



Construction Permit Application

305 North Dallas Street Rice, Texas 75155

Phone: 903-326-7500

ALL information is required for submittal (Incomplete application WILL Not be processed)

ALL PERMIT REQUEST MUST BE EMAILED TO: **bfunes@ricetx.gov**

Date Submitted: _____

Company Name: _____ Contact Person: _____

Contractor Address: _____

City: _____ State : _____ Zip: _____

Phone Number: _____ Email: _____

Job Address _____ Property Owner: _____

Job Type: Residential Commercial

Estimated Cost: _____ Total Building Square Footage: _____

Job Description: _____

Plumber: _____ License # _____

Electrician: _____ License #: _____

Mechanical: _____ License #: _____

ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing , elevation & res– check or 3rd party.)

Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 complete set / 1 digital— (including all site, civil plans, landscape, and drainage)

Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set



CONSTRUCTION PERMIT SUBMITTAL REQUIREMENTS

CONSTRUCTION DOCUMENT SUBMITTALS: Six (6) copies of the completed set plus a digital copy, of construction documents are required for plan review. Construction documents must be submitted along with complete permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects with required health and safety review

NOTE: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan (a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details: Interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagrams)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report (b)
12. Asbestos Survey (for renovation or demolition permits) (c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information (d)

The Plat must be approved and the Site plan must be released by the City of Rice

Additional Resources

- U.S. Department of Energy: www.energycodes.gov
- Texas Department of Health, Asbestos Program Branch: 1-512-834-6600
- Texas Department of Licensing and Regulation: 1-800-803-9202 & www.license.state.tx.us



Preliminary Plat Checklist

The following is a list of requirements for Preliminary Plat applications as found in Rice's City Ordinances. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of preliminary plat approval.

- Preliminary Plats shall comply with the following graphic format and general standards:
 - A reproducible tracing and six (6) copies of the plat
 - Any existing or proposed deed restrictions
 - An application requesting the city to process the preliminary plat
 - A listing of adjacent property owners and other property owners within two hundred (200) feet of the property to be subdivided with addresses as recorded by the County Clerk
 - A check in the amount of the filing and review fee
- The plat shall be drawn to a scale of one inch to two hundred (1" = 200') feet or larger on sheets of a maximum size of twenty-four inches by thirty-six inches (24" x 36") regardless of the size subdivision and shall show or be accompanied by the following information:
 - a. The name of the subdivision, which shall not duplicate an existing or pending subdivision
 - b. A complete legal description by metes and bounds of the land being subdivided
 - c. Proof of ownership of the land to be subdivided
 - d. The total acreage and total number of lots and blocks within the subdivision
 - e. The name of the registered engineer, registered public surveyor or land planner responsible for preparing the plat North point, north to be at top of sheet
 - f. Date, each revision shall bear a new date
 - g. Boundaries of subdivision shall be drawn in very heavy lines and shall include overall dimensions and bearings Boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines
 - h. A tie to an original corner of the original survey of which said land is a part
 - i. Name and location of adjacent subdivisions, streets, easements, pipelines, watercourses, etc., and the property lines and name of adjacent property owners in unsubdivided tracts
 - j. Existing and proposed topographic and plain metric features within the subdivision, including watercourses and ravines, high banks, width of existing or proposed easements, contour lines at two (2) foot intervals, and any other physical features pertinent to the subdivision
 - k. In conjunction with the topography map a drainage rational formula shall be provided and the frequency, concentration time and runoff factor and quality shall be provided
 - l. Existing transportation features within the subdivision including the location and width of rights-of-way, streets, alleys and easements
 - m. Proposed features including location, width, surfacing, and names of streets; approximate width and depth of all lots, location of building lines, alleys and easements; and schematic plan and outline specifications for drainage, sanitary facilities, and utilities. Approximate location, size and depth of all existing and proposed utilities Show the names of those uses of land parcels that are intended to be dedicated for public use or reserved in the deeds for the use of property owners in the proposed subdivision. If proposed use is unknown, designate as unrestricted

The following certification shall be placed on the Preliminary Plat:

- APPROVED AS SUBMITTED FOR PREPARATION OF FINAL PLAT
- APPROVED WITH MODIFICATIONS AS ATTACHED FOR PREPARATION OF FINAL PLAT



