

152 N. Main St.
P.O. Box 247
Van Alstyne, Texas 75495

Phone|903.482.5426
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Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

Owner Information:		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Public Works	Approved By: _____	Date: _____	Building	Approved By: _____	Date: _____
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Building Permit Fee: _____
Water Impact Fee: _____
Sewer Impact Fee: _____
Water Deposit: _____
Water/Sewer Connection: _____

Total Fees: _____
Receipt #: _____
Issued Date: _____
Issued By: _____
BV Project # _____



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

- | | |
|--|--|
| <input type="checkbox"/> ELECTRICAL CONTRACTOR | <input type="checkbox"/> JOURNEYMAN PLUMBER |
| <input type="checkbox"/> MASTER ELECTRICIAN | <input type="checkbox"/> MECHANICAL (HVAC) |
| <input type="checkbox"/> JOURNEYMAN ELECTRICIAN | <input type="checkbox"/> IRRIGATOR (LANDSCAPE) |
| <input type="checkbox"/> MASTER SIGN ELECTRICIAN | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> MASTER PLUMBER | |

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE & INSURANCE



To: Backflow Technicians, Builders, Construction Firms, Irrigators

This letter is to inform you of the new procedures for the recording and confirming of residential/commercial backflow device inspections “upon install” in the City of Van Alstyne, Texas prior to a Certificate of Occupancy. The City has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm technicians and their inspections. The website is www.sctrackingsolutions.com. All technicians/testers must register on the website.

As of June 15th, 2014 it will be necessary for technicians/testers to submit a current calibration report, certifications, state license and professional documentation, individual and company. You will have an opportunity to upload documents during registration or send them to us via fax or email. The fee for each backflow assembly tested is \$10.95 plus tax. This fee is paid upon entering the test results in the online tool. City tester registration is \$35 annually, which is paid for on the SCTS tool.

Follow the steps below to complete the new residential/commercial backflow device inspection in a timely manner.

COMPLETE THIS FORM FOR EACH NEW DEVICE. DO NOT TURN TEST FORMS INTO THE CITY.

- **PRIOR TO TESTING THE NEW DEVICE** fax or email this completed document for each device to (972) 217-8387 or cs@sctrackingsolutions.com. SC Tracking will upload the information for you.
- Technicians/testers go to www.sctrackingsolutions.com. Click technician/tester registration and complete the entire process. This process should not take more than a few minutes if documentation is in order and will only need to be completed one time with only periodic updates as licenses or certifications expire.
- Please allow 24 hours for SC Tracking to validate your documentation with state and local databases.
- Once validation is complete you will receive a temporary password via email.
- SC Tracking will then email you Catalog # for this address.
- You will then return to the website, log in using your email address and temporary password, type in the Catalog #, complete the test or tests that apply to you and check out. This will complete your obligation to this inspection and be copied to the city. Maintain your test records per state law.
- A copy of the report then will be emailed to your registered email and the proper Town representative upon completion of the test and checkout.

Address of New Assembly: _____ City: _____ Zip: _____

Location: _____

Building Owner Email: _____

Make: _____ Model: _____ Size: _____ Serial Number: _____

Type: _____ (RPZ, DC, DCDA, PVB, SVB, RPZ II, DCDA II)

Serves: _____ **IRRIGATION, DOMESTIC, FIRE, WATER HEATER, etc.**

Technician/Tester Name: _____

Technician/Tester Email: _____

Please Select:

Residential: _____ Commercial: _____

**Please email or fax this document directly to SC Tracking Solutions. In a few minutes we will input the device information above and send you a Catalog number for report entry.



RESIDENTIAL: ELECTRICAL · PLUMBING · MECHANICAL

Electrical Upgrades/Repairs

When is a permit needed? A permit is required for all service upgrades or circuit replacements.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

Plumbing Upgrades/Repairs

When is a permit needed? A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

Sprinkler Permits: An approved backflow device must be installed with each sprinkler system.

Mechanical Upgrades/Repairs

When is a permit needed? A permit is required when an air conditioner or furnace is replaced.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

***All Electrical, Plumbing, and Mechanical work described above
requires an inspection and Contractor Registration.***



RESIDENTIAL REMODEL/ADDITION

What is an Addition? Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

What is a Remodel? Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2015 IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2015 IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

What do I need to install a Deck? Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Any deck that is 200 square feet or greater requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

Do I need a permit for a Concrete Patio? Concrete patios do not require a permit if they are not attached to the house foundation, however, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.



RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer **or** Foundation Detail (IRC Figure R403.2) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. (Post-tension) Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

REScheck

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



NEW RESIDENTIAL PLAN REVIEW CHECKLIST

Address: _____ **Date Received:** _____

All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.

_____ **(2) Site Plans to include:**

Complete address with legal description (lot, block, subdivision, phase) Engineers and Builders names, Property lines and lot dimensions, Proposed structure and all existing buildings, Finished floor and finished pad elevations, All easements, Utility locations, Driveway, sidewalk and fence locations, Lot area, slab area, and coverage percentage and Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan.

_____ **(2) Residential Energy Code Compliance Report (2015 IECC).** All Third Party Rater information and documentation must be submitted if Energy Star Home.

_____ **(2) Foundation Plans** - Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (IRC Figure R403.2, BV will provide) **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2003 IRC. If letter is provided, original signature must be on one of the letters submitted. If stated on plans, must have original signature of engineer on plans.

_____ **(2) Sets of house plans** to include: floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule and masonry on wood details. Options reflecting additional buildable space must be identified by the actual square footage area and included in the permit values for total A/C area and/or construction area under roof. Other options shown but red lined will be included within the permit value. Elevation drawings must clearly state that the structure meets the exterior requirements set forth by the City of Van Alstyne. All drawings must be legible and show proper square footage for A/C and total building areas.

_____ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TXDOT permit)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.



NEW RESIDENTIAL INSPECTIONS

___ Plumbing Rough	
___ Water Service	
___ Yard Sewer	
___ Form Board Survey	Must be in permit packet at time of plumbing rough inspection
___ Gas Wrap	
___ Foundation	Foundation letter acceptable but must be in packet at time of frame inspection
___ Electric Rough	
___ Mechanical Rough	
___ Gas Rough Piping/ Test	
___ Plumbing Top-out	
___ Framing	
___ Energy Insulation	If using 3rd party, green tag must be in permit packet.
___ Construction Electric	Meters will be released by the City
___ Gas Final	
___ Electrical Final	
___ Mechanical Final	
___ Plumbing Final	
___ Energy Final	
___ Building Final	
___ Customer Service Inspection Form	Will be completed by inspector
___ Final Grade Survey	Must be in permit packet at time of finals
___ Fence Final	Fence must be up at time of final inspection or additional permit will be required.
___ T-Pole	Can be called in for inspection at any time during construction.
___ Flatwork/Approach/Culvert	



RESIDENTIAL ENERGY INSPECTIONS

There will be 2 inspections, one at pre-drywall and one at final. Duct testing must be conducted as part of the Energy Final.

Pre-drywall inspection to include:

- Insulation R-Value Installed
- Quality of Insulation Installation
- Window Values
- Proper Sealing of Envelope
- Thermal Bypass Enclosure installed in appropriate locations
- Inspection of Duct System Connections for proper sealing techniques

Final Inspection to include:

- Attic Insulation Installed R-Value and Quality
- Space Heating and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all Doors (and Attic Access located within Conditioned Space)
- Duct Leakage Testing
- Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the City of Van Alstyne prior to conducting any inspections.

- ICC Certifications
- BPI Certification
- HERS Certification
- Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for the City Inspector. Building finals will not be approved unless all required documentation is received. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the state of energy approval.



RESIDENTIAL ACCESSORY STRUCTURES

What is an Accessory Structure? A use or building subordinate to and detached from the main building and used for purposes customarily incidental to the primary use of the premises.

What are the requirements for an Accessory Structure?

27.1. **Height and Construction**

No accessory building shall exceed 20 feet in height nor shall the accessory building exceed the height of the main structure. Any accessory building that exceeds 200 square feet shall be constructed in the same or a complementary style as the main structure.

27.2. **Front Yard:** Attached accessory buildings, including garages and carports, shall have a front yard not less than the main building, or as specified in the particular district.

27.3. **Side Yard:** There shall be a side yard not less than eight (8) feet from any side lot line, or alley line, except that adjacent to a side street, the side yard shall never be less than twenty (20) feet.

27.4. **Rear Yard:** There shall be a rear yard not less than ten (10) feet from any lot line, or alley line. Carports, garages, or other accessory buildings located within the rear portion of a lot, as heretofore described, shall not be located closer than fifteen (15) feet to the main building.

27.5. **Total Square Footage:** No accessory building shall exceed fifteen (15) percent of the total square footage of the building lot.

When is a permit needed? A permit is required for all accessory structures. A permit and plan review is required for all accessory structures over 120 square feet. All permit fees and plan review fees are due upon permit issuance.

