



New Residential Plan Submittal Requirements

Plans and associated documentation to be submitted in **PDF** format.

- **Site Plan**

- Draw to scale
- Drainage directions, with arrows
- Easements
- Driveway location
- All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc.
- Distances from other structures and property lines
- Legal lot description and address

- **Floor Plans**

- Drawn to scale
- Dimensions
- Door and window sizes and locations
- Label all rooms

- **Elevations**

- All sides of home
- Roofing materials
- Roof pitch
- Overhangs, including depth

- **Roof, Ceiling & Floor Framing Plans**

- Rafter, joist beams and header sizes, spacing and spans

- **Framing & Wind Bracing Plans signed & sealed by Texas Licensed Engineer**
 - Braced wall panel types and locations
 - Hardware Specifications
 - Alternative Engineered Design if design does not meet minimum code requirements
- **Foundation Plans signed & sealed by Texas Licensed Engineer**
 - Engineered slab/foundation layout
 - Engineered foundation letter identifying the applicable building code (IRC) and soil conditions
- **Energy Plans**
 - 2018 IEC Energy Code Compliance Projects shall comply with one of the following:

Perscriptive Approach

- Glazing = U-Factor 0.32 or less
- Solar Heat Gain Coefficient = SHGC 0.25 or less
- Attic Insulation = R-value 38 or greater
- Cathedral ceiling with no attic = R=Value 38 or greater
- Wall Insulation – R-value 20 or greater
- Floor Insulation (pier and beam type) = R-value 19 or greater

Performance Approach

- Compliance Report – Energy Star, IC3, ResCheck, HERS/Remrate, or other as approved by the Building Official.



City of Payne Springs
19601 CR 2529
Payne Springs, TX 75156
903-451-9229

City Permitting Process

Permit Submittal

ALL completed permit documents shall be submitted in **PDF** form to City Hall at the following email, permits@paynespringstx.com. ALL contractors & sub contractors must be registered with the City, this will save time. Permits **CAN NOT** be submitted for plan review until all contractors are registered. Processing time is 7 to 10 days when ALL information is submitted. Also if your property is under 5000 sq ft you will need a **Variance** on the property. You will need to submit a **Variance Form**, with your site plans showing lot square footage from our website, 7 days before the next council meeting scheduled on every 3rd Tuesday of the month at 6:30pm to know if you are approved or not to build.

Plan Review

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 903-451-9229.

Permit Issuance

Once the permit has been approved, the requester will be contacted by City Hall personnel and notified of fees via phone or email.

Inspection Requests

Please DO NOT contact SAFEbuilt for inspection requests. Please submit an Inspection Request in person at City Hall or our website;

www.paynespringstx.com > quick links > forms, scroll to **Building Department** and select **INSPECTION REQUEST**, this form can be edited online and send to the email provided at the top of form. Also note if there are any special requirement(s), such as gate code/or time needed note in the **SPECIAL INSTRUCTIONS** area of the form. **ALL** request must be submitted by **3:45pm** to qualify for next day inspection, unless a Friday, or major holiday, then the inspection will take place the following business day.

Field Inspections

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.