



City of Henderson

Residential Construction Packet

I agree to allow no work for which separate permits are required until such permits are obtained from the City of Henderson. I have carefully read and examined the complete application and understand the same is true and correct and hereby agree that if a permit is issued, all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government both local and/or federal regulations.

E-Mail Address _____

Address _____

Print Name _____

Signature _____

Phone Number () ____ - _____

Date _____

CITY OF HENDERSON
RESIDENTIAL BUILDING PERMIT

DATE: _____ PERMIT NO.: _____

Project Address: _____ Lot: _____ Block: _____

Property Owner: _____ Address: _____ Phone No: _____

Contractor: _____ Address: _____ Phone No: _____

Description of work: _____

Is this project _____ New Construction _____ Remodel/Addition _____ Zoning District _____

Electrical Contractor: _____ Address: _____ Phone No: _____

Plumbing Contractor: _____ Address: _____ Phone No: _____

Mechanical Contractor: _____ Address: _____ Phone No: _____

Architect: _____ Address: _____ Phone No: _____

Engineer: _____ Address: _____ Phone No: _____

BUILDING DATA

Sq Ft of Project: _____ Foundation type: _____ Pier/Beam: _____ Slab: _____ Other: _____

Roofing Materials: _____ Comp: _____ Wood: _____ Tile: _____ Buildup _____ Other: _____

Roof Design: _____ Truss: _____ Conventional Retaining Wall: _____ Yes: _____ No: _____

BUILDING SETBACK LOCATIONS (From Lot Lines): _____ Front: _____ Side: _____

Side Street: _____ Rear: _____ Number of Stories: _____

Call Dig Tess (800-344-8377)
You dig. Texas law requires that water & sewer utilities be Notified independently & are not required to be members of Texas One Call System. Notify the City for water & sewer locates by Faxing 903-657-0015 or emailing Randy Boyd at rboyd@hendersontx.us and allow 3 working days.

UTILITY INFO

Public Utilities Data: Water Available Yes ___ No ___ Sewer Available Yes ___ No ___ Cost Estimate Water: _____ Sewer: _____

Backflow Assembly Required: Yes ___ No ___ Type of Assembly _____ Directors of Utilities Sign: _____

DIG TESS - By not calling, here's what you can be getting into..... Personal injury, including loss of life – Damage to the environment – Costly property damage – Damage to these utility line – Communication (i.e. telephone, long distance communications, cable television, 911 emergency fire and police communications), electric, gas, pipelines, sewer, traffic signals, and water lines – Costly delays and expensive repairs – Legal problems – Civil penalties.

Owner/Contractor will be required to furnish a RES check form demonstrating compliance with the International Energy Conservation Code. (See www.energycodes.gov/rescheck/) I understand that all provisions of the City of Henderson's Codes, Ordinances, and regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

Signature of Applicant: _____ Date: _____

(Print)

Inspector's Report

Approval/Disapproval, this the _____ day of _____, 20_____.

Inspector: _____ Cost of Construction: _____ Fee: _____

Section 365.012 Texas Health and Safety Code state law requires that any litter or other solid waste be transported and disposed of in an approved solid waste site. The City of Henderson has a Municipal Waste Hauling contract for the disposal of any waste/refuse with Republic Services and Pine Hill Landfill located at Pine Hill Landfill Rd., Kilgore, Texas.

IF YOU DO NOT HAVE THESE REQUIREMENTS YOUR PERMIT WILL NOT BE SIGNED

New Construction

New Building:

-2 Complete Plan Sets – (including MEP)

-*One (1) set will be returned to you and must be displayed on the project site for all inspections.

2 plot plans, separate from building plans, with exact dimensions showing all setbacks and distances from lot lines. Show all existing buildings and proposed building Setbacks included.

****Check with Rusk County Appraisal District at ruskcad.org for descriptions and maps of your parcel. These can be printed to show the location and setbacks from the lot lines.***

***** If you do not have a survey drawing this might supplement the requirements***

CHECK BELOW AND INITIAL

 2 sets of Builder Plans
(Minimum 1/8" scale,) include Design Plan

 2 Plot Plans (detached from Builder Plan, Minimum 1 to 30 scale) Show all existing structures and proposed structure with all setbacks required.

Check in Date:

Initials:

ADOPTED CODES

International Building Code.....	2012
International Existing Building Code.....	2012
International Residential Code	2012
International Plumbing Code	2012
International Mechanical Code	2012
International Fuel Gas Code.....	2012
International Energy Conservation Code.....	2012
International Fire Code	2012
International Swimming Pool & Spa Code.....	2012
National Electrical Code.....	2011

Time frame for permit submittal:

Residential--- For all new res. construction please allow 5 to 7 days for plan review.

Commercial---For all new **commercial** construction allow 10 to 21 days for plan review.

Applications will be reviewed in a timely manner and the above time frames do not necessarily reflect the time required for approval. **NO WORK SHALL BE STARTED PRIOR TO APPROVAL; THIS INCLUDES DIRTWORK.**

PERMIT CHECKLIST

If you are unsure on any of the following please refer to the COH Zoning Ordinance
www.cityofhenderson.tx.us

ZONING DISTRICT _____

ZONING SETBACKS _____

PARKING _____

SIGNAGE (Commercial) _____

SITE PLAN REQUIRED __ Y/N __

PLANS _____

STREETS – City of Henderson (City approval)

STREETS – STATE (Approval with TXDoT)

WATER AVAILABLE _____ (Do not assume that water is always available; please verify)

SEWER _____ (Do not assume that sewer is always available; please verify.)