Submittal documents: Fill out a Residential permit application and submit (2) site plans which include the following: *(You may use a copy of a survey of your lot and draw the requirements.)*

_____ Location of main building on lot and all other structures on property.

_____ Location of proposed accessory structure on lot. Distance from accessory structure to main building and other structures on property. Distance from accessory structure to side and rear lot lines. All streets and alleys.

_____ Foundation plans and/or means of support *(All portable buildings must be tied down regardless of size)*.

_____ Electrical and plumbing plans, if applicable.

_____ Roof details *(if not a prefabricated storage building)*.



RESIDENTIAL FENCE PERMITS

When is a permit needed? A permit is required for a new fence, replacing the posts, changing the height, or moving a fence from its current location.

What is needed to obtain a permit? Fill out a residential permit application and submit a site plan showing location of fence on property. A permit fee is due upon permit issuance.

What are the requirements for a Residential Fences?

- 24.11.1. Solid fences shall not be allowed in the required front yard in any district.
- 24.11.2. No fence shall exceed three feet (3') height in the required front yard in any district.
- 24.11.3. No fence shall be allowed in the required right of way.
- 24.11.4. Fences shall meet the requirements of section 24.12.
- 24.11.5. No fence in a residential district shall exceed eight feet (8') in height.
- 24.11.6. Fences shall be constructed of customary urban fencing materials and shall be aesthetically consistent with buildings and fences in the area.
- 24.11.7. In residential areas, barbed wire, razor wire, electrified fencing or other hazardous material shall not be allowed in the construction of a boundary fence.
- 24.11.8. In recognition of the historical rural nature of Van Alstyne, within the OTRD as defined in 15C.4, the City Council may, at their discretion, give permission for non-conforming fencing.
- 24.11.9. Every fenced enclosure constructed under the provisions of this ordinance shall have at least one gate in its perimeter.
- 24.11.10 All fences constructed under the provisions of this ordinance shall be maintained so as to comply with the requirements of this ordinance at all times. The chief building official may order the repair or removal of a fence if it is determined that said fence is a danger to the safety of the citizens of Van Alstyne. Fences shall be repaired in compliance with the provisions of this ordinance.
- 24.11.11 When a non-residentially zoned lot or tract abuts upon a zoning district boundary line dividing that lot or tract from a residentially zoned lot or tract, an opaque wood fence or masonry fence having a minimum height of six (6) feet above the average grade of the residential property shall be constructed on non-residential property adjacent to the common side or rear property line. The exception may be granted for property within the CBD – Central Business District, at the discretion of the discretion of the City Council of Van Alstyne.

Retaining Walls - An Engineered stamped design is required for retaining walls over 4 feet in height.

Submittal documents: Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot and draw the above requirements.)

- _____ Location of main building on lot and all other structures on property.
- _____ Location of proposed fence or retaining wall on property.
- _____ Height of fence or retaining wall.
- _____ Construction material used.
- _____ All streets and alleys.



Residential Swimming Pool Checklist

Swimming Pool Requirements

It is the purpose of the following provisions to recognize an outdoor swimming pool as a potentially attractive nuisance and to promote the safety and enjoyment of property rights by establishing rules and regulations governing the location and improvement of swimming pools whether privately, publicly, or commercially owned or operated.

- 24.10.1.1. No swimming pool shall be constructed or used until a swimming pool building permit has been issued. No building permit shall be issued unless the proposed sanitary facilities and water supply comply with applicable local and State health department regulations.
- 24.10.2. A swimming pool may be constructed and operated when:
 - 24.10.2.1. The pool is not located in any required front or side yard abutting a street;
 - 24.10.2.2. A wall or fence, not less than six (6) feet in height, with self-enclosing and self-latching gates at all entrances, completely encloses either the pool area or the surrounding yard area (see section 24.11 of this ordinance for additional regulations regarding enclosing of pools);
 - 24.10.2.3. All lighting of the pool is shielded or directed to face away from adjoining residence. If lights are not individually shielded they shall be so placed, or the enclosing wall or fence shall be so designed, that direct rays from the lights shall not be visible from adjacent properties;
 - 24.10.2.4. No broadcasting system is used for the purpose of advertising the operation of the pool or for the attraction of persons to the premises. This shall not prevent a public address system necessary or useful to the supervision of the pool and the safety of swimmers; and
 - 24.10.2.5. The swimming pool is no closer than eight (8) feet from any property line.

