



**RESIDENTIAL BUILDER'S PACKET-
ADDITIONS,
ALTERATION/REMODELS/DETACHED
ACCESSORY STRUCTURES**

Town of Fairview Building Inspections Department
372 Town Place
Fairview, Texas 75069
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permits@fairviewtexas.org

Revised January 2018



RESIDENTIAL PLAN SUBMITTAL
CURRENT CODES: 2012 IRC AND 2011 NEC

1. Site Plan-2 sets
 - a. Complete address
 - b. North arrow
 - c. Footprint of building
 - d. Setbacks to all property lines
 - e. All easements
 - f. Location of fence
2. Construction Plans-2 sets
 - a. Framing plans
 - b. Engineered foundation plans with letter
 - c. Floor plans
 - d. Elevation plans
 - e. Electrical and plumbing plans
3. Sub-contractor validation sheet
4. Square footage breakdown
5. 2012 Energy Star submittal letter
 - a. Builder's name
 - b. Plan number
 - c. Site address
 - d. Energy code certification number
6. Value of construction
7. Impervious Surface form
8. If applicable, must follow all "Green Building" code requirements
9. Thumb/Flash Drive

****The time frame for a residential plan review can be up to 7-10 business days, however, if there is any information missing the review process can be extended past the given time frame. The Town of Fairview requires all of our general contractors and their sub-contractors to be registered with the town. During the review process, please contact all of your sub-contractors to inform them of the registration procedures. If any general or sub-contractors are not registered, the permit will not be released. All fees will need to be paid, before the release of a permit. ****



The Town of Fairview has adopted the following codes:

- a. 2011 National Electrical Code
- b. 2012 International Building Code
- c. 2012 International Plumbing Code
- d. 2012 International Mechanical Code
- e. 2012 International Energy Conservation Code
- f. 2012 International Residential Code
- g. 2012 International Fuel / Gas Code
- h. 2012 International Fire Code

Building in the Town of Fairview is regulated by Chapter 154 of the Code of Ordinances, “Zoning”, as well as other applicable local ordinances.



**TOWN OF FAIRVIEW
RESIDENTIAL ADDITION/ALTERATION/REMODEL, DETACHED ACCESSORY
STRUCTURE PERMIT REQUIREMENTS**

PLANS SUBMITTAL:

Two (2) copies of the following are required. They must be submitted along with a completed application form and the required plan review fee.

1. Site plan, including complete address and dimensions and location of the structure relative to all property lines, building lines, and easements.
2. Construction plans to include engineered foundation with P.E. certification letter, framing, plumbing & electric plans with square footage breakdown, builders name & plan number, site address, and energy code certification number.
3. Fire suppression plans for any residential structure of 5,000 square feet or greater (includes covered porches & attached garages)
4. Registration of general contractor, as well as, subcontractor's registration
5. Flash Drive of all plans

FEES:

- | | |
|--|--|
| 1. Plan review fee: \$75.00 | |
| 2. Permit fee: | |
| <u>Residential Addition/Alteration/Remodel</u> | <u>Detached Accessory Structure</u> |
| \$100 min fee, 150' and over +\$0.65/sq. ft. | \$100 min fee, 250' over +\$0.25/sq. ft. |
| With new concrete pad: +\$25.00 | With new concrete pad: +\$25.00 |
| With electric trade: +\$25.00 | With electric trade: +\$25.00 |
| With plumbing trade: +\$25.00 | With plumbing trade: +\$25.00 |
| With mechanical trade: +\$25.00 | With mechanical trade: +\$25.00 |

INSPECTIONS: (if applicable)

1. Rough plumbing
2. T-pole
3. Foundation (3rd party Eng. letter) *if applicable*
4. "Seconds" (includes framing, electrical/mechanical rough, plumbing top out)
5. Insulation (3rd party letter)
6. Electric Meter Release
7. Gas Meter Inspection
8. Fire suppression *if applicable*
9. Building Energy Star (3rd party letter) *if applicable*
10. Building Final



APPLICATION FOR RESIDENTIAL BUILDING PERMIT

ADDRESS _____

SUBDIVISION _____ LOT/BLOCK _____

HOMEOWNER (NAME & ADDRESS) _____

CONTRACTOR (NAME, ADDRESS, ZIP) _____

PHONE NUMBER _____ CELL NUMBER _____

**EMAIL _____

PROPOSED USE: RESIDENTIAL NEW CONSTRUCTION OTHER ALTERATION/REMODEL
 DETACHED ACCESSORY STRUCTURE

SCOPE OF WORK: _____

Table with 2 columns: CONSTRUCTION INFORMATION and FEES. Includes fields for electric/gas providers, construction type, valuation, square footage, stories, sewer/septic, fire suppression, trash, plumbing/electrical/HVAC subcontractors, and various fees like plan review, water meter deposit, fire, plumbing, electrical, mechanical, concrete pad, pro rata, trash haul, water/road/sewer impact, and grand total.

