

City of Henderson
 Community Development
 1203 Highland Dr.
 Henderson, Texas 75652



Telephone: (903) 392-0786
 Fax: (903) 657-0015
 mvillanueva@hendersontx.us

Residential Building Permit Permit Number _____

Property Owner	
Name _____	Phone Number _____
Address _____	City _____ State _____ Zip Code _____
Name of Business Leasing (if applicable) _____	Phone Number _____
Location/Address of Work Being Done _____	

Contractors	
General Contractor _____	Phone Number _____
Electrical Contractor _____	Phone Number _____
Mechanical Contractor _____	Phone Number _____
Plumbing Contractor _____	Phone Number _____

Description of Work/Job				
Classification		City Water	City Sewer	Accessory Structure
<input type="checkbox"/> Residential	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Existing	<input type="checkbox"/> Carport
<input type="checkbox"/> Commercial	<input type="checkbox"/> Remodel	<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Storage Building
	<input type="checkbox"/> Addition	<input type="checkbox"/> None	<input type="checkbox"/> None	Size _____

Construction Types			
Structure Type	Foundation Type	Roofing Material	Roof Design
<input type="checkbox"/> Concrete	<input type="checkbox"/> Pier/Beam	<input type="checkbox"/> Composite	<input type="checkbox"/> Truss
<input type="checkbox"/> Masonry/Steel	<input type="checkbox"/> Slab	<input type="checkbox"/> Wood	<input type="checkbox"/> Conventional
<input type="checkbox"/> Metal		<input type="checkbox"/> Metal	
<input type="checkbox"/> Heavy Timber			
<input type="checkbox"/> Ordinary Frame			

Miscellaneous			
	Square Feet	Value	Notes:
Proposed Work			
Existing Structure (if applicable)			Fire Alarm System: Y/N
Number of Bedrooms: <small>(Required on Residential/Mixed Use Occupancies)</small>			Sprinkler System: Y/N

Application Fee: _____

Total: _____

Name of Applicant _____

Signature _____ Date _____

Issued By _____

Signature _____ Date Issued _____

Call **Dig Tess (800-344-8377)** before you dig. Texas law requires that sewer and water utilities be notified independently and are not required to be members of the One Call system. Notify the City for water and sewer locates by faxing (903) 657-0015 or emailing Randy Boyd at rboyd@hendersontx.us and allowing three working days.



A. General Notes

1. Office hours for inspectors are typically from 8 to 12 p.m. and from 1 to 4 p.m. The office telephone number is (903) 392-0786. Extenuating circumstances will vary the hours that the inspectors are in the field.
2. Re-inspection fees are due before 5 p.m. for a next day inspection.
3. Inspection cancellations or for same day inspections must be made no later than 8:30 a.m. by contacting our office at (903) 392-0786. After 8:30 a.m., it is the responsibility of the contractor to be at the inspection site when the inspector arrives, to personally cancel an inspection.
4. Trash and erosion control must be maintained throughout the construction process. Streets, alleyways, and drainage systems must be kept clear of mud, dirt, and debris. The builder (superintendent) is responsible for removal of mud, dirt, and debris on **all** streets, alleys, and drainage systems, and failure to do so will result in the withholding of additional permits and/or inspections.
5. Instruct subcontractors and their employees to park in such a way that emergency vehicular traffic (i.e. fire trucks and ambulances) will not be obstructed.
6. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which the inspection is called is not complete or when corrections called for are not made. A \$35.00 **re-inspection fee** may be assessed when:
 - a. Inspection called for is not ready
 - b. An electrical temporary pole does not have the full address posted
 - c. No building address is posted
 - d. City approved plans are **not** on the job site
 - e. Trash is on the lot
 - f. House is locked
 - g. An inspection is turned down twice for the same item
 - h. Panel cover is not removed for the electrical final inspection
 - i. Red tag has not been removed from the location where it was left by the inspector and
 - j. Trash bin is not on-site

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid. Additionally, whenever a fee becomes outstanding for more than **(7)** days, no

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further inspections will be done for that contractor until fees past due have been paid in full.

Addresses with outstanding re-inspection fees may be recalled and will be inspected on the next working day, provided the re-inspection fee is paid **prior** to 5:00 p.m. the day before.

7. No construction whatsoever may begin until a permit is issued.
8. Building addresses must be posted **AT ALL TIMES**. The numbers must be a minimum of four inches (4") in height and easily readable from the street.
9. Addresses must also be posted on all temporary electrical poles. Addresses must be visible from the alley.
10. Citations will be issued to the job superintendent if temporary power is tied directly into the permanent breaker box without an electrician on the job.
11. Temporary heat may be released provided that the electrical line is tied directly into a breaker at the T-pole. The electrical line from the furnace to the breaker box must be connected to the line from the T-pole at the breaker box. The connection is to be made with wire nut connectors and taped. The breaker box will serve as a junction box only. No circuit in the breaker box will be allowed to be energized. The line from the T-pole to the house must be buried or some form of adequate protection must be provided. Access must be provided to the furnace.