Submittal Requirements

Permit Application with an original signature must be complete and submitted with the following information:

(2) Site Plans to include:

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed location of pool and all existing buildings
- _____ All easements and overhead utilities
- _____ Stamped approval of utility company
- _____ Proposed pool enclosure
- _____ Equipment dimensions in reference to property lines

(2) Pool Design and Specifications

- _____ Must include all gas and electric devices, backflow prevention device, diving areas and size of diving board, ladders, depths of water, decking, and equipment drawings/diagrams.
- _____ *Contractor Registration required for Pool Contractor, Electrician, and Plumber.*

Please contact *Homeowner's Association for additional requirements from Deed Restrictions and Covenants.*



RESIDENTIAL SWIMMING POOL FENCES

Swimming Pool Fence Requirements

24.11.12 Fences Associated With Swimming pools

24.11.12.1 Every swimming pool, or excavation designed or intended to ultimately become a swimming pool, while under construction as well as after completion, shall be continuously protected by an enclosure surrounding the pool or excavated area in such a manner as to make such pool or excavated area reasonably inaccessible to small children or animals. Exceptions are as follows:

- (1) This provision shall not apply to (a) bodies of water other than swimming pools which are owned or controlled by the federal government, state, county or any agency, subdivision or department thereof; or (b) bodies of water located in natural drainage ways.
- (2) In single family occupancies, the enclosure may surround the entire single-family premises
- (3) In multi-family occupancies, the enclosure may include the courtyard that surrounds the pool.

24.11.12.2 An enclosure shall be a fence, wall, or building not less than six feet in height with no openings, holes or gaps larger than four inches measured in any direction, except that measurement for a picket fence (one composed primarily of vertical members) shall be measured in a horizontal direction between members.

24.11.12.3 Gates and doors opening directly into such enclosure shall be equipped with self-closing and self-latching devices designed to keep and capable of keeping such doors or gates securely closed, said latching device to be attached to the gate or door not less than 36 inches above the grade or the floor. Exception: The doors of any building forming any part of the enclosure hereinabove required need not be so equipped.

24.11.12.4 Swimming pools in existence on the effective date of this section shall be fenced in accordance with the requirements hereinabove set forth, and it shall be unlawful for any person to maintain any swimming pool in the corporate limits of the city which is not protected by an enclosure in accordance with the requirements of this section.

24.11.12.5 All plans submitted to the city for swimming pools to be constructed shall show compliance with the requirements of this section, and the final inspection and approval of all pools constructed shall be withheld until all requirements of this section have been complied with by the owner, purchaser under contract, lessee, tenant or licensee.



Building Requirements & Inspection Contact Information

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Van Alstyne, Texas, has adopted the following codes and North Central Texas Council of Governments regional amendments regulating building construction.

<i>2015 International Building Code</i>	<i>2015 International Building Code, Reg. Amend. Option B</i>
<i>2015 Existing Building Code</i>	<i>2015 Existing Building Code, Reg. Amend.</i>
<i>2015 International Residential Code</i>	<i>2015 International Residential Code, Reg. Amend.</i>
<i>2015 International Fire Code</i>	<i>2015 International Fire Code, Reg. Amend.</i>
<i>2015 International Plumbing Code</i>	<i>2015 International Plumbing Code</i>
<i>2015 International Mechanical Code</i>	<i>2015 International Mechanical Code</i>
<i>2015 International Energy Conservation Code</i>	<i>2015 International Energy Conservation Code</i>
<i>2014 National Electrical Code</i>	<i>2014 National Electrical Code</i>
<i>2015 International Fuel Gas Code</i>	<i>2015 International Fuel Gas Code</i>

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Van Alstyne and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and the builders MEP contractors. Verified address with lot, block, subdivision and phase is required on all applications. All Contractors performing work within the City of Van Alstyne's jurisdiction must be registered with the City. Construction or building without a permit is subject to a fine. Whenever any work for which a permit is required has been commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by code. The minimum investigation fee shall be the same as the permit fee set forth in the fee schedule of the appropriate ordinance respective of the trade involved.



Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will conduct residential and commercial plan reviews. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact City Hall to check on the status of your permit at 903.482.5426.

Inspections performed by Bureau Veritas

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at 877-837-8775. Inspection requests can also be faxed to 877-837-8859. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection. A portable sanitary restroom for your workers must be on your property until the final inspections are approved. The construction area shall be maintained until the job is complete. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time. Erosion control must be in place prior to the first inspection.

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