



The CITY OF PARIS

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

BUILDING PERMIT - RESIDENTIAL APPLICATION PACKET

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or car ports, etc.

WHICH BUILDING CODES ARE REQUIRED TO BE FOLLOWED?

All construction work must conform to the requirements of the following codes:

- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fire Code (IFC)
- 2015 International Plumbing Code (IPC)
- 2015 International Residential Code for One and Two-Family Dwellings (IRC)
- 2015 International Energy Conservation Code (IECC)
- 2014 National Electrical Code (NEC)

HOW DO I APPLY FOR A BUILDING PERMIT?

1. **VERIFY ZONING:** Check the official Zoning Map to verify that the proposed use of the property is permitted. A copy of the zoning map and zoning ordinance is available at the Community Development Office at 150 1st Street S.E. Community Department Staff are available to assist you in locating current zoning and determining whether the proposed use is permitted.
2. **VERIFY PLATTING:** Zoning Ordinance No. 1710 provides that a building permit may not be issued unless a property has been platted or the plot, tract, or lot faces upon a dedicated street and was separately owned prior to April 12, 1965, prior to annexation to the city. If the latter does not apply, confirm that the lot on which the proposed construction will take place has been platted and obtain a copy from the Lamar County Clerk. If the property is not platted, you will be required to complete the platting process before applying for a building permit. (Applies to new construction only.)
3. **COMPLETE THE APPLICATION FOR A BUILDING PERMIT - RESIDENTIAL:** After reviewing the building permit application, prepare all the information requested on the application. A complete application must including the following:
 - Copy of plat of property
 - Two (2) copies of site plan (minimum 1/8" = 1 sf) showing the following information:
 - Size, shape, and dimensions of the platted lot
 - Location and dimension of all existing buildings (if any)
 - Location and dimensions of all existing and/or proposed driveways
 - Location and dimensions of proposed buildings, including exact distance the proposed building

Engineering, Planning and Development Department
150 S.E. 1st Street Paris, Texas 75460
Revised: December 2019

- will be from the platted lot lines and/or any other existing buildings
 - Location and circumference of existing trees
 - Location of nearest fire hydrant
 - Location of water/sewer taps
- Two (2) set of building plans. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design. Building plans should include, as a minimum, the following information:
 - Building plan should include a complete structural detail plan, (exterior/interior wall, roof design).
 - Plumbing plan should include fixture schedule indicating the type of material and the service line size. Sewer line diagram (denote clean outs), water line diagram (denote hot vs. cold lines).
 - Gas schedule indicating the appliance BTU and service line size, including a gas riser.
 - Electrical schedule and panel details. Include electric wiring details, and branch circuits.
 - HVAC plan, indicating unit sizes, air intake, unit location, vent locations and condensation line.
 - Engineered Design Foundation Plan
 - Energy Code Verification
 - List of contractors
4. **SUBMIT APPLICATION:** Submit all the required application materials to the Planning and Development Department at 150 1st Street S.E. The Planning and Development Department Staff cannot accept an incomplete application.

HOW LONG DOES IT TAKE TO REVIEW AND APPROVE A BUILDING PERMIT?

Upon receiving a complete application, City Staff will review the application for compliance with applicable City codes. If changes to the plans or additional information are required, City Staff will notify the project manager. A building permit will be issued when all plan review requirements have been addressed. Work on the project cannot commence until a building permit is issued.

HOW MUCH DOES A BUILDING PERMIT COST?

The following fees apply to all residential building permit applications:

1. Residential

a.	Accessory Buildings	\$50.00
b.	Single Family – New	.50 per sq. ft.
c.	Single Family – Alteration / Addition	.30 per sq. ft.
d.	Electrical – Panel replacement / rewire / Service –meter base replacement	\$50.00
e.	Electrical – others / repairs	\$35.00
f.	Plumbing – Slab leaks / tunneling / Sewer main replacement	\$50.00
g.	Plumbing – Water heater / other/ repairs	\$35.00
h.	Mechanical – New system installation	\$50.00
i.	Mechanical – others / repairs	\$35.00

PERMIT# _____
 FEE \$ _____

City of Paris

Building Permit Application

Inspection Request Line # (903) 784-9234

CONSTRUCTION ADDRESS				TYPE OF PERMIT				
SUBDIVISION		ZONING		HISTORIC ___Y___N		LOT CORNER ___Y___N		BLOCK
BUILDING OWNER			MAILING ADDRESS			PHONE #		
CONTACT PERSON			E-MAIL ADDRESS			PHONE #		
GENERAL CONTRACTOR			PHONE #			COA # (IF APPLICABLE)		
ELECTRICAL CONTRACTOR			PHONE #			DISPOSAL SITE (IF APPLICABLE)		
PLUMBING CONTRACTOR			PHONE #			FENCE MATERIAL AND HEIGHT (IF APPLICABLE)		
MECHANICAL CONTRACTOR			PHONE #			ROOF MATERIAL TEAR OFF ___Y___N (IF APPLICABLE)		

BUILDING INFORMATION

1 st floor SF	2 nd floor SF	Garage	Covered Porch	Covered Patio	Total SF	Height	Lot Size	Lot Coverage %
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PERMIT DESCRIPTION:

CITY REMARKS/DESC:

NOTICE TO APPLICANT: THIS PERMIT IS ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THIS APPLICATION AND ON ANY SUBMITTED PLANS, AND IS SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE CITY OF PARIS CODE OF ORDINANCES AND ANY OTHER APPLICABLE ORDINANCE. THIS PERMIT IS ISSUED ONLY FOR THE PURPOSE OF ALLOWING CONSTRUCTION OF A BUILDING OR STRUCTURE, CONFORMING TO THE CODES AND ORDINANCES OF THE CITY, REGARDLESS OF INFORMATION AND/OR PLANS SUBMITTED.

SCOPE OF PERMIT: FOR NEW BUILDINGS AND FOR ADDITIONS TO EXISTING BUILDINGS, THIS PERMIT AUTHORIZES ALL STRUCTURAL, PLUMBING, ELECTRICAL, MECHANICAL, WORK TO BE PERFORMED IN THE CONSTRUCTION OF THE BUILDING OR STRUCTURE AT THIS ADDRESS, IF DONE AT THE SAME TIME OF INITIAL CONSTRUCTION. NO SEPARATE SUBCONTRACTOR PERMITS ARE NEEDED FOR THOSE TRADES. HOWEVER, THE PERMIT HOLDER IS REQUIRED TO USE ONLY SUBCONTRACTORS LICENSED, REGISTERED, OR BONDED BY THE CITY OF PARIS WHERE SUCH REQUIREMENT IS APPLICABLE.

<p>I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE:</p> <p>_____</p> <p>AGENT OR APPLICANT</p> <p>_____</p> <p>(DATE)</p> <p>Subject property is _____ or is not _____ within the flood hazard area. Required lowest floor elevation is _____.</p> <p>_____</p> <p>CITY APPROVAL</p> <p>_____</p> <p>(DATE)</p>	<p>ESTIMATED VALUE: \$</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Building Permit Fee</td> <td style="width: 30%;">\$ _____</td> </tr> <tr> <td>Sewer Service Tap</td> <td>\$ _____</td> </tr> <tr> <td>Water Service Tap</td> <td>\$ _____</td> </tr> <tr> <td>Driveway Installation Fees</td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td>Total Fees</td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> </table>	Building Permit Fee	\$ _____	Sewer Service Tap	\$ _____	Water Service Tap	\$ _____	Driveway Installation Fees	\$ _____		\$ _____		\$ _____		\$ _____	Total Fees	\$ _____		\$ _____
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PROTECTION AGAINST TERMITES

Permit No: _____ Address: _____

Builder: _____

The residential address above meets or exceed the requirements for protection against termites as set forth in Section 318 of the 2015 International Residential Code

Name of Protection Provide (Company) _____

Address _____

City _____ State _____ Zip Code _____

State License Number _____

STATE OF TEXAS

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

Signature

Date

Subscribed and sworn to before me the _____ day of _____, _____, A.D.

Notary Public in and for the State of Texas

City of Paris Inspection Requirements Quick Reference

Inspection request must be made before 12:00pm to receive same day inspection.

Phone: (903) 784-9234
E-mail permits@paristexas.gov
Fax: (903) 784-1798

Call (903) 784 -9234 to contact Building Inspections Department or to cancel an inspection.

Inspections	Required	When Requested	Comments
Phase I Temporary Pole	Yes	After T-Pole is set	Post address on pole visible from street or alley. Attach permit pack to pole. 8' ground rod required, with #6 min. grounding electrode conductor. Feeder Wire size – min. #8 copper and all outlets GFCI protected
Phase II Form Survey Plumbing Rough	Yes	Prior to foundation make-up	Post address on the form visible from the street. T-pole must have proper bracing. Permit pack and plans posted with form board survey next to address. Portable toilet within 5 houses of same builder. Trash bin in place. Erosion control on lot. Minimum of 1" water line to first fixture group. Water meter must be installed or 5 psi. air pressure on drain lines, 50 psi. on water lines. Gas yard service lines must be installed and tested to a min. 10 psi. and 60 psi. if CSST piping will be used in house. Clean out at street to be 10 ft.-11 ft. off back of curb No inspection will be made in rainy weather.
Phase III Foundation /Engineers inspection report	Yes	Prior to slab pour	Post address on the form visible from the street. Permit pack posted and plans with Engineers report next to address. T-pole must have proper bracing. Termite treatment (If subterranean method is used). Trash bin in place at all times. Erosion control on lot. Portable toilet within 5 houses of same builder.
Flat work	Yes	Prior to pouring flat work	Post address on form or house visible from the street. Post permit pack partially under water meter lid. T-pole must have proper bracing. Trash bin in place at all times. Erosion control on lot. Portable toilet within 5 houses of same builder.
Phase IV Frame Inspection, Electrical, Plumbing, HVAC, Brick Ties	Yes	Prior to insulation & brick	Post address on house visible from the street. Post permit pack and plans inside, near the front door. Erosion control on lot. T-pole must have proper bracing. All trades must be ready for inspection. Termite treatment (If treating walls and plates). Identify all home run locations by marking an adjacent framing member. Portable toilet within 5 houses of same builder.
Insulation	Yes	Before sheetrock and brick.	All wall insulation should be installed and phase IV inspection has been approved.
Sheetrock	No	N/A	N/A
Phase V Temporary Utility	Yes	After Electric Trim After all gas stops & connectors installed	Permanent address must be on house visible from street and alley (min. of 4" high numbers). Post permit pack and plans inside, near the front door. T-pole must have proper bracing. Erosion control on lot. Trash bin in place at all times. 10 psi. on gas lines. CSST gas system must have 60 psi. on incoming line. Panel must be labeled. Portable toilet within 5 houses of same builder.
Phase VI Final Building Inspection	Yes	After home is complete and cleaned	Must have electric and gas meters set. Post permit pack and plans inside, near the front door. Double check report in permit pack. Vacant lots adjacent and behind must be clean. Termite treatment compliance form. Portable toilet removed from lot. Trash bin removed. Grass planted for erosion control. Trees required by zoning for subdivision planted on lot.

- ◆ Permit must be posted for all inspections
- ◆ All fees must be paid before 9:00 a.m. the day of the inspection if not the inspection will be cancelled.