



# City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 \* Fax: (817) 441-6900

[www.willowpark.org](http://www.willowpark.org)

## Residential New Home Building Requirements

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 Department will prevail.

### **Building Codes**

The City of Willow Park, Texas, has adopted the following codes regulating building construction.

*2012 International Building Code*  
*2012 International Plumbing Code*  
*2011 National Electrical Code*  
*2012 International Fire Code*

*2012 International Residential Code*  
*2012 International Mechanical Code*  
*2012 International Energy Conservation Code*  
*2012 International Fuel Gas Code*

### **Building Permit**

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A plan review fee must be paid upon submission of the building permit application for all commercial construction. A Building, Mechanical, Plumbing and Electrical permit fee must be paid upon issuance of permit. All permit fees are non-refundable.

All Contactors performing work within the City of Willow Park's jurisdiction must be registered with the City and provide proof of liability insurance. An annual fee is required.

Water service is provided by the City of Willow Park. You will need to setup your account at City Hall and pay all deposits. A water meter is required to be in place prior to the final inspection.

Driveways or culverts: TXDOT permit is required for construction on all state highway public right-of-ways at submission of permit application

### **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

### **Inspections**

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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## Residential Permit Application

[www.willowpark.org](http://www.willowpark.org)

<b>Building Permit Number:</b> _____		<b>Valuation:</b> _____	
<b>Project Address:</b> _____		<b>Zoning District:</b> _____	
<b>Lot:</b> _____	<b>Block:</b> _____	<b>Subdivision:</b> _____	
<b>Project Description:</b>	<b>NEW SFR</b> <input type="checkbox"/>	<b>SFR REMODEL/ADDITION</b> <input type="checkbox"/>	<b>ACCESSORY BUILDING</b> <input type="checkbox"/>
	<b>PLUMBING</b> <input type="checkbox"/>	<b>MECHANICAL</b> <input type="checkbox"/>	<b>ELECTRICAL</b> <input type="checkbox"/>
<b>DRIVEWAY</b> <input type="checkbox"/>	<b>FENCE</b> <input type="checkbox"/>	<b>LAWN IRRIGATION</b> <input type="checkbox"/>	<b>SWIMMING POOL</b> <input type="checkbox"/>
			<b>DEMO</b> <input type="checkbox"/>
			<b>FENCE</b> <input type="checkbox"/>
<b>Description of Work:</b> _____			
<b>Area Square Feet:</b>	<b>Covered</b>	<b>Porch:</b>	<b>Total:</b>
<b>Living:</b> _____	<b>Garage:</b> _____	_____	_____
<b>IS THIS PROPERTY IN A FLOODPLAIN:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, provide Flood Plain Certificate</i>	

<b>Owner Information:</b> _____			
<b>Name:</b> _____		<b>Contact Person:</b> _____	
<b>Address:</b> _____			
<b>Phone Number:</b> _____	<b>Fax Number:</b> _____	<b>Email:</b> _____	

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

**A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

<b>Approved by:</b>		<b>Date approved:</b>	
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**Building Permit Fee:** \$ \_\_\_\_\_

**Plan Review Fee:** \$ \_\_\_\_\_

**Electrical Permit Fee:** \$ \_\_\_\_\_

**Plumbing Permit Fee:** \$ \_\_\_\_\_

**Mechanical Permit Fee:** \$ \_\_\_\_\_

**Total Permit Fees:** \$ \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BV Project #:** \_\_\_\_\_



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## New 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 ¼" = 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 ¼" = 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 ¼" = 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 (Reference IRC) drawn to a scale of ¼" = 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-tensions 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 ¼" = 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 ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report** – ResCheck, Remrate, or IC3 report accepted. ([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.



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## New Residential Plan Review Checklist

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:**

\_\_\_\_\_ **(2) Site Plans to include:** (Must submit a filed plat of lot)

Legal Description (lot, block, subdivision)

North area and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **Flood Plain Certificate, if applicable**

\_\_\_\_\_ **(2) Residential Energy Code Compliance Report (2012 IECC). Rescheck, IC3 report and Energy Star reports accepted.**

\_\_\_\_\_ **(2) Foundation Plans** - Conventional Rebar Slab Foundation – Regionally Accepted Practices – Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC.

\_\_\_\_\_ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details.

\_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TXDOT permit)

\_\_\_\_\_ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.**



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## Bureau Veritas Contact Information

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (817) 335-8111/toll free (877) 837-8775.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [nspectionstx@us.bureauveritas.com](mailto:nspectionstx@us.bureauveritas.com)

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



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Fax: (817) 335-8110 / toll free (877) 837-8859

Inspection requests can be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

**Plumbing Rough** - All inspections in this group must be requested at same time

**Water Service**

**Yard Sewer**

**Form Survey** – Must be in permit packet for inspection to be passed

**Foundation** - Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

**Electric Rough** - All inspections in this group must be requested at same time

**Mechanical Rough**

**Gas Rough Piping /Test**

**Plumbing Top-out**

**Frame**

**Energy Insulation** – If 3<sup>rd</sup> party, green tag must be in permit packet.

**Construction Electric and Gas Final** - Meters will be released by city

**Electrical Final**

**Mechanical Final**

**Plumbing Final**

**Energy Final** - If 3<sup>rd</sup> party, green tag must be in permit packet.

**Customer Service Inspection Form** - Will be completed by inspector

**Building Final**

**Temporary Pole and Flatwork** - Can be called in at any time during construction.



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### **New Residential Energy Inspections**

There will be 2 inspections required, one at pre-drywall and one at final. Duct testing must be conducted at finals, but prior to the Building Final.

Pre-drywall inspection to include:

Insulation R-Value Installed

Quality of Insulation Installation

Window Values

Proper Sealing of Envelope

Thermal Bypass Enclosure installed in appropriate locations

Inspection of Duct System Connections for proper sealing techniques

Final Inspection to include:

Attic Insulation Installed R-Value and Quality

Space Heating and Cooling Equipment Efficiencies

Water Heating Equipment Efficiency

Weather Stripping of all Doors (and Attic Access located within  
Conditioned Space)

Duct Leakage Testing

Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the City of Willow Park prior to conducting any inspections.

ICC Certifications

HERS Certification

BPI Certification

Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for city inspector. Building finals will not be approved unless all required documentation is received. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.



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# Contractor Registration Form

### TYPE OF CONTRACTOR LICENSE

\_\_\_\_\_ ELECTRICAL CONTRACTOR  
 \_\_\_\_\_ MASTER ELECTRICIAN  
 \_\_\_\_\_ JOURNEYMAN ELECTRICIAN  
 \_\_\_\_\_ MASTER SIGN ELECTRICIAN

\_\_\_\_\_ MECHANICAL (HVAC)  
 \_\_\_\_\_ IRRIGATOR (LANDSCAPE)  
 \_\_\_\_\_ BACKFLOW (*special form required*)

\_\_\_\_\_ MASTER PLUMBER  
 \_\_\_\_\_ JOURNEYMAN PLUMBER

\_\_\_\_\_ OTHER  
 \_\_\_\_\_ THIRD PARTY ENERGY PROVIDER

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**

**City of Willow Park must be listed as Certificate Holder on Liability Insurance Document**