



The City of Granite Shoals

2221 North Phillips Ranch Rd.

Granite Shoals, TX 78654

830.598.2424 Business / 830.598.6538 Fax

www.graniteshoals.org

Permit Submittal Package Checklist for All New Construction Including Additions

- ☐ Completely filled in permit application, all spaces are applicable.
- ☐ Septic system LCRA Permit application number.
- ☐ Septic system approved diagram/layout.
- ☐ 911 address verification from Burnet County
- ☐ Copy of survey or Re-Plat with easements.
- ☐ Elevation Certificate if building is in the flood plain.
- ☐ 1-Full sets of plans (a set of plans must be on jobsite). At minimum the following should be included in plan set.
 - ☐ Site Plan with setbacks
 - ☐ Electrical plan
 - ☐ Floor plan including plumbing fixtures
 - ☐ Roof/Framing Design
 - ☐ Foundation plan
 - ☐ Driveway approaches and drainage culverts
 - ☐ Elevations (all sides)
 - ☐ Wind Bracing Plans
 - ☐ Drainage Plan
 - ☐ Engineered Elevator Design, if applicable
- ☐ Indicate method of complying with the energy code. (Circle one)
Prescriptive Res-check Energy analysis Other _____

NOTE:

1. Permit Submittal Packets must be submitted via the online portal located on the City website. [Citizen Portal](#)
2. The City of Granite Shoals has adopted 2018 International Code(s), 2017 National Electrical Code.
3. If a re-plat is required, it must be completed before a plan review will be performed.
4. Permit fee is \$1.25 per square foot for *anything covered*
5. ***Culverts are required on all lots. 20 foot wide with a minimum circumference of 12 inches.***
6. Concrete driveways must be terminated at the property line. If the plan is to extend driveway beyond the platted lot line an ***expansion joint must be installed*** at the property line, and the extended concrete driveway must be ***marked*** by the city's utility department.
7. A ***Form Survey*** is required before foundation inspection will be performed.
8. Any failed inspections will require a re-inspection fee ranging from ***\$60.00-\$300.00*** depending on the inspection type and must be paid prior to inspection date.
9. All platted lots have a 5-foot public utility easement around the entire lot, a 20-foot building setback from the front lot line and waterfront properties have a 10-foot building setback from the shoreline/water's edge.
10. Water Services must be applied for through the Utility Office at City Hall.

Applicant Signature _____ Date ____ / ____ /20____

Acceptance Signature _____ Date ____ / ____ /20____



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Lista de Verificación del Paquete de Presentación de Permiso para Toda Nueva Construcción Incluyendo Ampliaciones

- ☐ Solicitud de permiso completamente llenada; todos los espacios son aplicables.
- ☐ Número de solicitud del permiso del sistema séptico de LCRA.
- ☐ Diagrama/layout aprobado del sistema séptico.
- ☐ Verificación de dirección 911 del Condado de Burnet.
- ☐ Copia del levantamiento topográfico o re-plat con servidumbres.
- ☐ Certificado de elevación si la construcción está en zona de inundación.
- ☐ 1 juego completo de planos (un juego debe estar en el sitio de trabajo). Como mínimo, el conjunto de planos debe incluir lo siguiente:
 - ☐ Plano del sitio con retiros (setbacks)
 - ☐ Plano eléctrico
 - ☐ Plano de piso incluyendo accesorios de plomería
 - ☐ Diseño del techo/estructura
 - ☐ Plano de cimentación
 - ☐ Accesos de entrada y salidas de drenaje
 - ☐ Elevaciones (todos los lados)
 - ☐ Planos de refuerzo contra viento
 - ☐ Plano de drenaje
 - ☐ Diseño de elevador con ingeniería, si aplica
 - ☐ Indicar el método de cumplimiento con el código de energía. (Marque uno)
Prescriptivo Res-check Análisis energético Otro