**The undersigned applicant hereby declares that the above facts are true and correct and that the construction proposed herein will be performed in conformity with existing regulations as pertain to building and zoning as passed by the Town Council of the Town of Fairview, Texas. MUST MEET CODE. SUBJECT TO FIELD INSPECTIONS, ENERGY CODE, AND ARC FAULT PROTECTION REQUIRED.

APPLICANT SIGNATURE _____ DATE _____
TOWN APPROVED _____ PLAN REVIEW DATE _____
PICKUP SIGNATURE _____ DATE _____



The Fairview Code of Ordinances, sections 14.02.204 (c) 8, 14.02.254 (c) 8 14.02.304 (c) 8, and 14.02.354 (c) 8 limit the maximum lot coverage of all impervious surfaces to 35% in the RE-1 district, 30% in the RE-1.5 district, and 25% in the RE-2 and RE-3 districts.

Violations may result in citation and removal of structures exceeding total allowed impervious surface area. In order to comply with the ordinance, please complete the following form and have it notarized.

Address _____

House Pad	_____	sq ft.
Driveway	_____	sq ft.
Sidewalk	_____	sq ft.
Swimming Pool	_____	sq ft.
Swimming Pool Deck	_____	sq ft.
All current accessory buildings	_____	sq ft.
Other impervious surface	_____	sq ft.
Proposed new use (s)	_____	sq ft.
	_____	sq ft.
	_____	sq ft.
	_____	sq ft.
Total square footage	_____	
Total Impervious Surface (sq ft)	_____	(a)
Lot size (sq ft)	_____	(b)
Impervious Surface to Lot Ratio	_____	

I hereby attest under penalty of law, that the above information is true and correct:

Signature of Surveyor, Architect, or Engineer Print Name Date

Applicant Signature Print Name Date

State of Texas
County of _____

This instrument was acknowledged before me on _____
by _____.

Signature of Notary: _____
Printed Name: _____
My commission expires: _____



RELEASE FROM ELECTRIC AND GAS SERVICE

PERMIT NO: _____

ADDRESS: _____

BUILDER: _____

ELECTRIC PROVIDER: _____

GAS PROVIDER: _____

I hereby agree to release the Town of Fairview from any liability that may result from the granting of electrical and gas service to the above-referenced building project. I further agree that, if in the opinion of the electrical or gas inspector, unsafe electrical or gas conditions are found, that electrical or gas service will be terminated upon the request of the Town of Fairview to the provider of such service.

I further agree that I am responsible for the occupancy of the premises, and that if the building is occupied in any manner, including the storage of goods, the assignment of personnel to the premises, or the operation of a business or residence at the address listed above before Certificate of Occupancy is issued, the service, upon the request of the Town, will be discontinued without notice, and citations will be issued for each day the building is occupied without a Certificate of Occupancy.

State of Texas

County of Collin

I, _____, being duly sworn, do depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

Signature of Owner or Owner's Agent

Date

Violations of move-ins without a C.O. will result in loss of any early meter sets. If you have any questions, please contact the inspector.



CONTRACTOR REGISTRATION INFORMATION

General Contractor:

Please send a letter head with your current address, phone, and email OR the contractor registration form.

Your registration is good for 1 year from the date you register.

**Except for work by a person on his or her own residence, no work shall be performed in the town except by or under the supervision of a person currently registered with the town. There is an initial fee of \$50.00. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.01)*

Plumbing, Electrical, Fire Alarm, Fire Sprinkler Suppression, Fire Extinguisher, and Access Control:

Plumbers/Electrical Contractors: Please send a copy of your Masters license, Insurance, and your current address, phone, and email.

**Except for work by a person on his or her own residence, no plumbing work shall be performed in the town except by or under the supervision of a person currently registered with the town. Registration shall only be available to a master plumber licensed by the state under V.T.C.A., Occupattons Code, chapter 1301. Such registration shall be valid until the date of expiration on the master's license. Registration shall be available upon furnishing of a copy of the applicant's state license to the building official. There is no fee for registration as well as renewal for plumbers in the State of Texas (1998 Code, sec. 40.02)*

Fire: Please send a copy of your current SCR, ACR, ECR

Access Control: Texas Department of Public Safety Security Consultant

Plumbers/Electrical Contractors: your registration is good until your Master's license expires

Fire: your registration is good until the date of expiration of your certificate up to one year

Access Control: your registration is good until the date of expiration of your certificate up to one year

Mechanical:

Please send a copy of your Masters license, Insurance, and your current address, phone, and email.

Your registration is good until your Master's license expires

**No person shall engage in the business of air conditioning or refrigeration contracting in the town unless he holds a current license from the state pursuant to V.T.C.A., Occupations Code, chapter 1302 and is currently registered with the town. Such registration shall be valid until the date of expiration on the master's license and is available upon payment of a fee of \$50.00 and upon furnishing of a copy of the state license to the building official. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.04)*

Irrigation:

Please send a copy of your Irrigation license and your current address, phone, and email.

Your registration is good for one year according to the date on your Irrigation license

**Except for work by a person on his or her own residence, no sprinkler system or irrigation work shall be performed in the town except by or under the supervision of a person currently registered with the town. Registration shall only be available to a person holding a current license for such work from the state. Such registration shall be valid until the date of expiration on the Texas State license and shall be available upon payment of a fee of \$50.00 to the building official. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.03)*

Once we have received your information, it can take up to 2-3 business days to process. We will then contact you by phone or email for payment. We accept the following payments over the phone:



Visa, MasterCard, Discover *****There is a 3% transaction fee added to your total when using a credit debit card. ****



Contractor Registration Application

Please Print Clearly

Contractor Type:

General Contractor Plumbing Swimming Pool
 Fire Alarm Fire Sprinkler(Suppression)
 Mechanical Backflow Fence
 Electrical Irrigation Sign

**Cost: \$50 new registration
\$25 yearly renewal**

Company Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ Email _____

Master Responsible for Supervision _____

Master License # _____ Expiration Date _____

Personnel authorized to obtain a permit under this company name

I understand and agree that the above named Master Electrician or Plumber shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder.

I will request all necessary inspections by the Town of Fairview to assure compliance with all city regulations applicable for the proposed work.

Contractor's Signature _____ Date _____



The General Contractor is responsible for requesting inspections for each trade (except Fire). The Town will schedule all requested inspections as soon as practical. A request properly received by 4 PM will usually be on the next day's inspection list, unless work load or the inspectors' absence prohibits. In the case of extended absences, an alternate inspector will be employed.

ALL INSPECTION REQUESTS MUST BE CALLED IN TO THE PERMIT INSPECTION LINE AT (972-886-4250). PLEASE LEAVE A MESSAGE.

GENERAL:

1. Fairview's currently adopted applicable codes are the 2012 International Residential & Fire Codes (with amendments), the 2011 National Electrical Code, and the current EPA Energy Star requirements.
2. Portable toilet, 911 address, trash bins, debris, fence, & form board survey **MUST** be in place at time of first inspection. Concrete drive or rock entry of 3" rock (minimum) 6" thick x 20' wide x 12' deep must also be in place to prevent mud & debris on public streets.
3. SWPPP documents on-site and erosion control measures in place once dirt work is commenced.
4. Builders' identification sign with current contact information must be prominently displayed on site at all times.
5. Working hours are 7 AM to 7 PM (restricted by ordinance), Monday through Saturday. **NO WORK OF ANY KIND TO TAKE PLACE OUTSIDE OF PERMITTED HOURS OR ON SUNDAYS OR HOLIDAYS (please refer to the holiday schedule online)**

Violations may result in suspension of permit (stop work order), and prosecution in municipal court citation. A holiday schedule is available upon request.

We recommend that builders post signs stating permitting hours in English & Spanish; otherwise the builder will be cited for any violations. If signs are properly posted, the individual violators will be cited instead.

6. Permit packet with all previous inspection records, and a complete set of plans must be on site for all inspections, at a location determined by building inspector.



BUILDING PERMITS INFORMATION

Construction Site Standards for Town of Fairview Builders

1. 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 and commercial building sites in the Town.
2. Due to variances 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 one or more of the following: Director of Public Works, Town Engineer, or Building Official on a case-by-case basis.

Standards

1. **Portable Toilet:** All residential sites are required to have one portable toilet per lot.
 - a. Exception 1: If two (2) lots are side-by-side on the same side of the street, one portable toilet may serve the two (2) lots.
 - b. Exception 2: The portable toilet 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 (1) portable toilet for every ten (10) persons on the site is required.
2. **Trash Bins:** Trash bins are required on all construction sites. On residential lots, the minimum requirements are 3-sided OSB or plywood bins, properly nailed and secured, or 3 – 4-sided chain link fence panels properly secured. Chain link material will be no longer than 2” x 4” square. Welded wire fabric trash bins are not accepted.
 - a. Exception: Trash bins will not be required after 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! On commercial sites an individual refuse container is required for the duration of the project.
 - b. That Section 13.02.033, “Mandatory collection” of the Fairview Code of Ordinances, is hereby amended to hereafter read as follows:

The town’s contractor has exclusive rights to engage in the business of collection and disposing of residential, commercial, and industrial garbage, trash, rubbish, debris, other refuse and residential recyclable materials, brush, and bulky waste within the corporate limits of the town. The exclusivity granted to the contractor includes commercial and industrial customers, except where the contractor stipulates they will not pursue such customers, as approved by the Town. This exclusivity does not include commercial or industrial recyclable materials, commercial or industrial accounts for which the contractor receives a release from the town, or construction debris. Construction debris or other trash resulting from construction, major remodeling, general cleanup of property, or resulting from sizeable amounts of trash and debris being cleared in preparation for construction will be removed by the property owner at their expense using their own crew or removal may be individually negotiated between the property owner and contractor. Should the contractor for town waste collection and disposal services not be used for these services, a permit hauling fee would need to be paid to the town in the amount of \$100.00 at the time of the building permit.

October 2016

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 (1) lot of the project. For all sites, debris fence may be removed when project is ready for final inspection.
4. 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 curlex 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 stabilization devices are in place. Lots that are less than one (1) acre must have a minimum of 70% vegetation at the front and back of lot to remove erosion controls and to obtain a C/O. On commercial sites, systems must be maintained as per the approved erosion control plan submitted with the project package.
5. Poured Driveway or stabilized rock entrance: Flatwork must be poured with foundation or within three (3) working days to eliminate rock entry. If rock entry will be used, it has to be in place after plumbing rough is accepted and covered. Rock entry must be 20' wide by 12' deep by 6" thick. Rock material must be a minimum of 3" diameter. Street must be kept clean at all times. All commercial sites will maintain entrance and exit points as per the approved erosion control plan.
6. 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 signs.

Concrete Washout Sites

1. Each builder shall install and maintain their own washout site.
2. The washout site will be surrounded completely with silt fence.
3. The rock entry will be designed so no runoff from site will occur.
4. 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 Town of Fairview stating it is a shared site, by whom, and which builder is responsible for cleanup and maintenance.

Work Schedule

The Town of Fairview will observe the major holidays. No construction will be allowed of any kind. For a list of the holidays, request the list from the Permit Tech at Town Hall. One should be provided to you when your permit is issued. Normal working hours are 7 am – 7 pm, Monday through Saturday. No work of any kind should take place after hours or on Sunday. Violations are subject to stop work orders and/or prosecution from the Municipal Court. Your cooperation is greatly appreciated.

Erosion Control Violation Notice Boxes

Each builder in each sub-division must post a box to contain the erosion control violation notices.



Inspection Readiness Points

We have developed the following lists of standard inspection points in an effort to assist builders in assuring readiness for inspections, preventing delays, and lowering the incidence of re-inspections. These are, of course, only the most basic expectations and are not intended to supplant the code; nor shall they assure approval. The experience, expertise, and judgment of the inspector will hold sway because no two situations are ever exactly the same. These, though, are consistently expected and may be used as a helpful reference.

Plumbing Rough Inspection

An address visible from the street

The builder's sign (with phone number)

The permit package (attached to the builder's sign) containing:

- The pre-construction approval tag
- The approved site plan
- A form board survey (with an original seal and signature)

A visible sewer tap connection (if applicable)

A town cleanout at the property line

A test tee in the sewer line (above the town cleanout, not at the bottom of the hole)

A schedule 40 PVC or copper service line

All fittings and piping exposed for inspection

Proper drainage fittings

Proper fall on all drainage piping

Proper bedding for all drainage piping

A PSI test on the drainage system, (pressure test on PVC will void warranties), 60 lbs. PSI on water, caps on all but one stack, copper and PVC wrapped at beam crossings

A connection between the hot and cold water lines

A 100 PSI gauge with a 60 PSI test on the water lines

Yard PE gas line (if applicable)

- Minimum 18-inch deep
- Approved gas wrap material on pre-bent risers



Inspection Readiness Points

Plumbing Top Out

An address (visible from the street), erosion control, debris control, trash bin, portable toilet, and builders sign are always inspection points.

Gas Piping (an attic ladder is required for this inspection)

Black pipe

- Wrapped through brick
- Sized per code
- Tested to 16 PSI on 30 PSI gauge

Flexible stainless steel tubing

- Nail guards
- Terminations at equipment
- 16 PSI on 30 gauge on low side
- 60 PSI test on 100 PSI gauge on high side

Drain, Waste & Vent Piping

- Trap arms (length, fall, size and bends)
- Closet bends centered 15 ½" (minimum) to framed walls
- Built-up showers blocked and tested
- 2nd floor rough tested to above lavatory arms
- 2nd floor drains maximum horizontal bends of 135 degrees before a cleanout is required
- Vents through roof and flashed

Water

- Town pressure on hot and cold water (or 60 PSI on 100 PSI gauge)
- Insulated in garage walls, outside walls and in attic
- Water heater T & P line roughed
- Frost proof hose bibs secured to building frame



Frame and Electrical Rough Inspection

Common Discrepancies

- Over/Under bent wires in device boxes
- Shoot exterior plates to Code
- Mount device boxes to manufacturer's specifications
- Bad or missing wind bracing
- Wires not stapled properly
- Properly supported beams
- Jacuzzi electrical must be 4" above finished floor
- Missing flashing at gables
- Remodel boxes used in new construction
- Fire stop chimney chase
- Receptacles not within 24" of kitchen sink
- Switches located behind doors that are not convenient
- Tighten or replace headers
- Support roof framing members, double studs required under ridges, hips and valleys
- Missing joist hangars or hangars not fully nailed
- Draft stop dead air spaces, double walls and chases



HVAC Rough

This inspection is combined with the plumbing top out and is to be ready at the same time.

All heating/cooling duct work complete

All exhaust fans installed and ducts complete to termination

Heating/cooling unit installed

Furnace vent installed, secured and clear 1" to combustibles

Duct and vent chases and firs framed:

- When chases and/or firs are used as duct work
- When seal return/supply air from unconditioned air
- When seal vertical wires out of return

All duct work insulated from unconditioned spaces

Primary and secondary drains installed to termination points (supported for 1/8")

Fireplace installed and cleared to combustibles

- Log lighter valve a maximum of 4 ft. to gas openings in log lighter
- Wood no closer than standoffs over the fire box
- No wood exposed under fire box

Chimney installed through the roof

Draft stops installed

Chimney secured from combustibles by required distances



Plumbing and HVAC Final

- Permanent address posted
- Water meter complete
- House cleanout with cap
- Vents above the roof painted
- Sprinkler permit and sprinkler test form at kitchen counter
- All plumbing and fixtures completed
- Water closet secured rigidly to the floor
- All gas appliances connected correctly
- All attic catwalks and work platforms solid, secure and unobstructed
- Combustion air for gas appliances
- Jacuzzi tubs require an access hatch



Inspection Readiness Points

Fire Suppression

An address (visible from the street) and builders sign are always inspection points

- All sprinkler heads must have construction covers
- All pipe in open space area must be insulated
- Riser must be attached to water line
- Riser must have 200 PSI

Fire Suppression Final

- All doors must be unlocked for access into house, garage, etc.
- All sprinkler heads must have cover plates
- All cover plates must be free from paint and caulk
- Inspector test box must be unlocked and opened
- Riser gauge will be free from paint and visible
- Riser must be turned on with water in system.



Building & Electrical Final Inspection

Common Discrepancies

- Debris and construction materials in empty/adjoining lots
- Spilled concrete on street, approach and walks
- Broken or cracked walks
- Device boxes behind Formica not flush with combustibles
- Ground rod not connected or missing
- AC units over/under fused
- Garbage disposal not operable
- GFCI plug not working or wired wrong
- Smoke detector not in loop
- Stair handrails not to code
- Missing tempered glass
- GFCI for a second-floor bath located on first floor
- Receptacles behind sink or range top
- Seal fireplace lintel
- Receptacle within 6' of deep sink not GFCI protected
- Paperwork missing or incomplete/outdated
- Missing sod where required
- Drainage does not match drainage survey



Meter Inspection

Common Discrepancies

- Open wire ends and J-boxes
- Missing cover plates
- Meter base too high
- Missing proper ground at service entry
- Cold water ground location at panel box
- AC condenser set where electrical outlets, hose bibs or AC disconnect are behind condenser
- Proper clearance between electric meter and gas meter
- Gas lines to units not capped



48 – Hour Re-Inspection Policy

If you are issued a red tag, you will not be re-inspected for 48 hours. When you get a red tag, call it in the following workday and it will be inspected the day after. **DO NOT CALL IT THE SAME DAY YOU FAIL, WAIT 24 HOURS TO CALL.**

If you do not follow this procedure and call the inspection in too early, it will be disregarded and no inspection will occur.

Re-Inspection Fees

A \$50 re-inspection fee will apply to the first failed inspection with increments of \$25 for each inspection of the same type thereafter.