OWNER AUTHORIZATION AND REPRESENTATIVE DESIGNATION

PROPERTY DESCRIPTION:

Subdivision: _____ Total Number of Acres: _____ Zoning Classification: _____
Total Number of Lots: _____ Location: _____

PROPERTY OWNER INFORMATION AND AUTHORIZATION

Name/Company: _____ Address: _____ City: _____
State: _____ Zip Code: _____ Phone: _____ Email: _____

PROJECT REPRESENTATION (CHECK ONE):

_____ I will represent the application myself; OR
_____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

I hereby certify that I am the property owner of the property and further certify that the informatio provided on this development application is true and correct. I have selected the above submittal type, represeantion, and landscape incentive of my own volition and not at the request of the City of Rice.

Property Owner's Signature: _____ Date: _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____
(*printed property owner's name*) the above signed, who, under oath, stated the following. "I hereby certify that I am the property owner for the purposes of this application; that lal information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20 _____

NOTARY PUBLIC in and for the State of Texas

PROJECT REPRESENTATIVE INFORMATION (COMPLETE IF DESIGNATED BY OWNER)

__Engineer __Purchaser __Tenant __Preparer __Other (specify): _____

Name: _____ CompanyName: _____ Date: _____

Address: _____ City: _____ State: _____ ZipCode: _____

Phone: _____ Email: _____



Disclosure of Interests

Every question must be answered. If the question is not applicable, answer with "N/A".

NOTE: *If the Project Representative is not the Property Owner, this form must be filled out by **both** the Property Owner and the Project Representative.*

A. Do you believe that a City official* or City employee** may have a conflict of interest in the property or application referenced on the reverse side? Yes No

B. If so, state the name of each City official or employee of the City of Rice known by you that may have a conflict of interest in the property or application referenced on reverse side.

C. State all information upon which you base the belief (use additional paper, if necessary).

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Rice, Texas, as changes occur.

Name of Certifying Person (*print*): _____

Property Owner Project Representative

Signature of Certifying Person: _____

*Mayor, City Council members, Planning and Zoning Commission members, and Zoning Board of Adjustment members.

**City Manager, City Secretary, City Attorney, and all department heads



Final Plat Checklist

A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of final plat approval.

Final Plat/Replat Format & General Standards (check if provided)

- The final plat shall be printed on tracing cloth, mylar or comparable substitute, sheets of twenty-four inches by thirty-six inches (24" x 36") or multiple thereof and to a scale of one (1) inch to one hundred (100) feet. Where more than one (1) sheet is required, an index sheet of maximum size, twenty-four inches by thirty-six inches (24" x 36") shall be filed showing the entire subdivision at a reduced scale.
- A title including the name of the subdivision; the name of the landowner or owners; the name of the registered engineer or registered public surveyor responsible for the preparation of the plat; the scale and location of the subdivision with reference to an original corner of the original survey of which said land is a part; the date, north point, and total acres in the subdivision shall be included on the plat.
- The certificate of the registered engineer or licensed surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as follows:
THE STATE OF TEXAS
COUNTY OF NAVARRO
That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Rice, Texas.
Signature and seal of registered Professional Engineer or Surveyor
- A "Certificate of Ownership" and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land shall be submitted with the plat.
- An accurate on-the-ground boundary survey of the property with bearings and distances and showing the lines of all adjacent streets, easements, and alleys with their names and width. (Streets, alleys, and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.
- A "Certificate of Approval" is to be signed by the Mayor on the face of the plat.
- The plat shall show all existing features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys and easements, to be retained and other physical features deemed pertinent to the subdivision.

Streets, alleys and easements that are to be dedicated shall be shown with the following engineering data:

- For Streets: Complete curve data (Delta, Length of Curve, Point of Curvature, Point of Reverse Curvature, Point of Tangency) shown on the centerline or on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent lot line shall be provided.
- For watercourses and Easements: Distance to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large watercourses in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.
- Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.
- Building setback lines shall be shown on all lots.
- Two sets of plans and specifications certified to by a registered professional engineer shall be provided for the installation of water, wastewater, paving, and drainage, said plans and specifications must be prepared in accordance with the City's established standards and approved by the City Building Inspector prior to the beginning of any construction of the subdivision.
- A receipt showing that all taxes have been paid shall be submitted with the final plat.
- The City Council shall review the final plat, and when satisfied that all conditions and requirements have been met, The City Council shall approve said plat using the following format:

Approved this _____ day of _____, 20____, by the City Council of the City of Rice, Texas.
MAYOR _____



Rice Water Supply

Rice • Alma • Ennis • Telico

"This institution is an equal opportunity provider."