NOTAS IMPORTANTES

1. Los paquetes de presentación de permisos deben enviarse a través del portal en línea ubicado en el sitio web de la ciudad (Portal del Ciudadano).
2. La Ciudad de Granite Shoals ha adoptado los Códigos Internacionales de 2018 y el Código Eléctrico Nacional de 2017.
3. Si se requiere un re-plat, debe completarse antes de realizar la revisión de planos.
4. La tarifa del permiso es de \$1.25 por pie cuadrado para cualquier área cubierta.
5. Se requieren alcantarillas en todos los lotes. Deben tener 20 pies de ancho y una circunferencia mínima de 12 pulgadas.
6. Las entradas de concreto deben terminar en la línea de propiedad. Si se planea extender dicha entrada más allá de la línea del lote, se debe instalar una junta de expansión en la línea de propiedad, y la entrada extendida debe ser marcada por el departamento de servicios públicos de la ciudad.
7. Se requiere un levantamiento de formas antes de realizar la inspección de cimentación.
8. Cualquier inspección fallida requerirá una tarifa de reinspección que varía entre \$60.00 y \$300.00 dependiendo del tipo de inspección, y debe pagarse antes de la fecha de inspección.
9. Todos los lotes registrados tienen una servidumbre pública de servicios de 5 pies alrededor de todo el lote, un retiro de construcción de 20 pies desde la línea frontal del lote, y las propiedades frente al agua tienen un retiro de construcción de 10 pies desde la orilla/borde del agua.
10. Los servicios de agua deben solicitarse a través de la Oficina de Servicios Públicos en el Ayuntamiento.

Firma del Solicitante: _____ Fecha: ____/____/20____
Firma de Aceptación: _____ Fecha: ____/____/20____

Mobile Home Permit Checklist

(Minimum requirements, additional information may be required during plan review or inspection process)

1. Preliminary Requirements

- Confirm Zoning Eligibility: Manufactured homes are only allowed in specific zoning districts. Check with the Building & Development Office.
- Age Restriction: The mobile/manufactured home must be no older than **five years**.
- Minimum 1,000 sq ft of conditioned living space.

Water Service Availability:

To determine water service availability for a lot, a site visit must be scheduled through the Utility Department. During the visit, staff will assess whether water service already exists, if tap installation is required, or if a line extension is necessary to provide service. Any required extensions or installations will be at the property owner's expense.

Note: Water service fees are set by the Utility Office.

2. Permit Application

- Complete Building Permit Application via the [City Permit Portal](#), with construction trades information.
- Submit Site Plan showing home placement, setbacks, driveway, and drainage.
 - Platted lots have 5 ft minimum public utility easement around entire lot, and a 20 ft front yard build line from the front lot line.
- Provide Survey with property boundaries and easements.
- Submit a complete Plan Set.
 - Site Plan with setbacks
 - Electrical plan
 - Floor plan including plumbing fixtures
 - Foundation plan
 - Driveway approaches and drainage culverts
 - Elevations (all sides)
 - Wind Bracing Plans
- Septic System approval from Lower Colorado River Authority (LCRA)- Authorization to Construct.
- Texas 811 Dig Safe Confirmation: Required before any excavation.
- Fee Schedule:
 - Deposit to cover property/utility damage \$750.00

- Police Escort Fee: \$200.00
 - Must be coordinated prior to moving into city limits.
- Moving structure into the City Limits: \$250.00
- Permit application fee- \$250.00
- Building permit fee to include inspections \$1.25 sq ft

3. Inspections

- Schedule Required Inspections through the city portal.
- Final Inspection Approval before occupancy.
- Certificate of Occupancy Issued upon successful completion.

WATER SERVICE REQUIREMENT CHECKLIST

Please submit to City Hall, Utility Department located at 2221 N Phillips Ranch Road.

Completed utility application and agreement with the following documentation:

- 911 Address Verification from Burnet County
- Proof of Ownership
- Driver License or Photo ID

Water service fees are not included with building permit fees and will be determined by utility department. Once fees have been paid, service order will be submitted for tap/water meter installation.

Lista de Requisitos para el Servicio de Agua

Please submit to City Hall, Utility Department located at 2221 N Phillips Ranch Road.

