



RESIDENTIAL BUILDING APPLICATION
PLEASE PRINT CLEARLY

APPLICANT/CONTRACTOR (AGENT): _____ PHONE: _____

ADDRESS: _____ (CITY, STATE AND ZIP CODE)

OWNER OF PROPERTY: _____ PHONE: _____

MAILING ADDRESS: _____ (CITY, STATE AND ZIP CODE)

PROJECT ADDRESS: _____ (CITY, STATE AND ZIP CODE)

SUBDIVISION: _____ LOT: _____ BLOCK: _____

TYPE OF RESIDENTIAL CONSTRUCTION – PLEASE X CIRCLE FOR TYPE OF CONSTRUCTION:

- NEW HOME
 PATIO HOMES
 TOWNHOMES
 REMODELING
 ADDITION
 SWIMMING POOL
 ROOF
 MANUFACTURED HOME
 OTHER-DESCRIPTION: _____

CULVERT - SIZE OF CULVERT: _____ WIDTH OF DRIVE: _____

ESTIMATED COST OF CONSTRUCTION: \$ _____ New Structure: Sq. Footage of Area Covered by roof: _____

Remodeling or Repair Sq. Footage of Area Covered by Roof: _____

THE GRANTING OF A BUILDING PERMIT DOES NOT CONSTITUTE A DETERMINATION THAT THE PROPOSED CONSTRUCTION WILL OR WILL NOT VIOLATE ANY DEED RESTRICTIONS OR COVENANTS APPLICABLE TO THE PROPERTY UPON WHICH THE CONSTRUCTION TAKES PLACE, NOR DOES IT AUTHORIZE ANY SUCH VIOLATION. I, _____ (PRINT NAME), AS OWNER OR AS AGENT FOR THE OWNER, HEREBY CERTIFY THAT I HAVE REVIEWED ALL THE COVENANTS AND RESTRICTIONS APPLICABLE TO THE ABOVE PROPERTY. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS OF THIS NOTICE.

SIGNATURE: _____ DATE: _____

PERMIT OFFICE USE ONLY

_____ SUBMITTAL: _____

_____ ELECTRICAL: _____

_____ PLUMBING: _____

_____ AC/ENERGY: _____

_____ HEALTH: _____

_____ PLANNING: _____

_____ PUBLIC WORKS: (SEE BELOW) _____

_____ BUILDING: _____

REMARKS: _____

PERMIT COST \$ _____ SQUARE FOOTAGE _____ OCCUPANCY USE GROUP _____
 LESS PRF \$ - _____ CONSTRUCTION TYPE _____
 BALANCE DUE \$ _____ PLAN APPROVAL: _____

PROJECT # (assigned by City): _____

NOTICE TO OWNER(S): You are responsible for complying with any deed restrictions limiting the use of your land. It is your obligation to review your land's deed restrictions with the project in which you seek a permit for compliance prior to submitting or having an agent submit an application for a building permit. Failure to comply with deed restrictions could result in a stop work order, a fine, litigation, and/or order to remove the violation at owners' expense.

**DECLARATION IN SUPPORT OF APPLICATION FOR CITY OF
PASADENA BUILDING PERMIT
(To Be Completed by Land Owner(s))**

"My name is _____ and my address is _____
(First, Middle, Last)

_____. I am over the age of eighteen and I am legally competent to make this Declaration. I have personal knowledge of every fact stated herein and every fact stated herein is true and correct.

This Declaration will be submitted to the City of Pasadena, Texas (the 'City') as part of my Application for a Building Permit for a project ('the Project') located or to be located in the _____
Subdivision, Block No. _____, Lot No. _____ (the 'Land'). The physical mailing address of the Land is _____
Texas _____.

I am an OWNER of the Land. I AGREE that, for the purposes of my Application, the term 'Deed Restriction' means any and every restriction or covenant contained in (or incorporated by reference into) a plan, plat, replat, deed, or any other publicly recorded document that limits or affects the Project and/or the use of the Land in any way. I AGREE that copies of the Deed Restrictions, if any, are available for review at the office of the Clerk of the County in which the Land is located. I have reviewed the Deed Restrictions, if any, that may apply to the Project, the Land and the Project location. I hereby affirm and represent that the Project does not violate the Deed Restrictions, if any, that apply to the Land and to the Project.