PO Box 137 Rice, Texas 75155

(903)326-5551

Ricewatersupply@gmail.com

Ricewatersupply.4@gmail.com

Ricewatersupply.5@gmail.com

Office use only
Work Order Made _____
Page _____
Seq. _____
RT. _____
Pump _____

Check List for SUBDIVISION NEW Membership

Membership Number _____

The following items are required:

1. _____ An application for Hydraulic Investigation to be sent to the engineer for approval. (Fee of \$100.00) for one meter. Subdivision consists of 3 meters or more, 10 meters or less the cost is \$250.00 plus \$100.00 per lot. The subdivision cost for 10 meters or more is \$500.00 plus \$100.00 per lot.
2. _____ **Preliminary Plat**- a review the overall layout of the lots and streets.
3. _____ The location of the to be found on the map in the water office and determination made if a road bore is needed. If it is a subdivision the plat will need to be approved by local governing authority such as City of Corsicana, City of Rice, City of Alma, City of Ennis, Ellis County or Navarro County.
4. _____ The prospective owner or owners of the membership must sign a **Service Agreement**.
5. _____ The prospective owner or owners of the membership must provide **Proof of Ownership** of the property. This can be a Deed, Divorce decree, etc.
6. _____ The prospective owner or owners must sign a **Right of Way Easement** in front of a **notary**. **Easement filing fee is \$50.00.**
7. _____ **Final plat** – Legal document that is recorded with County Recorder’s office.
8. _____ Our office to be furnished with the page, volume, and county where deed is recorded.
9. _____ An inspection fee of \$50.00 will be charged for Customer Service Inspection.
10. _____ Customer shall install a service isolation valve (Cut off Valve) on customer side of meter before meter will be turned on.
11. _____ Lab fees on line extensions \$75.00 for each sample.
12. _____ Must have valid 911 address.



GENERAL CONTRACTOR REGISTRATION APPLICATION FORM

Mailing Address: 305 N. Dallas St. – P.O. BOX 97 Rice, TX 75155

Phone# (903) 326-7500

Email: bfunes@ricetx.gov

Fill out the form, and return to the address above.

Please provide a copy of your current state license along with the registration form.

_____ I would like register as a General Contractor with the City of Rice

General Contractor Name/Company Name: _____

Business Address: _____ City: _____ State _____

Phone: _____ Fax: _____ Email: _____

State of Texas License number (if applicable): _____

I am of good character and reputation and skilled in the profession of General Contractor; and am willing to be governed by the City of Rice, Texas and Ordinances relative to such work under the license herein sought.

Signature: _____ Date: _____

THIS SECTION FOR OFFICE USE ONLY

Do not fill out this portion of the form.

Registration Number: _____

Date Registration Issued: _____

Date Registration Sent: _____



City of Rice

Business License Permit Application

Remittance Address:
P.O. Box 97 305 N. Dallas
Rice, Texas 75155
(903) 326-7500
Email: licensing@cityofrice.com

Please complete this form in its entirety as it applies to your business activity in the City of Rice. If you need any assistance completing this application, please contact the Administration Department at (903) 326-7500.

Form of Ownership (Circle One): Sole Prop Corp LLC Partnership Prof Assoc Other _____

Date Business Activity Initiated/Proposed: _____ Number of Employees: _____

Legal Business Name: _____ FEIN/Social Security # _____

Trade Name/DBA: _____ Is this a Home-Based Business? Yes No

Business Type: (Check all that apply)

Retail Wholesale Bldg Contractor Service Professional Manufacturer Rental Other _____

Describe the business you are conducting _____

State License Type: _____ State License # _____

Mailing Address: _____
(Street / PO Box) (City) (State) (Zip)

Physical Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email: _____
(Business) (Home) (Cell)

Name/Phone # of Emergency Contact: _____ () _____ Title: _____

List Names of Owner(s), Partner(s) or Officer(s) (Attach Separate Sheets if Necessary)

<u>Name</u>	<u>Residence Address</u>	<u>Title</u>

I certify under the penalty of perjury that the information provided on this Business License Form is accurate and correct to the best of my knowledge and belief.