Solicitud de Servicios Públicos Completada y Acuerdo con la Siguiente Documentación:

- Verificación de dirección 911 del Condado de Burnet
- Prueba de propiedad
- Licencia de conducir o identificación con foto

Las tarifas del servicio de agua no están incluidas en las tarifas del permiso de construcción y serán determinadas por el departamento de servicios públicos. Una vez que se hayan pagado las tarifas, se enviará una orden de servicio para la instalación de la conexión y el medidor de agua.



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830 598-2424 City Hall

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Permit Number _____

Property Address _____
Owner Name _____
Contact Number _____ E-mail _____
Contractor Name _____
Contact Number _____ E-mail _____
Type of Construction _____

Copy of Flood Plain Elevation Certificate Required

Permit Fee \$125.00

Approved By:

Flood Plain Administrator _____ Date _____

Building Official _____ Date _____

Permit Issued by _____ Date _____

Plans/Documents needed for different Project Type's

New Residential Construction

- Permit Application
 - 911 Address
 - Contractor/Builder Name, Phone Number, Email Address
 - Square Footage (Including Main Living, Porch's, Garage)
 - Subdivision (w/Lot and Block)
- Site Plan
 - 911 Address
 - Footprint of Home
 - Property Dimensions
 - Setbacks from footprint of home to Property Lines
 - Subdivision Name (w/Lot and Block)
 - Driveway Location
- Architectural Plans
 - Floor Plan(s)
 - Electrical Plan(s)
 - Elevation Plan(s)
 - Roof Plan
- Engineered Plans
 - Engineer Letter for Post-Tension Foundations
 - Foundation Plan
 - Wind Bracing Plan
- Energy Compliance Report/REScheck

Addition/Remodel

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Description of Work (Including if any electrical, plumbing, mechanical work is being completed)
 - Square Footage
 - Subdivision (w/Lot and Block)
- Site Plan
 - 911 Address
 - Footprint of Home (Including Addition if applicable)
 - Property Dimensions

- Setbacks from footprint of home to Property Lines
 - Subdivision Name (w/Lot and Block)
- Existing Floor Plan
 - Showing Location of Windows/Doors and Room Labels
- Proposed Floor Plan
 - Showing Location of Windows/Doors and Room Labels
- Proposed Electrical Plan
- Foundation Plan (if addition is being made to home)
- Engineer Letter (if load bearing walls are being removed)

Solar Panel Installation

- Permit Application
 - 911 Address
 - Contractor Name, Phone Number, Email Address
 - Valuation
 - Description of Work
- Engineer Letter (showing roof can support load of roof panels)
- Plan Set

Accessory Buildings

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage
 - Description of Use
- Site Plan
 - 911 Address
 - Footprint
 - Property Dimensions
 - Setbacks from footprint to Property Lines and Existing Structures
- Plan Set
 - Floor Plan
 - Electrical Plan (If Applicable)
 - Elevation Plan
- Foundation Plan (if applicable)

Fences

- Permit Application
 - 911 Address

- Contractor/Applicant Name, Phone Number, Email Address
- Valuation
- Description of Fence (Height, Material Type, etc.)
- Site Plan
 - Fence Location/Dimensions
 - Gate Location(s)
 - Height of Fence

Pools

- Permit Application
 - 911 Address
 - Contractor/Installer Name, Phone Number, Email Address
 - Valuation
 - Description of Pool
- Site Plan
 - 911 Address
 - Footprint
 - Property Dimensions
 - Setbacks from footprint to Property Lines and Existing Structures
- Pool Plans

Manufactured Homes

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Square Footage
 - Description of Work
- Site Plan
 - 911 Address
 - Footprint of Manufactured Home
 - Property Dimensions
 - Setbacks from footprint of home to Property Lines
 - Subdivision Name (w/Lot and Block)

Covered Patio/Pergola

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage

- Description of Work
- Site Plan
 - 911 Address
 - Footprint
 - Property Dimensions
 - Setbacks from footprint to Property Lines and Existing Structures
- Plans (showing materials being used, height, elevation)

