



SUBMITTAL LIST FOR APPLICATION FOR BUILDING PERMIT

ONE COMPLETE SET of specifications and drawings, "**DRAWN TO SCALE**" with professional clarity and detail to indicate the nature and character of the work, shall accompany **EVERY** Application for a Building Permit. Such drawings shall include the following:

1. **SITE PLAN** showing location of the proposed building and every existing building or structure on the lot and related site improvements such as swimming pools, driveways and sidewalks. The **SITE PLAN** shall include a boundary line survey, easements, rights-of-way, front-yard, side-yard and rear-yard setbacks, building footprint with finished floor and site elevations, arrows indicating drainage, lot number, block number, subdivision name and street address. The **SITE PLAN** shall be drawn by a professional engineer or registered surveyor. Scale: 1"=20'-0" or larger
2. **FOUNDATION PLAN** - Designed by a state-registered Engineer. Engineer's wet-stamp must be affixed to the Plan and a certification letter with the Engineer's wet stamp affixed. Engineer design certification letter with specific soils test boring report for the specific lot may be required. Please contact Building Official for specific locations requiring boring reports. Scale: 1/8"=1'-0", or larger.
3. **FLOOR PLAN** - State building square feet per floor. Scale: 1/4"=1'-0" or larger
4. **TYPICAL WALL AND FOUNDATION SECTIONS/DETAILS** - Scale: 1/2"=1'-0" or larger
5. **PLUMBING PLAN** - Showing location of proposed water closets, lavatories, tubs, showers, water heaters, kitchen sinks, hose bibs, etc. Scale: 1/4"=1'-0" or larger
6. **ELECTRICAL PLAN** - Showing location of all proposed switches, receptacles, light fixtures, panel boards, appliances, etc. Scale: 1/4"=1'-0" or larger
7. **HVAC PLAN** - Showing location of air conditioning/heating units, exhaust fans, etc. Schematic of ductwork not required. Scale: 1/4"=1'-0" or larger
8. **SPECIFICATIONS** - Specifications may be stated on the drawings.
9. Plumbing, electrical and HVAC may be combined on the floor plan.
10. **ELEVATIONS** - Scale: 1/8"=1'-0", or larger.
11. The Building Construction Plans must be reviewed by a Third-Party Certified Plans Examiner and a letter submitted with the Plans that the building has been designed to meet the requirements of the **2003 International Energy Conservation Code**.
12. **All** drawings, specifications and accompanying data shall be dated and bear the name and address of the designer.
13. **All** construction shall conform to the adopted building codes, ordinances, and planned development district requirements.

**All QUESTIONS SHOULD BE DIRECTED TO THE CITY OF VENUS BUILDING INSPECTIONS
DEPARTMENT @ 972-366-3348 Ext. 202.**

**105 E. Hwy 67
Venus, Texas 76084
972-366-3348**