

RESIDENTIAL REQUIREMENTS & CHECKLIST

CITY OF VENUS BUILDING INSPECTION DEPARTMENT

CONSTRUCTION DOCUMENT SUBMITTALS: Vector PDFs of complete set of construction documents are required for plan review *See examples below*. Construction documents must be submitted with a completed permit application form. ****OPTIONS MUST BE CIRCLED ALONG WITH SQUARE FOOTAGE** individually uploaded files are subject to rejection.**

PROFESSIONAL LICENSE: Plan sets submitted by a Licensed Professional (Texas Structural Engineer, Architect, or Certified Building Designer) will receive a completeness review barring any potential life safety concerns. Plans that are not prepared by a Registered Design Professional will be subject to an in depth review and may have longer completion times.

NECESSARY DRAWINGS AND DOCUMENTS: Using this **checklist** will help speed up the review process time by supplying us with the proper documents at the time of application.

- ☐ **Site Plan and Landscaping Plan(1)** -- (Plot Plan scale: 1" = 20') Shade or hatch area to show addition on existing house and setback dimensions from property lines and any accessory structures. **(1) Landscaping plan required for all new construction unless addressed in a planned development. Landscaping plan must meet Chapter 34 of City of Venus Ordinance.**
- ☐ **RESCHECK or Energy Form** – Provide RESCHECK or equivalent for energy analyses.
- ☐ **Manual J, S, and D** – Provide Manual J, ASHRAE 183 or equivalent for calculated Air Conditioning Load.
- ☐ **Floor plans*** – Show Dimensions and measurements of new addition floor areas (include all windows and door sizes to be added and/or changed). Show and label all existing and adjoining rooms.
- ☐ **Roof Framing Plan** – Show how new roof ties into the existing home; new roof cannot attach/anchor to brick or other non-masonry veneers.
- ☐ **Full Exterior Elevations** – Show elevation (exterior side views with overall heights) of each side of the addition or alteration. Show location of doors & windows & exterior materials of existing & new walls.
- ☐ **Construction Details** – Show all framing, spans, spacing and wall section.
- ☐ **Structural Plans** – Engineered foundation plans and details* required when adding on to an existing post-tension slab. Engineered plans also required for second floor joist framing plans(when applicable). This also includes a framing plan and wind bracing plan. If trusses are used, a layout must be provided however, truss packets can be uploaded to mypermitnow prior to frame inspection. *****Note Local Amendment requires Engineered design for non-dimensional Lumber*****
- ☐ **Engineering Letter*** - For foundations. This is required when building a new addition on top of an existing slab. Engineer's letter shall note existing slab's ability to support the proposed addition. *****Regional Amendment requires engineered design for altering or attaching to a post tension slab.*****
- ☐ **Electrical & Plumbing Plans** (may be shown on floor plans) – electrical to show lighting as well as electrical outlet spacing.

* For engineered foundations, engineer's letter shall include: Address, Subdivision, Lot, and Block number. All plans dimensions shall match (for example, foundation dimension shall match site plan & floor plan dimensions).

Note: Building Inspections Dept. may request additional information if necessary.

FEES: Refer to the fee schedule for applicable fees.

NOTE:

1. 100% of fees may be paid at time of application.
2. Balance of all fees must be paid prior to issuance of building permits.
3. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
4. Fire sprinkler system may be required for buildings over 6000 sqft. or various configurations of Townhome or adjoined residences.
5. Permit holder is responsible for requesting and completing all required inspections.
6. [Refer to](#) Adopted codes and ordinances for City of Venus Zoning Ordinances for exterior wall requirements.
7. Please contact Homeowner's Association for additional requirements from Deed Restriction and Covenants.
8. Plans prepared by a firm representing themselves as architects or providing architectural services shall be sealed by an architect.