Signs

- Permit Application
 - 911 Address
 - Contractor/Applicant Name, Phone Number, Email Address
 - Valuation
 - Square Footage of Sign
 - Description of Sign (Wall Sign, Pylon Sign, Directional Sign, etc.)
- Site Plan/Sign Plan
 - Locations of Signs
- Sign Plans

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



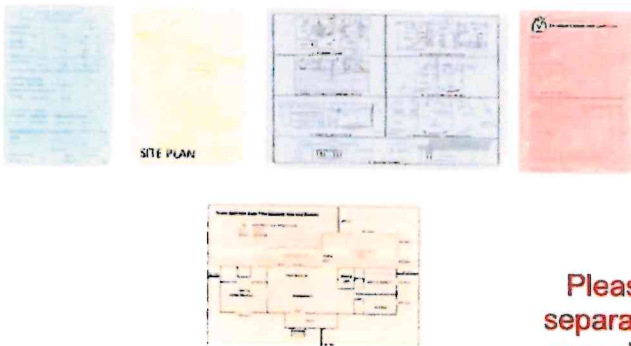
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



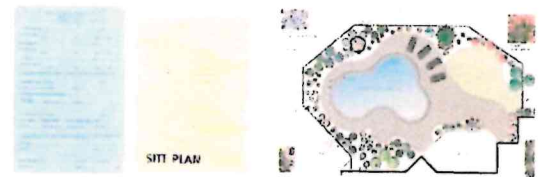
New Single Family Addition

- 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:

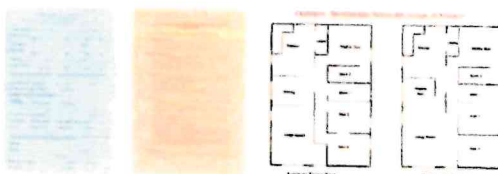
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

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

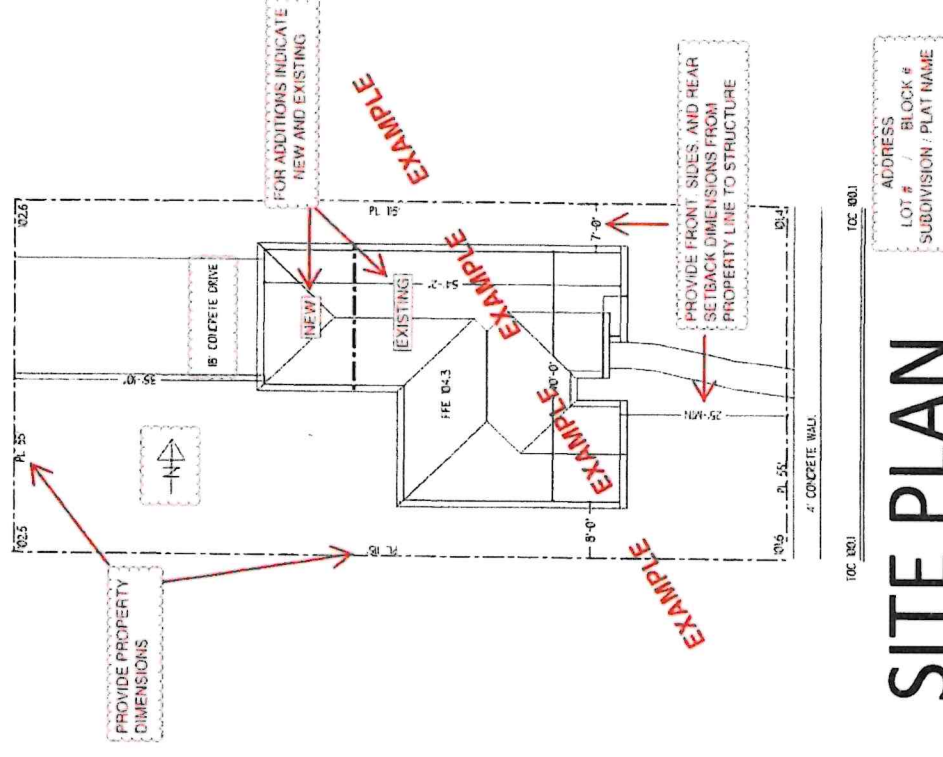
Electrical Repair
Plumbing Repair
Mechanical Repair
Electrical Service Upgrade
Siding / Veneer
Re-Roof
Irrigation System
Concrete Deck / Slabs
Foundation Repair