Authorized Signature: _____ Print Name: _____

Title: _____ Phone #: _____ FEIN: _____

FOR USE BY CITY STAFF ONLY

DATE RECEIVED: _____ RECEIVED BY: _____ RECEIPT NO: _____

ZONING DISTRICT: _____ APPROVED _____ DENIED REASON: _____

SIGNED: _____ DATE: _____



New Residential Plan Review Checklist

Project Address: _____ Date: _____

- _____ **(1) Site Plans to include:**
Legal Description (lot, block, subdivision)
North arrow and scale
Property lines and lot dimensions
All easements
Proposed structure and all existing buildings
Driveways and sidewalk dimensions
Setbacks for front, rear and sides of house must be shown on site plan
- _____ **(1) Residential Energy Code Compliance Report – Recheck, IC3 report and Energy Star reports accepted.** www.energycodes.org
- _____ **(1) Foundation Plans –** Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.
- _____ **(1) Sets of house plans to include:** floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details
- _____ **Driveway approaches and drainage culverts –** Engineered plans (Driveways accessing State Highways require TXDOT permit) - *if required by City*
- _____ **RICE WATER SUPPLY MEMBERSHIP NUMBER**

***PLANS WILL BE SUBMITTED ELECTRONICALLY BY THE CITY
PLANS MUST BE READABLE ON THE COMPUTER.***

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

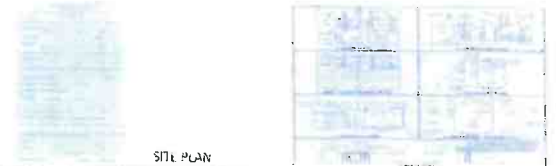
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: Inspection Only



Note:

Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After

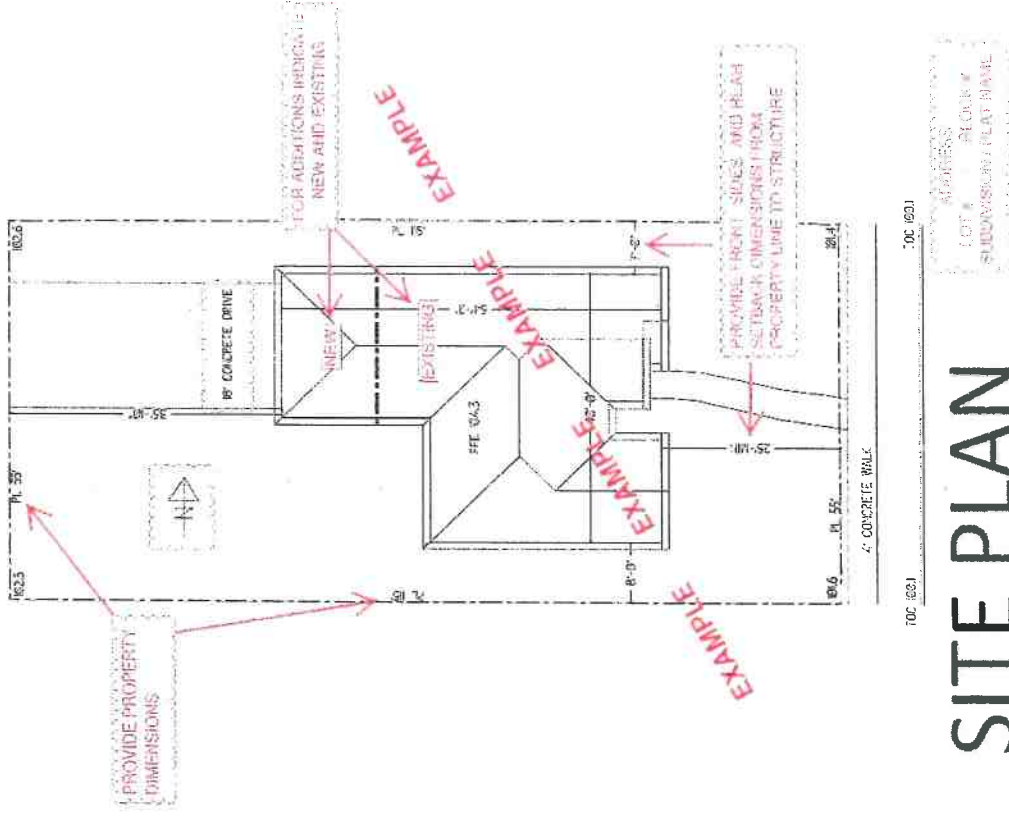


Trades are all included under the residential addition - remodel and alteration permit projects.

