

_____ **Energy Code Check List**

A signed and dated energy code checklist is required for all new residential and commercial construction permits, and may be required for reconstruction projects.
See Website: energycodes.gov

*A site survey prepared by a Registered Land Surveyor is required where the total value of the project exceeds \$5000. The site plan survey must include items 7 through 13 in the site plan checklist. The complete site plan may double as the site survey if a Registered Land Surveyor stamps the drawing and attests to its accuracy. A foundation form survey, also prepared by a Registered Land Surveyor, is required before any foundation inspections will be performed, and before any concrete is poured.

_____ If a **construction trailer** is to be placed on the property, please include the location of the construction trailer on the site plan.

_____ **BUILDING CONSTRUCTION PLANS**

Submit three (3) sets of building construction documents. Construction documents must be drawn to scale and include the nature and character of the work. A Texas Registered Architect is required to stamp all construction sheets where the laws of the State of Texas require an Architect's seal for the application. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design.

A Texas Registered Professional Engineer must prepare and stamp the structural, electrical, mechanical (HVAC), and the plumbing construction sheets, if the proposed project is one of the following types of buildings:

- _____ **A non-residential building over 1 story**
- _____ **A single story, non-residential building, larger than 5,000 square feet**
- _____ **A non-residential building with a span of 24 feet or larger (foundation & structural sheets)**
- _____ **An apartment building over two stories high**
- _____ **An apartment building at least two stories high with more than 4 living units**
- _____ **A single story apartment building with over 8 living units**
- _____ **A building valued over 8,000 that is constructed or owned by a public or governmental agency**

**CITY OF PARIS
COMMUNITY
DEVELOPMENT DEPARTMENT**

**150 SE 1ST STREET
P.O. BOX 9037
PARIS, TEXAS 75461**

<http://www.paristexas.gov>

**HOURS:
8 a.m. - 5 p.m.
Monday - Friday**

**To schedule same day
Inspections please call between
8a.m.-12p.m.**

**For more information about permits for
the City of Paris, please contact:**

**Triniti Frazier
Community Development
Coordinator
(903) 784-9296**

**Paige Edwards
Clerk
(903) 784-9234**

**Dennis Boswell
Building Inspector
(214) 861 0575**



**Building Permit
Plan Review
Checklist**

**Non- residential &
Multi-family Developments**



**City of Paris
Community Development
Department**

Check (✓) the space provided
Write N/A where not applicable

____ PERMIT APPLICATION

Provide the following information for the Building Permit Application:

- ____ Street Address
- ____ Legal description
(*lot, block & subdivision*)
- ____ Zoning of property
- ____ Property owner & phone number
- ____ General contractor with phone & address
- ____ Description of the project
- ____ Total square feet
- ____ Value of the project
- ____ Mechanical contractor
(*If applicable*)
- ____ Plumbing Contractor
(*If applicable*)
- ____ Electrical Contractor (if applicable)

____ **SITE PLAN *** (*not usually required for Interior alteration or remodel of an existing building*)

Submit two (2) copies of the site plan with a copy of the completed checklist. All items on the checklist must be addressed on the site plan.

- 1. ____ Street address and legal description (lot, block, and subdivision) of the site.
- 2. ____ Title block stating the name of the project; name, address, telephone number, and fax number of the project manager, name, address, telephone number, and fax number of the project designer.
- 3. ____ Current zoning of the subject property (*check zoning map*)
- 4. ____ Surrounding land uses and zoning of adjacent property, including land separated from the subject property

by a street (*check zoning map*).

- 5. ____ Names of adjacent property owners.
- 6. ____ Names and width of street right-of-way, and width of street pavement.
- 7. ____ North arrow, scale of the site plan at a scale of 1' = 10' or a multiple thereof, and date the site plan was prepared.
- 8. ____ Site, shape, and dimension of the platted lot (*check official plat records*).
- 9. ____ Location and width of all easements (*check plat records*).
- 10. ____ Location of building setback lines (*zoning Ordinance section 9*).
- 11. ____ Location and dimensions of all existing buildings
- 12. ____ Location of nearest fire protection system (*i.e. fire hydrant*)
- 13. ____ Location and dimension of proposed building
- 14. ____ The exact distance the proposed building will be from the platted lot lines
- 15. ____ Height of all proposed building (*Zoning Ordinance Sections 11*)
- 16. ____ Location and dimensions of all existing and proposed off-street parking areas including: (*Zoning Ordinance Section 10*)
 - a. ____ Driveways including width and curb radius
 - b. ____ Driveways on the opposite side of the adjacent street
 - c. ____ Off-street parking stalls

- d. ____ Width of traffic aisles
- e. ____ Off-street loading areas
- f. ____ Location of trash receptacles
- g. ____ Curb and gutter required around the entire perimeter of parking area
- h. ____ Landscaping parkway adjacent to the street

- 17. ____ Location and elevation of screening devices
- 18. ____ Location of existing and proposed exterior lighting, heights of poles, size and number of fixtures
- 19. ____ Types of ground or yard surfacing throughout (i.e. grass, paving type, shrubs, trees, etc.)
- 20. ____ Location and size of adjacent utility lines
- 21. ____ Location and sizes of water and sewer taps, water meter, and on-site utility lines
- 22. ____ Location and elevation of 100 year flood plain, if applicable (*Check official FIRM Maps produced by FEMA*)
- 23. ____ Finished floor elevation of the proposed building if adjacent to 100 year flood plain
- 24. ____ **Architectural drawing of all building elevations, and all description of all exterior construction materials, including the percentage of the exterior walls covered by each material**
- 25. ____ Surface drainage plan – an engineered drainage analysis with plans for storm water detention may be required

- 26. ____ Copy of TAS architectural plan review application (for projects over \$50,000)
- 27. ____ General Notes to be included in a summary table on the site plan:
 - a. ____ Total land area in acres or square feet
 - b. ____ Total building area in square feet
 - c. ____ Total square feet of building addition
 - d. ____ Percentage of land covered by buildings
 - e. ____ Building heights
 - f. ____ Number of off-street parking stalls required
 - g. ____ Number of off-street parking stalls provided
 - h. ____ Square footage of all landscaped areas
 - i. ____ Percentage of site covered by landscaping