Interior Residential Remodel

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



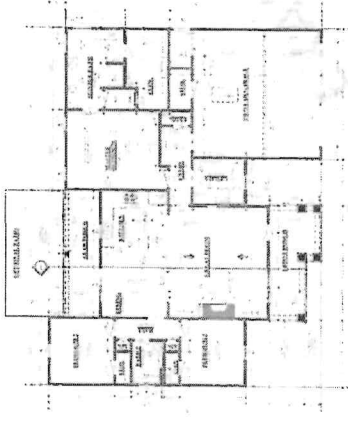
- ☐ North Arrow
- ☐ Address / Subdivision / Lot Number / Block Number
- ☐ Scale: i.e. $1" = 10'$ / $1" = 20'$ / $1" = 30'$ Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example $1" = 26.5$ or $1" = 16'$
- ☐ Parcel / Property Dimensions all sides.
- ☐ 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



Construction plans should include the following details

1. Floor Plan

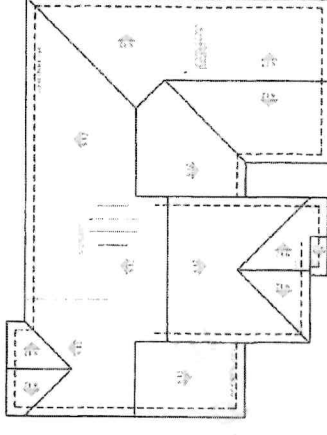
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes



1. Floor Plan

2. Roof / Floor Framing Plan

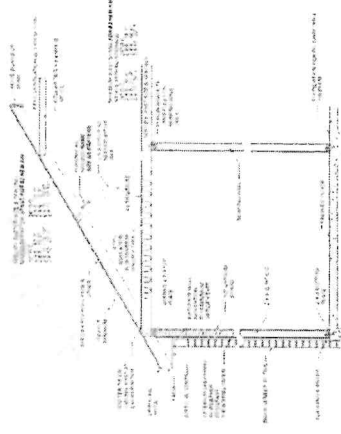
- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing



2. Roof / Floor Framing Plan

3. Cross Sections

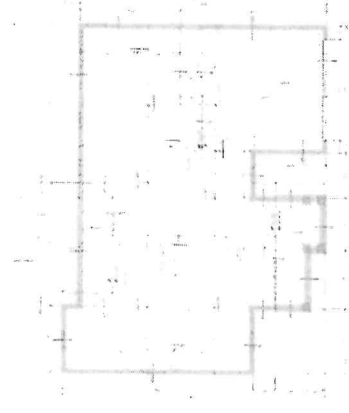
- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.



3. Cross Section Plan

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth



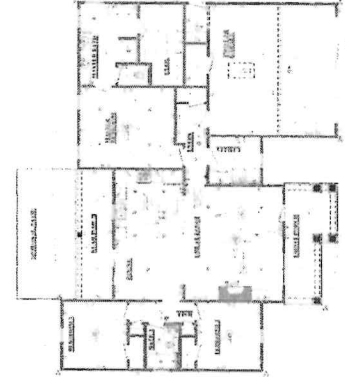
4. Foundation Plan

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

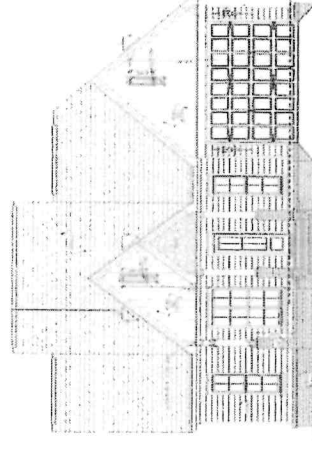
- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