- Electrical Repair
- Plumbing Repair
- Mechanical Repair
- Electrical Service Upgrade
- Siding / Veneer
- Re-Roof
- Irrigation System
- Concrete Deck / Slabs
- Foundation Repair

Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16'
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new



SITE PLAN

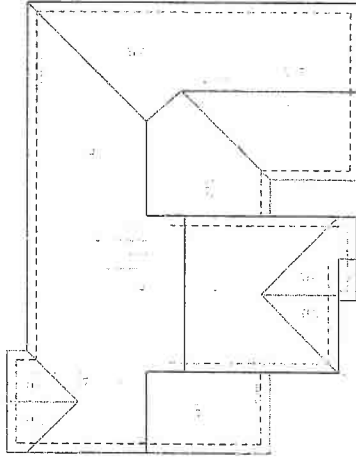
Construction plans should include the following details

- 1. Floor Plan**
 - Dimensions, room titles, and ceiling heights
 - Location and labeling of all appliances
 - Square footage summary (Livable, garage, patios, and total under roof)
 - Door and window type and size (ex: single hung, French, etc.)
 - All adjacent rooms to an addition in its entirety showing the door and window sizes
- 2. Roof / Floor Framing Plan**
 - Size of all individual header and beam sizes
 - Label all structural members such as rafters, joist, trusses, over framing, and their spacing
- 3. Cross Sections**
 - All connection details keyed in
 - Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.
- 4. Foundation Plan**
 - Post sizes at all columns supporting concentrated loads
 - Footing size dimensions, and depth
- 5. Electrical Plan**
 - Receptacle and lighting placement
 - Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
 - Location of smoke and carbon detectors
 - Location of all appliances such as air conditioners and air handlers
- 6. Elevations**
 - Masonry Percentage calculations
 - Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
 - Slope of roof and floor elevation heights need to be represented correctly.
Exterior finishes for roofs and walls
- 7. Other Documents**
 - Energy Report
 - Engineering
 - Other Documents

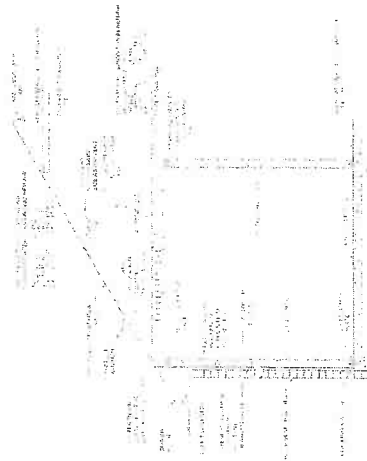
Stair and Guardrail Details (If applicable)



