completion of project.

INSPECTIONS

We have developed the following lists of standard inspection points in an effort to assist the builders in assuring readiness for inspections, preventing time delays, and reducing the likelihood of re-inspections. These are, of course, only the most basic expectations and are not intended to supplement the code; nor shall they imply approval. The following information is for reference only.

REQUESTS: The General Contractor should email in inspection requests for work done on private property at development-info@princetontx.us. Any inspection properly emailed in before Midnight will be scheduled for the next business workday. You may also call 972-736-6169 x 4 during our normal business hours of 7am-4pm to schedule inspections.

CANCELLATIONS: All cancellations must be emailed to development-info@princetontx.us, or call 972-736-6169 x 4.

RE-INSPECTION POLICY: There will be no re-inspection fee for the first failed inspection. A re-inspection fee of \$50.00 per failed inspection may result thereafter. Re-inspection fees must be paid before the re-inspection will be performed.

PLACEMENT OF INSPECTION APPROVALS: At the time the permit is issued the builder will be provided with a Site Inspection Card which will show the required inspections the Inspector will approve all inspections on this Site Card.

REQUIRED RESIDENTIAL INSPECTIONS:

- Trash bin and Port o Pot must be on site at time of first inspection.
- Temporary Pole, Plumbing Rough (Ground) with form survey on site, Water Service and Yard Sewer.
- Foundation inspection from City Inspector
- Framing (i.e., Building Frame/Electric Rough and HVAC Rough/Plumbing Top Out) must be called all together. (Sheer wall plans to be onsite.)
- Insulation Pre-drywall - approval and report from certified third party tester.
- Flatwork (Walks/Drives/Patio). (#3 rebar 24" centers) required.
- Final inspection (required before building is occupied) Residential final inspections includes final Building, Electric, Plumbing and HVAC Inspection. Final drainage survey, backflow test form (if applicable), final approved energy inspection/test report from third party, termite affidavit, and all permits pertinent to the address must be present at the time of the Final Inspection. Irrigation system must be installed front and both sides. Sod and trees planted where required. Proper site drainage, all required fence in place and all site debris removed.

WATER METER

- Meter must be set between 12" and 14" from top of meter can.
- Meter must be set with min. 6" gravel under meter.
- Meter can must be set level with paving or curb
- Must have clear access to City Stop
- Must have additional in-line valve between meter and building/house.
- Meter and meter can must be installed correctly at the time of the Plumbing Rough inspection.
- Meters are not to be set in driveway, access or sidewalk.