B. Types of Inspections Required

Each of the inspections shown below must be done in proper order. If an inspection is called in before a prior required inspection has been made, no inspection will be done. Please note: Concrete or plumbing rough inspections will be cancelled if it is raining or if it has been determined that it is too wet. Contractors will not be contacted in such cases, but are expected to be aware that all weather-related cancellations must be rescheduled, and are not automatically held over to the next day.

Required inspections are:

1. Plumbing rough
2. Temporary pole (needs to be inspected in conjunction with plumbing rough)
3. Foundation
4. Second (framing, electrical rough, plumbing top-out, mechanical rough, and gas line)
5. Electrical final (energy compliance form and TCEQ form due at building final inspection)
6. Water utility

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7. Building final (submit completed and signed Compliance Certificate, per the 2009 International Energy Conservation Code, and CD As-Builts)
8. Flatwork (can be done anytime)

C. Residential Inspection Requirements

Temporary Pole:

1. Double pole breaker installed for 220-volt plug.
2. Single pole breaker installed 110-volt plug.
3. Box must be secured to the pole.
4. Pole must be solidly braced.
5. A full-length ground rod must be installed.
6. Citations will be issued to anyone who ties power directly into the house breaker box.
7. Citations will be issued to anyone running power from the T-pole without proper connectors on each end of the cord.
8. Address must be on the T-[ole and must be easily readable from the alley or street.
9. Coupling bushing must be installed at the end of the conduit for the connection to the electric utility.

Foundation: All Post Tension Foundation plans must be stamped by a structural engineer

1. Installation must conform with the engineered plans.
2. The city-stamped post tension foundation plans, detail sheet, and plot plan must be on the job site.
3. A copy of the form board survey must be on the job site. Property pins must be exposed. When required, the original Federal Emergency Management Agency (FEMA) letter must be on site.
4. All cables must straight and centered in the beams.
5. All copper must be sleeved or taped; painting will not be accepted.
6. Cables that must be rerouted to miss plumbing fixtures must be done with long sweeping curves of the cable.
7. Poly must cover all pad areas. Poly must be laid in place to ensure well-formed beamed beam size or cut at beams. If poly is installed in the bottom of beams, the inspector must be able to verify beam signs and reinforcement.
8. Chairs must be in place.
9. Tub boxes, cooktop vents, electrical conduit, etc., must be installed.
10. Water pressure must be on and hose bib with vacuum breaker must be installed to check for pressure on the copper.

Gas Line:

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1. A pressure test must be performed of not less than fifteen (15) PSI for fifteen minutes. Welded piping and piping exceeding fourteen inch (14") water column are pressure tested at a minimum of 60 PSI.
2. Holes cut for gas lines may only be large enough for the line to penetrate.
3. Gas lines in contact or passing through masonry must be sleeved or taped. Painting is not acceptable. Gas lines must not interfere with brick and masonry minimum thickness.

Building Final:

1. Irrigation double check assembly must be ready for inspection, and backflow tester's form submitted to the Building Inspector's Department.
2. Submit completed and signed Envelope Compliance Certificate, per the 2012 International Energy Conservation Code.
3. Electrical meter must be installed.
4. All receptacles must be wired properly and all light fixtures properly installed.
5. All GFCIs must be installed and working properly.
6. Permanent addresses must be installed on front and rear of house with numbers in contrasting color to background.
7. A solid floor twenty-four inches (24") wide must be installed from attic opening to equipment in attic. A 30-inch working platform is required at the equipment.
8. All gas lines must be connected and in operable condition.
9. A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near the equipment.
10. A light fixture or a switched receptacle must be installed in each room.
11. All plumbing fixtures must be installed. Dishwasher waste line must be connected to a deck-mounted air gap or must rise and be securely fastened to the underside of the sink rim or counter.
12. All hose bib vacuum breakers must be installed.
13. Sewer cleanouts cut to grade.
14. Street, alley, and all flatwork must be clean and clear of mud and debris.
15. PVC vent stacks must be painted.
16. Chimneys must extend at least two feet (2') above any point on the roof within ten feet (10') of the chimneys.
17. Circuits must be labeled on breaker box.
18. Combustion air vents must be installed in the top and bottom 12-in portion of closets enclosing gas appliances. Each vent must total a minimum of 100 square inches.
19. Hot water must correspond to the left side of fittings on plumbing fixtures.
20. Water heaters must be installed per the 2012 International Plumbing Code.
21. Unions must be installed within twelve inches (12") of regulating equipment, water heaters, conditioning tanks, or other similar equipment.
22. Yard must be clear of debris and final grade done.

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23. Smoke detectors must be installed in each sleeping area and in all areas leading to sleeping areas; all detectors are to be tied together and have battery backup.
24. Safety glass must be installed as required in 2012 International Residential Code.
25. A fire separation must not have open areas between the house and an attached garage, except as listed:
 - a. Doors to the dwelling must be solid core 1-3/8-inch wood or honeycomb core steel doors, not less than 1-3/8-inches thick or 20-minute fire rated.
 - b. Construction on the garage side must not be less than 1/2-inch drywall or equal.
26. All utilities must be installed and in working condition.

The above requirements are only a general listing of building, electrical, plumbing, and mechanical code regulations. Last Updated 07/19

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