I UNDERSTAND AND AGREE that, if my Project is determined by the Property Owners' Association, as defined by Texas Property Code Section 204.004(a), or the City to fail to comply with the applicable Deed Restrictions; the City may void any permit(s) issued by the City for the Project and, if so, I further agree that I shall immediately cease construction of the Project when so notified by the City in writing.

I UNDERSTAND AND AGREE that, if any fact stated in this Declaration or any Application for

Building Permit for the Project is false, the City can void any permit(s) issued by the City for the Project, and the City may order me and any other owner to immediately cease construction of the Project and to remove all or part of the Project in violation thereof, at my or our own expense.

I SWEAR AND AFFIRM THE FOLLOWING TO BE TRUE AND CORRECT:

1. I am owner of the property/the Land and request this project.
2. I know that Deed Restrictions may apply to my property/the Land.
3. That such Deed Restrictions affect my property/the Land and limit its use.
4. That such Deed Restrictions applicable to my property/the Land are available for my review at the office of Clerk of the County.
5. As the owner of the Land, I have reviewed applicable Deed Restrictions for my property/the Land and understand their application to my property/the Land.
6. The Project requested for my building permit **does not** violate any applicable Deed Restrictions pertaining to the Land.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of Texas, on the ____ day of _____, 20__

Declarant - Owner
 Address: _____
 Telephone: _____
 Email: _____

State of Texas

County of _____

This instrument was acknowledged before me on _____, 20__ by _____

Notary Public, State of Texas

Notary's Printed Name

Commission expires: _____

RESIDENTIAL BUILDING PERMITS FEE SCHEDULE:

PER SQUARE FEET OF ALL AREA COVERED BY ROOF.....	\$.20
MINIMUM BUILDING PERMIT FEE.....	\$50.00
REINSPECTION FEE.....	\$50.00
PLAN CHECKING FEE FOR ALL RESIDENTIAL IMPROVEMENTS OVER 500 SQ FT.....	.10
PER SQUARE FEET	
CERTIFICATE OF OCCUPANCY FEE.....	\$20.00
PLAN CHECKING FEE (DUE AT TIME OF SUBMITTAL) MINIMUM OF.....	\$50.00

MINIMUM REQUIREMENTS FOR RESIDENTIAL PROJECT PLAN SUBMITTAL:

MINOR REMODELING PROJECTS – IF ALLOWED WITH THE PRIOR APPROVAL OF A CITY OF PASADENA RESIDENTIAL BUILDING INSPECTOR, THAT THE DRAWINGS ARE NOT REQUIRED TO BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

A) **All drawings must be drawn to scale.** All project submittals must comply with the **2021 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE AND LOCAL ORDINANCES.**

B) Two (2) complete sets of plans and specifications must be submitted when making application. The plans must include the following items and information and **must be separately bound into two (2) complete packages.**

1. BOUNDARY SURVEY and SITE PLAN – Show all pertinent information, such as:

1. Buildings on the property (new, proposed, existing, and additions).
2. Satisfy local ordinances for distances from property lines, easements, or other buildings on the plot of ground (front, back, and side).
3. Driveways, approaches, parking and sidewalks (details on site plan).
4. Site drawings (information pertaining to requirements and benchmarks can be obtained from the City Engineering Dept).
5. Topography by registered surveyor.

2. DESIGN LOAD REQUIREMENTS:

1. Complete compliance with the 2021 International Residential Code.
2. Floor joists 30 psf. Live load for sleeping areas, all others require 40 psf.
3. Ceiling joists 20 psf. Live load all areas over 42” clearance.
4. Rafters require 20 psf. Live load for standard decking and composition shingles.
5. Designs must satisfy current wind load requirements in the appropriate exposure (minimum wood construction wind bracing/strapping as per the requirements of the selected products manufacturer).

State Windstorm Insurance Program is in effect East of State Highway 146

3. REQUIRED FOUNDATION DETAILS:

(All foundations must be designed by a licensed engineer or architect).

1. Beam size and spacing
2. Rebar, cable layout and wire required
3. Type of vapor barrier to be used
4. Fill to be used and compaction required

NOTE: All vegetation, top soil and foreign materials must be removed from within the foundation. WOOD SILL and BEAM FOUNDATIONS MUST BE DESIGNED PER CODE, (wolmanized or treated components, termite shields and etc.)

