Construction Permit Application

102 W. Travis, Holland, Texas 76534

Phone: 254-657-2460

ALL information is required for submittal (Incomplete application WILL Not be processed)

ALL PERMIT REQUEST MUST BE EMAILED TO: permits@hollandtx.gov

Date Submitted: _____

Company Name: _____ Contact Person: _____

Contractor Address: _____

City: _____ State : _____ Zip: _____

Phone Number: _____ Email: _____

Job Address _____ Property Owner: _____

Job Type: Residential Commercial

Estimated Cost: _____ Total Building Square Footage: _____

Job Description: _____

_____

Plumber: _____ License # _____

Electrician: _____ License #: _____

Mechanical: _____ License #: _____

ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing , elevation & res– check or 3rd party.)

Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 digital— (including all site, civil plans, landscape, and drainage)

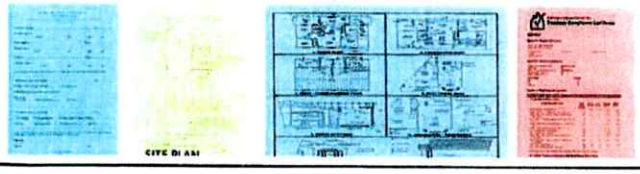
Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

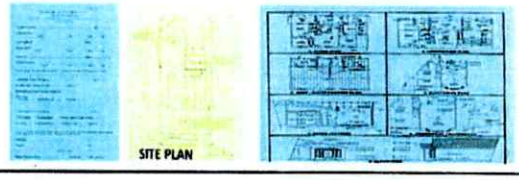
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



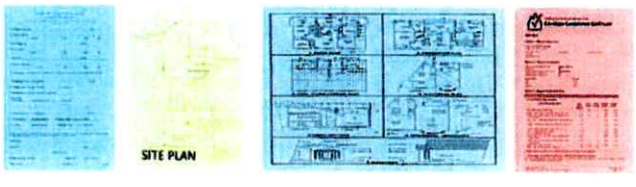
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



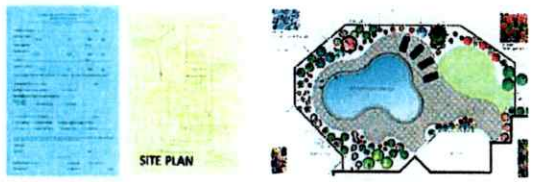
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: **Inspection Only**

Electrical Repair
Plumbing Repair
Mechanical Repair
lectrical Service Upgrade
Siding / Veneer
Re-Roof
Irrigation System
Concrete Deck / Slabs
Foundation Repair

Note:
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

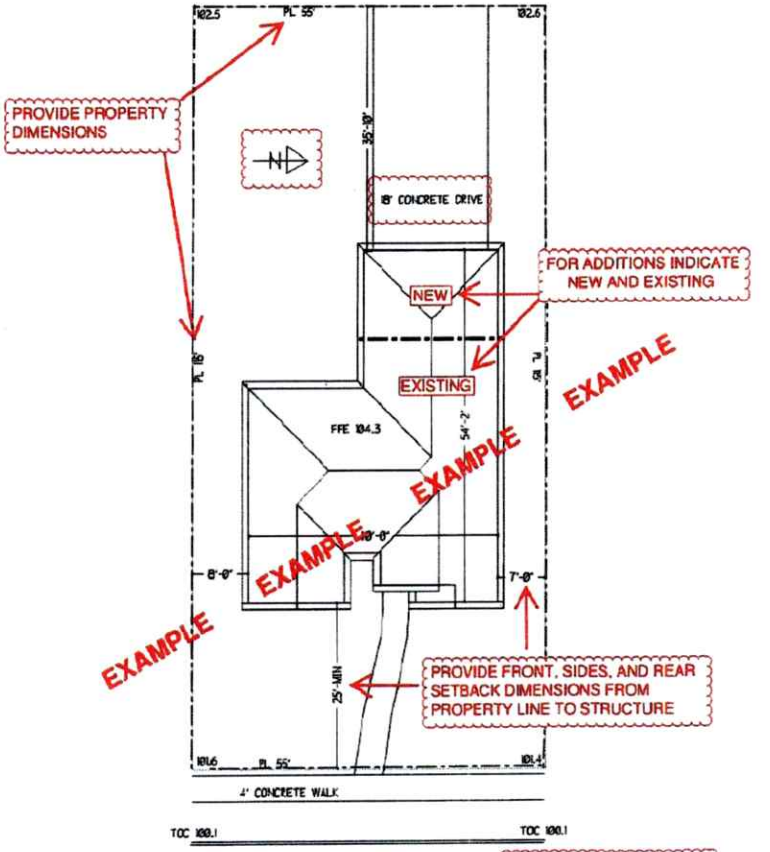
Trades are all included under the residential addition - remodel and alteration permit projects.

Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After

Site Plan should provide the following information

- ☐ North Arrow
- ☐ Address / Subdivision / Lot Number / Block Number
- ☐ Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- ☐ Parcel / Property Dimensions all sides.
- ☐ Show setback dimensions to all structures from property line and distances between buildings .
- ☐ Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- ☐ Dedicated driveway access to property showing street name and or alley where applicable.
- ☐ Driveway must be labeled Driveway or "DW"
- ☐ Show Easements (ingress / egress easements, public utility easements, etc.
- ☐ Square footage of all structures / existing and new



SITE PLAN

Construction plans should include the following details

1. Floor Plan
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary
  (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

2. Roof / Floor Framing Plan
- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

3. Cross Sections
- All connection details keyed in
- Basic outline of all structural members
  Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.

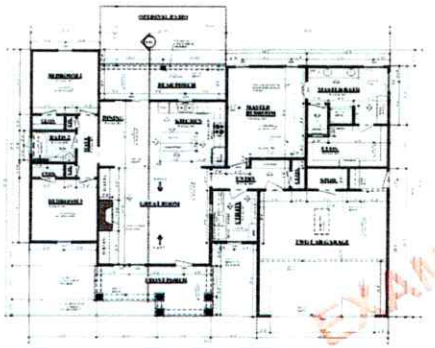
4. Foundation Plan
- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

5. Electrical Plan
- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

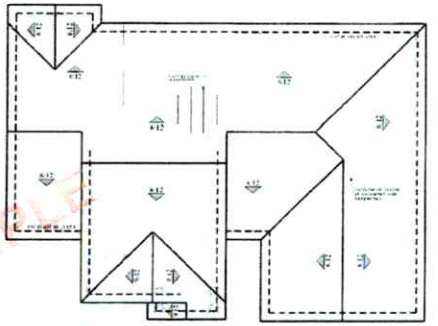
6. Elevations
- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
  Exterior finishes for roofs and walls

7. Other Documents
- Energy Report
- Engineering
- Other Documents

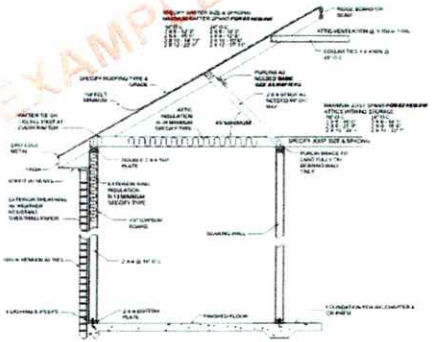
Stair and Guardrail Details (If applicable)