1. Floor Plan

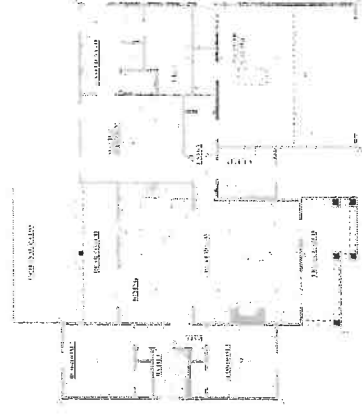


2. Roof / Floor Framing Plan

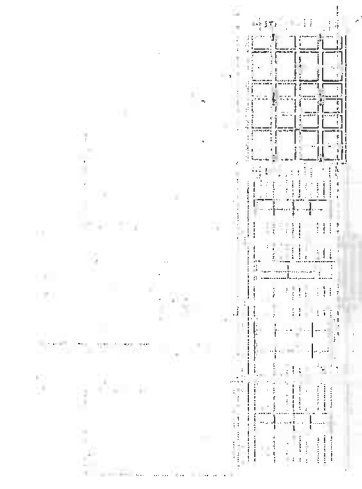


3. Cross Section Plan

4. Foundation Plan



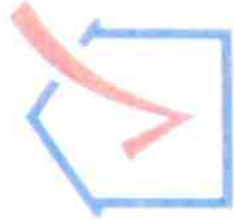
5. Electrical Plan



6. Elevation

Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



REScheckTM

International
IC3 CODE COMPLIANCE CALCULATOR