5. Electrical Plan

7. Other Documents

- Energy Report
- Engineering
- Other Documents



6. Elevation

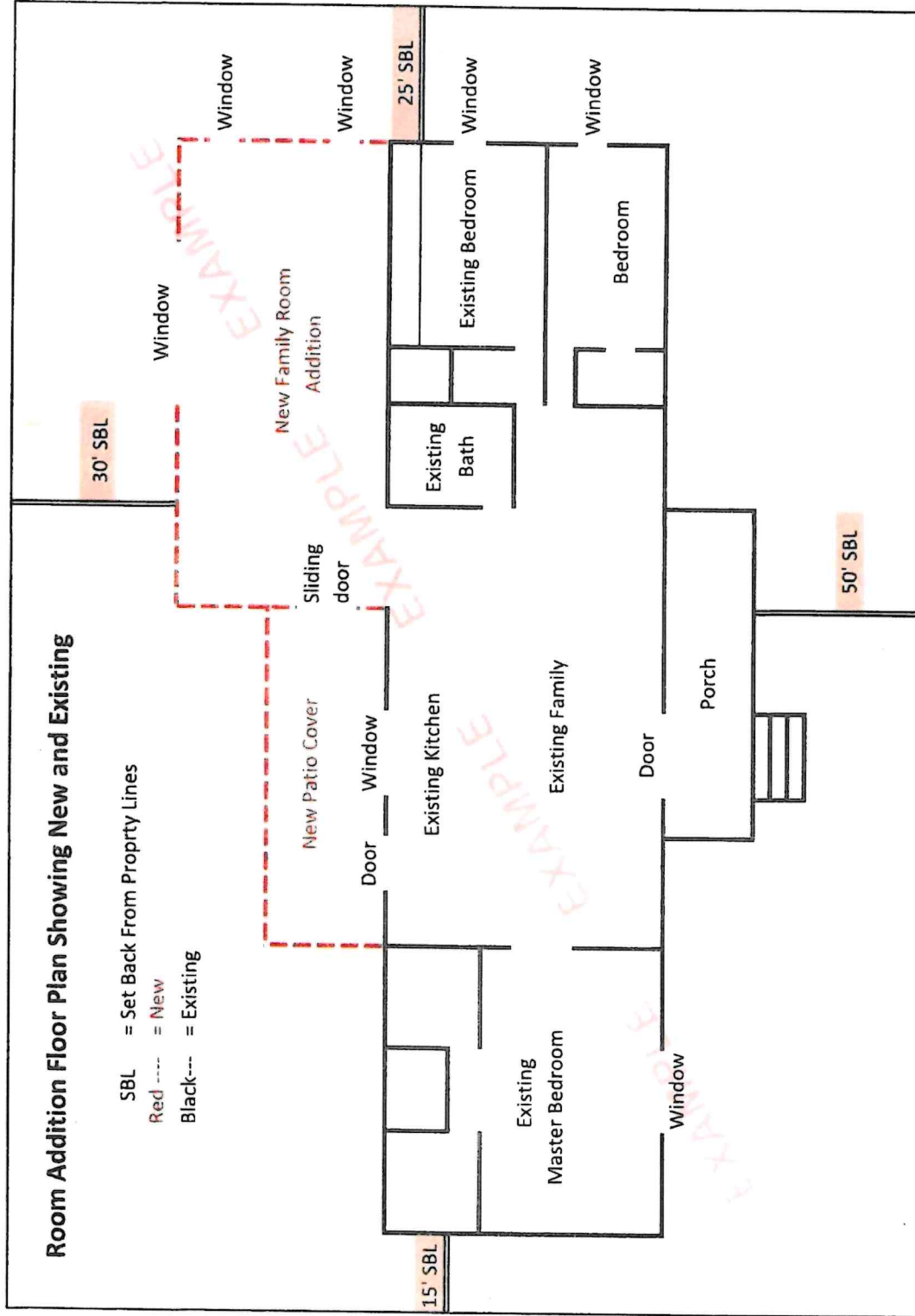
Stair and Guardrail Details (If applicable)

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

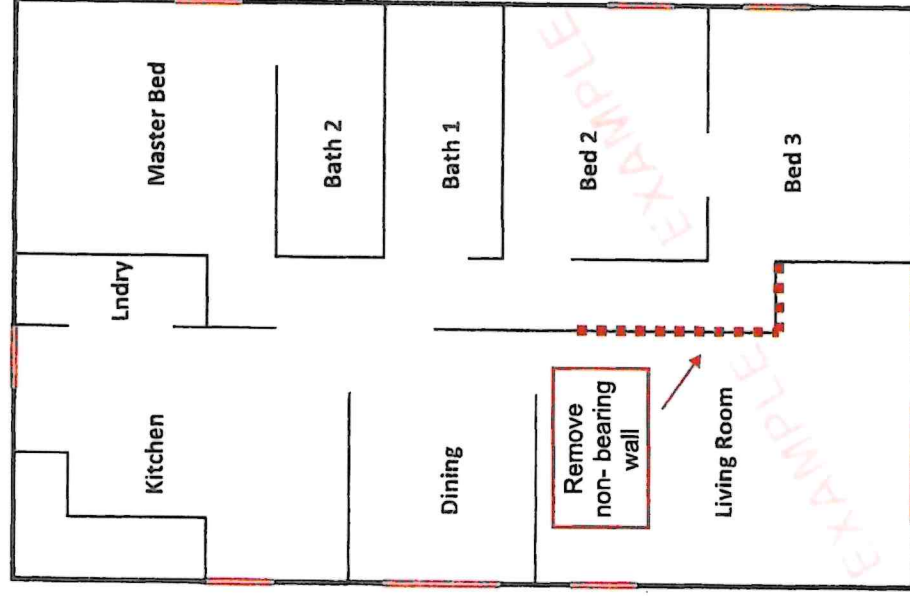
Bath 1 and 2

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

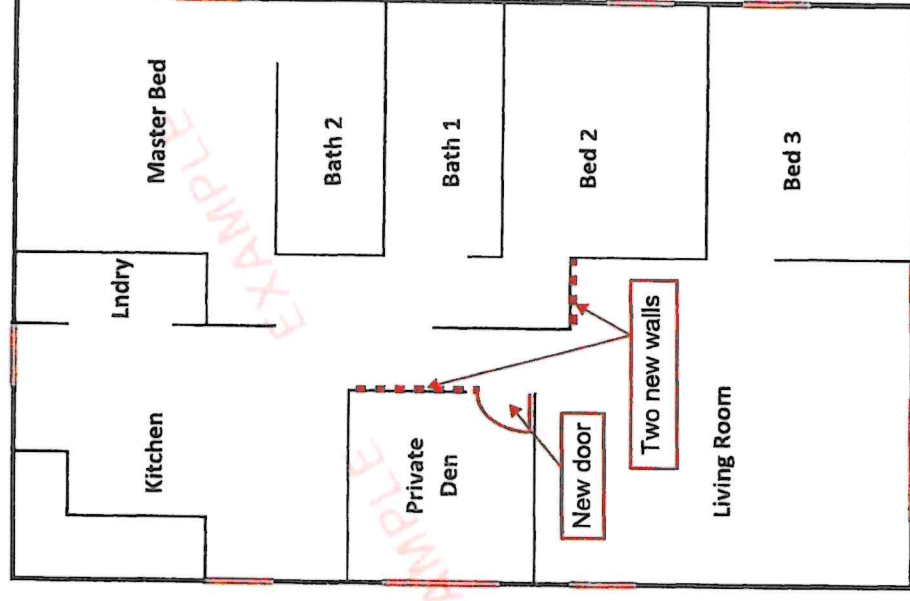
If removing a bearing wall:

- 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

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.



REM/RateTM