

Development Services
Single Family Residential Building Permit Checklist

Permit Process

- ❖ Obtain setback information from Development Services (903.892.7229).
- ❖ Obtain Flood Plain information from the Engineering Dept. (903.892.7208).

Submit Plot Plan

- Provide dimensions of lot, structure, and setbacks. Indicate streets and alley adjacent to property. Identify any easements on the property.
- Provide site plan (Letter size 8.5" x 11")
- Indicate North Directional Arrow.
- Provide legal description of property (Lot, Block and Addition) and street address.

Submit Building Plans

- Provide two complete sets of plans. Indicate square feet of living, garage, porches and total.
- Provide floor plan, drawn to scale.
- Provide accurately dimensioned building footprint for each room.
- Provide foundation drawing.
- Provide framing plan (size of materials and spans)
- Identify the use of each room.
- Provide door and window information (size and location).
- Provide Mechanical, Plumbing, and Electrical Plans.
- Provide two elevations of the building; identify exterior finishes, roofing material, and height of chimney.

- Identify "Type of construction" (Example: wood studs, metal studs, etc.).
- Provide 2015 RES Check Energy Code Compliance Report. (www.energycodes.gov)
- Submit Stormwater Plan (SWP3) to Dept. of Public Services (903.892.7077).
- Submit total impervious area for site on site plan.

Additional Information

- ❖ Building permit must be obtained by the owner of the property, individual acting as the Building Contractor, or a registered contractor with the City of Sherman and Texas Residential Construction Commission (TRCC).
- ❖ Plumbing, Mechanical, and Electrical permits are paid for with the Building Permit for new construction only, remodels and add-ons must pull separate permits. Contractors must be registered with the City of Sherman.
- ❖ Separate Drive Approach Permits are required from the Engineering Department. (903.892.7208)
- ❖ Comply with Tree Preservation Ordinance (2-2" diameter trees from approved list per lot). Ordinance No. 5355. (903.892.7205)
- ❖ Sidewalks, parking lots and flatwork shall be reviewed by the Engineering Dept (903.892.7208).
- ❖ Roof drains (gutters) are required on all new residential construction.
- ❖ Parking requirements: minimum 2 off-street parking spaces per lot or 1 per bedroom.
- ❖ If home was built prior to 1978, you are required by law to be a U.S. EPA certified RRP Renovator. Call 214-655-7577 for questions re: the RRP Rule.
- ❖ Building Permit Application must accompany Plans.

- ❖ The permit fee must be paid prior to City accepting plans for review.
- ❖ Provide square feet of total impervious area you are expecting the site to have.

Plan Review Process

- ❖ Plan review process takes approximately fifteen working days, depending on work load.

Fees

- ❖ Minimum Fee - \$50.00.
- ❖ Building permit fees for new residential, additions and remodels are based on square footage (\$0.30 per square foot, everything under roof).
- ❖ Storm Water Management Fees are based on acreage. \$25 for sites less than one acre and \$45 for sites over one acre.
- ❖ Water & Sewer Tap Fees. Contact Customer Service (903.892.7237).

Code Information

- ❖ 2009 International Residential Code
- ❖ 2009 International Plumbing Code
- ❖ 2009 International Mechanical Code
- ❖ 2009 International Fuel Gas Code
- ❖ 2015 International Energy Conservation Code
- ❖ 2017 National Electric Code
- ❖ 2009 International Fire Code

Solid Waste

- ❖ Solid Waste Ord. #5247 requires the collection and disposal of all solid waste shall be regulated and permitted by the City. You may contact the Solid Waste Department (903-892-7288) for more information.

Required Inspections:

Electrical	Plumbing	HVAC	Building
T-Pole	Rough-In	Rough-In	Stringline
Loop	Top Out	Duct	Foundation
Rough-In	Gas	Final	Framing
Ceiling/Walls	Fixtures		Brick ties
Final	Final		Certificate of Occupancy

Some projects require a sequence of inspections; for example, prior to scheduling a framing inspection, all trade and rough-in inspections must be approved. All final inspections must be approved prior to a Certificate of Occupancy.

Inspection Request Phone Number: 903-892-7032

Re-inspection fees must be paid prior to final inspection.

Inspectors:	Byrle White	903.892.6535
	Larry Bollier	903.892.7331
	Nathan Russell	903.813.8215
	Robert Buck	903.892.7332