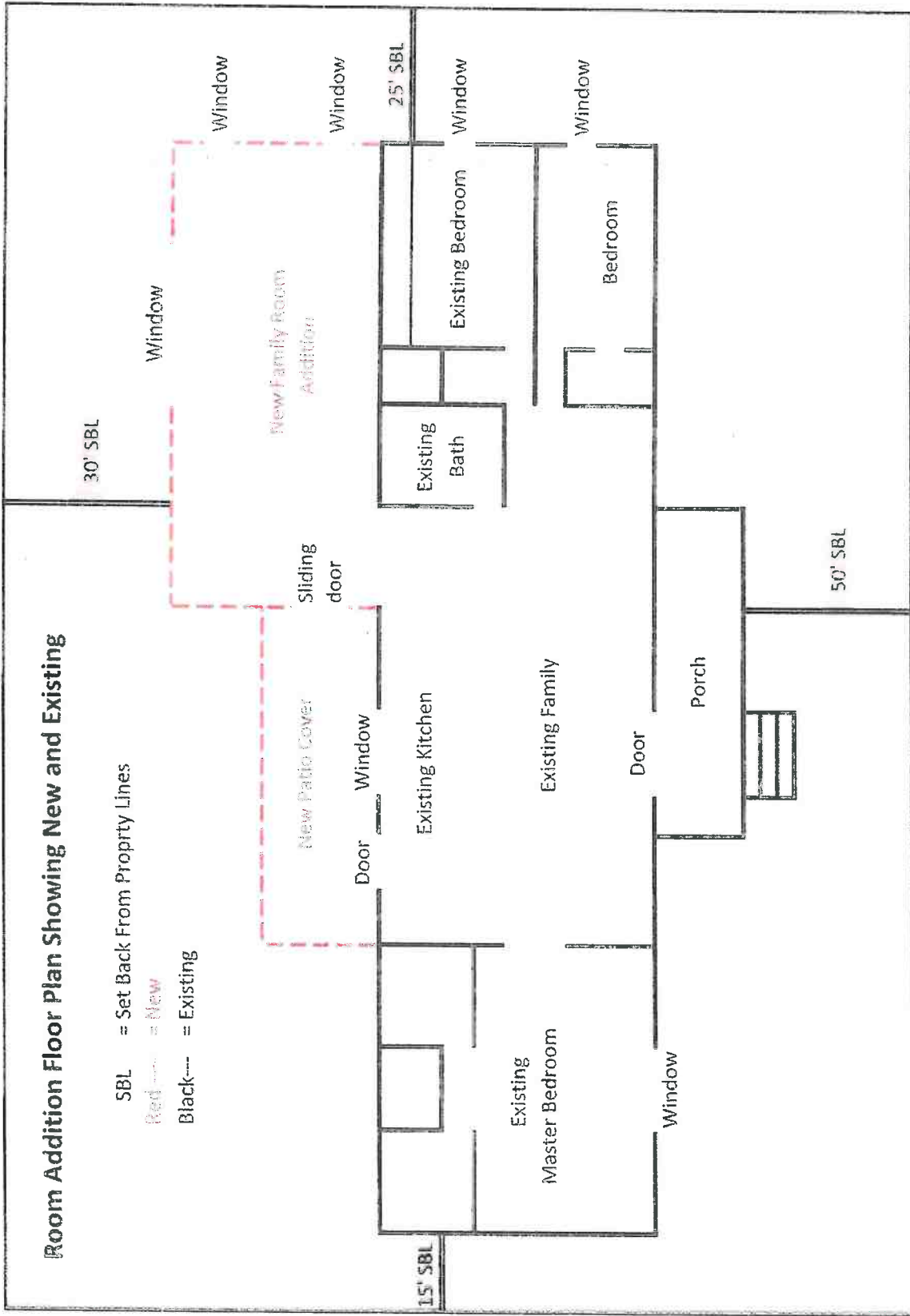
REM/RateTM

Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines

Red --- = New

Black --- = Existing



Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

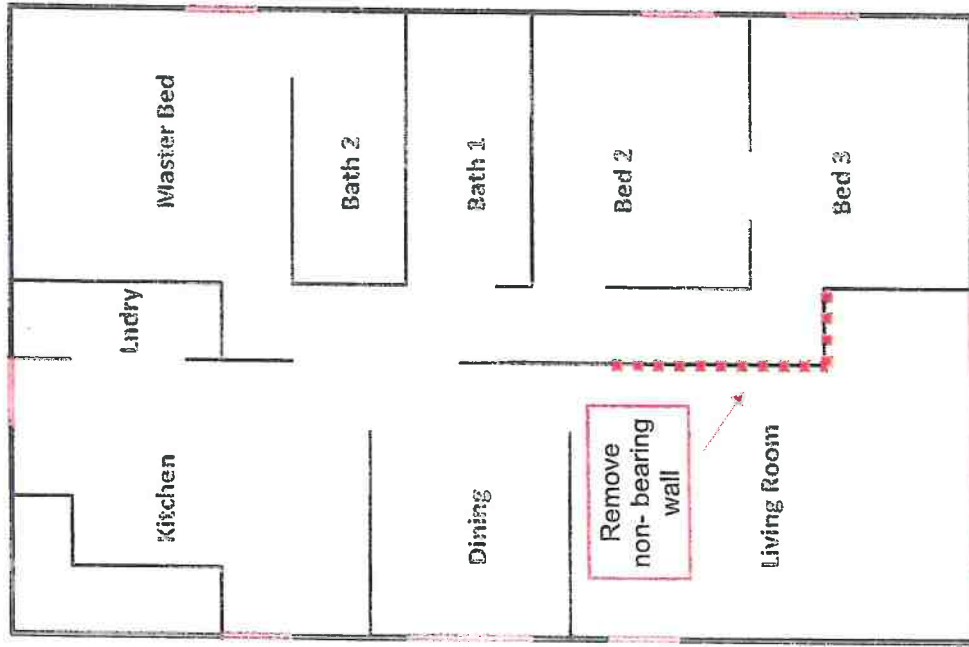
Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

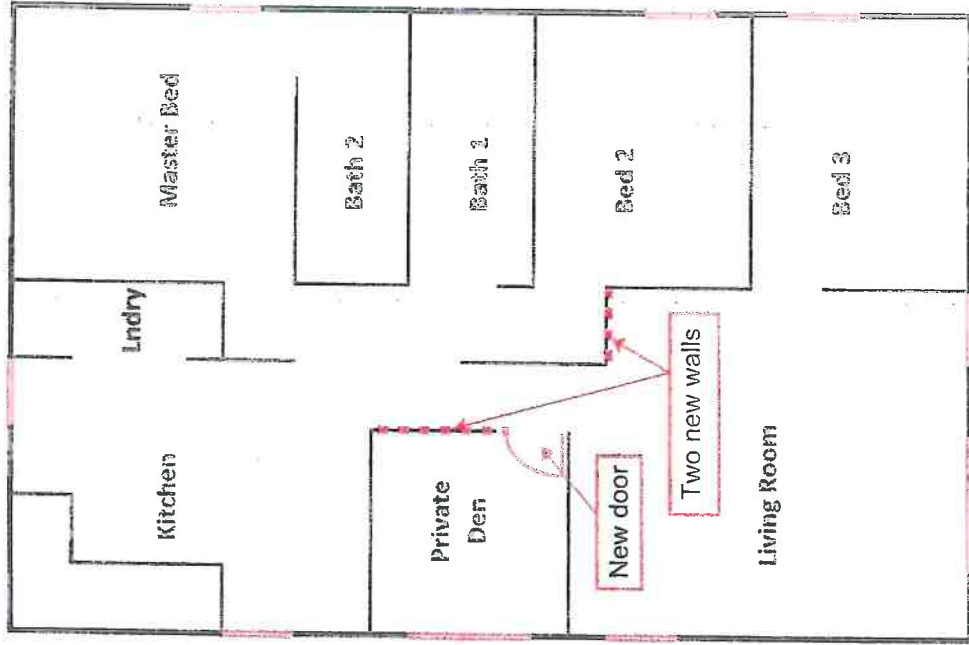
If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan