

New Home Building Permit Checklist

PERMIT PROCESSING– Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan examiner for a progress update.

___ Two (2) complete sets of plans. Each set to include: site, floor, builder's plan for wall bracing (including locations and methods), foundation, foundation details, elevation, engineer designed basement truss diagrams with assumed load information, electrical, plumbing, & mechanical plans.

___ One (1) copy of Survey Certificate (also submit Flood Elevation Certification if located in flood zone).

___ *TCEQ Notice of Intent Form (Required for any disturbance equal to or greater than one acre or part of a larger common plan totaling one acre or greater). Contact Storm Water Management at 806-775-2347 or LubbockStormWater.org.

___ *2009 International Conservation Code compliance report – submit two (2) copies. (Download free ResCheck software at <http://www.energycodes.gov>).

___ \$20,000 Compliance Bond (obtain blank bond form from Building Inspection Dept).

OR

Certificate of Insurance (City of Lubbock certificate holder) which includes:

- \$100,000 minimum comprehensive general liability, per occurrence
- Bodily injury
- Property damage
- Products liability and completed operations

___ Register with Building Inspection (Contact Us for annual fee quote).

___ Pro Rata paid (Check with Water Utilities Engineering, 806-775-2333).

Permit Fees:

- Building Permit - \$0.07 per square foot, \$30.00 minimum
- Electrical Permit - \$0.05 per square foot, \$30.00 minimum
- Plumbing Permit - same as electrical permit
- Mechanical Permit - same as electrical permit

*** FEDERAL/STATE MANDATED**