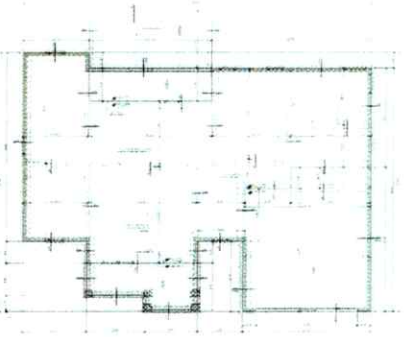
1. Floor Plan



2. Roof / Floor Framing Plan

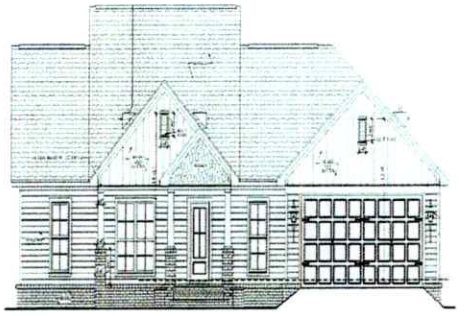


3. Cross Section Plan



4. Foundation Plan

5. Electrical Plan



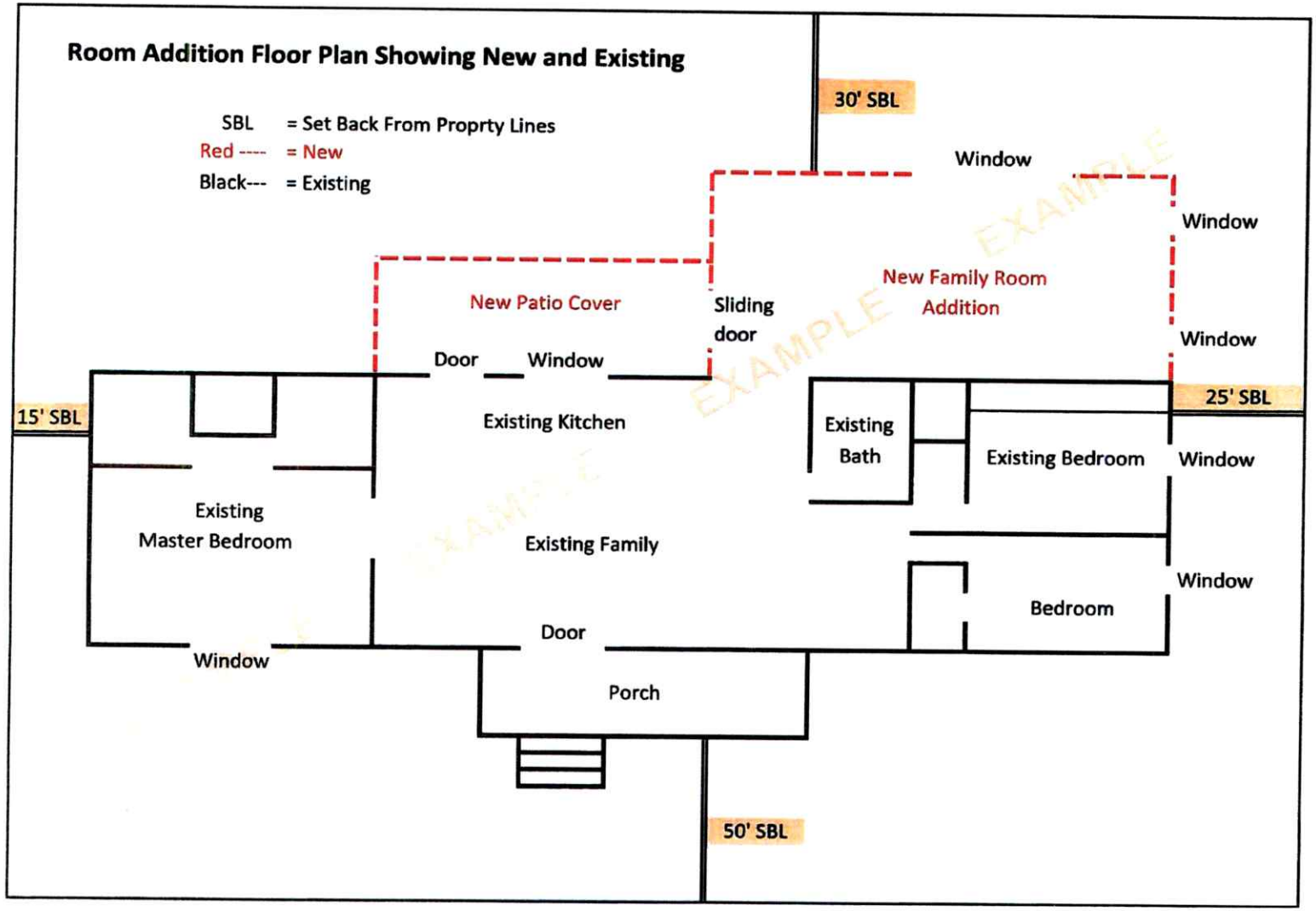
6. Elevation

Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.

EXAMPLE

REM/*Rate*™


Room Addition Floor Plan Showing New and Existing
SBL = Set Back From Proprty Lines
Red ---- = New
Black--- = Existing
30' SBL
Window
Window
New Family Room Addition
New Patio Cover
Sliding door
Window
Door
Window
25' SBL
15' SBL
Existing Kitchen
Existing Bath
Existing Bedroom
Window
Existing Master Bedroom
Existing Family
Window
Bedroom
Door
Window
Porch
50' SBL
EXAMPLE