4. REQUIRED FRAMING INFORMATION and DETAILS:

1. All structures of two or more stories in height are required to bear the stamp/seal and signature of a State of Texas Registered Engineer/ Architect.
2. Indicate lumber grade, spacing, sizes and species to be used. All must comply with recognized Span Tables.
3. Indicate anchor bolts, purlins, rafters, joists, collar ties, wind bracing, strong backs; indicate pitch of roof members and any other pertinent bracing and show spacing.
4. Metal items such as wind bracing straps, sill anchors, joist hangers, etc., need to have nailing requirements indicated per the requirements of the selected products manufacturer.
5. All wood in contact with concrete must be treated for damp exposure.
6. Indicate all fire blocking and draft stops required, such as at stairs, fir downs; fire places and where breeze ways are attached to a detached garage.
7. Include a header, beam and required nailing schedule.
8. Indicate the insulation that is to be used.
9. Fireplaces must satisfy the more requirements of the manufacturer's installation requirements or that of all current model building codes.
10. Masonry ties must be 22 gauge spaced 24" vertical and 32" horizontal minimum.
11. Show details of cornice, beams or other items that may need clarification.
12. Include details for Fire Rating if required.

*Construction utilizing materials utilizing other than conventional wood framing may require additional Engineered plans and specific design details, prior to building permit approval.

5. SHOW SUFFICIENT SECTION VIEWS AND ELEVATIONS

6. **ELECTRICAL** – Must comply with the 2023 Edition of the National Electrical Code and must comply with the City of Pasadena Electrical Code Amendments Load analysis and one line diagram required for all projects having more than 5,000 sq. feet.
7. **PLUMBING** - Must comply with the 2021 Edition of the Uniform Plumbing Code and the City of Pasadena Plumbing Code Amendments. Riser diagram and load calculations required on all projects having more than 5,000 sq. feet.
8. **HEATING, VENTING and AIR CONDITIONING / IECC**- Must comply with the 2021 Edition of the Uniform Mechanical Code, the 2021 International Energy Conversation Code, and the City of Pasadena Mechanical Code Amendments. One copy of the IECC Rescheck form shall be attached to each copy of plans submitted for permitting. **Heat load calculations will accompany IECC Rescheck forms for all new construction or complete remodel.**

Compliance with the IECC section above will require a third party 2021 IECC certified inspector, registered with the City of Pasadena Permit Department. The energy professional shall certify with field inspections / City reports prior to cover and final that all areas of the IECC requirements have been met. A City of Pasadena Energy Conservation Compliance form, included in this package, shall be on file prior to final inspection and before a Certificate of Occupancy is issued by the Permit Department.



2021 International Energy Conservation Code Compliance Form

The City of Pasadena Permit Department will require compliance with the International Energy Conservation Code, per State of Texas law mandating the same. This form must be signed by a Certified Professional in the 2021 International Energy Conservation Code, and shall be registered with the Permit Department of the City of Pasadena.

A cover and final energy inspection form must be provided to the Permit Department for review and approval. The Building Permit Department will not allow occupancy to take place prior to satisfying this requirement.

The 2021 IECC governs any structure that has utility services. This includes all permitted building, electrical or mechanical projects with new construction, additions, remodel or a change of occupancy that will affect the energy load.

Cover or Final Inspection Compliance Information
(circle one)

Project Address _____
Permit Number _____
Owner _____

I hereby certify that the identified project is in compliance with all relative code requirements of the 2021 International Energy Conservation Code.

Name _____

Signature _____

Certification Info _____



REJECTION OF PLANS:

Failure on the applicant's part to provide all necessary submittal and project specific requirements for all of the City of Pasadena Departments will result in a project permit "Rejection" and would require corrections and a re-submittal with corrected revisions of the original drawing packages for approval review.

The applicant is required to provide an itemized summary of corrections based on the letter of "Reasons for Rejection". If the rejection corrections result in a new revision of a sheet that was previously reviewed by the City of Pasadena, before "re-submittal", the applicant will need to fold over the lower right hand corner of the sheet that is no longer valid and staple it. Then place the new revised sheet with the corrections directly behind it and highlight all corrections.

"No loose pages will be accepted". Do not remove or omit previously marked pages as this will result in your plans being required to go through all departments again.

ORIGINAL APPLICATION MUST ACCOMPANY REVISED PLANS AT TIME OF RESUBMITTAL.