



RESIDENTIAL BUILDING PERMIT APPLICATION

City of Pittsburg
 200 Rusk Street
 Pittsburg, TX 75686
 Phone: 903-856-3621 Fax: 903-856-0544
 Email: acruz@pittsbrugtx.net

Application Date: _____

Permit # _____

SITE INFORMATION

Street Address of Proposed Project/Lot No./Block No./Parcel ID	Apt./Bldg./Unit #	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
Zone Classification: Building use/Description (Single Family Residence, Duplex, Apts., etc....)		<input type="checkbox"/> Alteration / Remodel	<input type="checkbox"/> Other

PROPERTY OWNER INFORMATION

Owner / Tenant:	Phone Number	Business Name:	Phone Number
Address	City	State	Zip code
			Email

CONTRACTOR INFORMATION

Business Name	Phone Number			
Supervisor or Contact Person	Cell Number			
Address	City	State	Zip code	Email

SUBCONTRACTORS

Electrical Contractor	Phone
Plumbing Contractor	Phone
Mechanical Contractor	Phone

IF OTHER PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT

<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> DECKS	<input type="checkbox"/> PATIOS COVE	<input type="checkbox"/> SIDEWALKS
<input type="checkbox"/> CARPORT	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> RETAINING WALL	<input type="checkbox"/> SWIMMING POOL / SPA
<input type="checkbox"/> CURB CUTS	<input type="checkbox"/> FENCE	<input type="checkbox"/> ROOF	<input type="checkbox"/> OTHER: _____
Building area (sq. feet):	Living area (sq. feet):	Estimated Job Cost:	<input type="checkbox"/> Applicant will comply with EPA Rule regarding Lead- Based Paint Renovation, Repair and Painting (RRP) rule in structure.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant is: Owner Contractor Other Applicant Name: _____ Date: _____

Reviewed By: _____ Date: _____ APPROVED DENIED



RESIDENTIAL SUBMITTAL PROCEDURE

City of Pittsburg
200 Rusk St
Pittsburg, TX 75686
Phone: 903-856-3621 Fax: 903-856-0544
Email: acruz@pittsburgtx.net

- **All Buildings are to comply with the IBC 2012 Codes.**
 - **NEC 2014 (NFPA 70) Codes.**
 - **2012 Swimming Codes.**

Requirements for New Residential Projects:

1. Two site plans to scale (minimum size 11-1/2" x17") and One Digital emailed. These must contain an erosion control plan.
2. Two full sets of working plans and One Digital emailed. (We will keep one set on file).
 - Floor plan
 - Door and window schedule (Please include the Solar Heat Gain Co-Efficiency and U-Factors on this)
 - Front-back-side elevations
 - Foundation details
 - Wall sections
 - Building height (Maximum height not to exceed 42')
 - Electrical plans including panel box location, wiring diagram, smoke detector location.
3. Fill out the Residential Building permit application with the initial information required by the Building Inspector. Email the application, water tap on new homes, and plans to jdmcclhaneypittsburgtexas.com or acruz@pittsburgtx.net
4. The plans and application are then sent to the Community Development Department for a check on platting, zoning, lot and block number, and address.
5. The City Engineer, Water Department and Community Development Department will review them for utility service, flood zone, easements, or water and sewer lines.
6. Once the plans have been checked and approved by all applicable departments the Building Inspector issues the permit.
7. Fee for new construction is .15 per sq. ft. under roof. Fee is to be paid when permit is issued.

Requirements for Residential Remodel Projects:

1. Two sets of plans are required and one Digital emailed for residential remodels, additions, swimming pools and accessory buildings. A site plan is also required for additions, accessory buildings and swimming pools.
2. Plans will be drawn to scale on a minimum of 11-1/2" x 17" sheets.
3. If a home was built prior to 1978, you are to be a U.S. EPA certified RRP renovator. Call Region 6 EPA Lead Line at (214) 665-7577 for questions or go to the website www.epa.gov/lead for a wealth of information.
4. If a residence was built prior to 1978, and work is being done by anyone other than the homeowner, on his or her own homestead, the Lead PRE-Rule, governed by the Environmental Protection Agency, must be complied with. You must provide the owner and/or tenant with the EPA approved lead information pamphlet.

A residential lot is a lot developed or to be developed with either a single-family housing unit or a duplex.

• **Site Plans submitted to the City for a residential lot shall include:**

1. The lot and block number
2. Survey
3. Site Plan Showing location of structure & setbacks
4. Street address
5. Zoning classification
6. All setbacks
7. All easements on the lot
8. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
9. Finished floor elevations and location of any designated floodplains or floodways within the boundaries of the lots
10. The name, address, and phone number of the individuals responsible for the project
11. The minimum plan size shall be 11X 17 inches. The plan shall be drawn to scale.
12. Location of all drainage swales and berms on the lot and arrows showing the direction of the drainage flow on the lot.

Incomplete applications will not be processed.

**To request inspections a 24-hour notice is required on all inspections.
We can't always accommodate same day inspections.**

To schedule inspections please call 903-856-3621 or email acruz@pittsburgtx.net

**BUILDERS, DEVELOPERS, AND PERMIT HOLDERS
PLEASE HAVE ALL PERMITS AND APPROVED
PLANS POSTED/AVAILABLE ON THE JOB SITE**

INSPECTIONS WILL NOT BE APPROVED UNLESS PLANS AND PERMITS ARE ON THE JOB SITE