ENERGY CODE COMPLIANCE __ Y/N __ (Did you submit a REScheck)

ESTIMATE TIME OF CONSTRUCTION _____

FIRE PROTECTION – FIRE HYDRANTS WITHIN 200 FEET _____ Y/N _____

FIRE PROTECTION _____ SPRINKLERS _____ SMOKE DETECTORS

SUB CONTRACTORS __ Y/N __ (Are they listed on the application)

FEES

LOCATION OF GAS (HAVE YOU CONTACTED CENTERPOINT) __ Y/N __

LOCATION OF POWER LINES (HAVE YOU CONTACTED SWEPSCO) _____ Y/N _____

Scheduling Inspections

Permit first, then set up a time for inspection with secretary. This should be done 24 hours in advance of inspection needing to be completed. If the work will not be done by the set time you will need to call and reschedule prior to inspector's arrival. If a second trip is necessary another permit fee will be assessed.

Please provide information: Name, correct address, renter/owner and the work that is being done.

Permit applications must be completed as to each project. Permits **WILL NOT BE ISSUED IF SOMETHING IS OMITTED.**

Digtess must be called prior to digging in the ROW.

All new jobs must have a port-a-john. Fire extinguishers shall be on jobsite. Silt fencing shall be installed prior to grading.

Other subjects:

- *Asbestos survey
- *Res/Com Check

CONTRACTORS INFORMATION

JOBSITE REQUIREMENTS

1. Contractors must check in with the City of Henderson before any construction commences (includes dirt work)
2. Plans are to be submitted including structural drawings (side view with foundation)
3. Application for permit to be filled out showing setbacks from property lines, sub-contractors and water and sewer tap information.
4. All projects must have silt fencing, port-a-potties, address, and fire extinguishers on jobsite.
5. A site plan may be required. Check with the Codes Department
6. **The Termite Protection Statement must be on site at the final building inspection.** (See Attached Form)
7. **The Third-Party Energy and Insulation and Duct Report must be on site at final inspection.** (See Attached Form)

Contractor/Agent: _____

Date: _____

Print Name: _____

CITY OF HENDERSON, TEXAS

SUBMITTAL PROCEDURES

New Residential Construction

Two complete sets of plans are required. Each set must contain the following data:

- **Site plan drawn to scale**
- **Lot and block number**
- **Platted boundaries of the lot**
- **Street Address**
- **Zoning Classifications**
- **All setbacks**
- **All easements on the lot**
- **Erosion control plan**
- **Arrow showing direction(s) of the drainage flow on the lot**
- **Plan size and blueprint size shall be a minimum of 18" by 24". Plan shall be drawn to scale.**
- **Two copies of the completed Residential Energy Code Compliance (RES CHECK) RES Check forms are available for download at www.energycodes.gov/rescheck/download.stm**
- **Foundation details**

CONTRACTOR INFORMATION

Web Sites:

www.license.state.tx.us/
A/C & Refrigeration
Architectural Barriers (Handicap)
Electricians

www.tsbpe.state.tx.us/
Texas State Board of Plumbing Examiners

www.dshs.state.tx.us/asbestos/rules.shtm
Texas Asbestos Health Protection Rules

CITY CONTACTS

Building Official	Cliff Mc Elfresh	903-392-0786 ext. 265
Water and Sewer	Randy Boyd	903-657-6551 ext. 227
Streets	Davis Brown	903-657-6551 ext. 230
Fire	Rusty Chote	903-657-6551 ext. 229

City of Henderson
Community Development
1203 Highland Drive



Telephone: 903-392-0786
www.hendersontx.us
mvillanueva@hendersontx.us

Termite Protection Statement

This document must be onsite at the Building Final.

Job Address: _____ Permit Number: _____

Builder: _____

The residential address above meets or exceeds the requirements for protection against termites as set forth in Section R318 of the 2012 International Residential Code.

Protection Provider Company Name: _____

Address: _____

Phone: _____ State License Number: _____

Signature

Date

STATE OF TEXAS §
COUNTY OF _____ §

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Subscribed and sworn before me this _____ day of _____, 20____, A.D.

Notary Public in and for the State of Texas





City of Henderson TX

THIRD PARTY ENERGY INSULATION AND DUCT REPORT

TEST DATE: _____ INSPECTOR: _____

2009 IECC Compliance HERS Rating 2012 /2015 IECC Compliance

Test Site Address: _____
Subdivision: _____
City: _____ State: TX
Builder: _____
Superintendent: _____
Orientation: _____ Sq. Footage: _____

INSPECTION RESULT:	
PASS	<input type="checkbox"/>
FAIL	<input type="checkbox"/>

INSULATION R-VALUES	
Exterior Walls: _____	HVAC Platform/Catwalk: _____
Knee Walls: _____	Garage Wall: _____
Slopes: _____	Vaults: _____
	Framed Floor: _____

Check YES or NO for the following:	YES	NO
HVAC SEALED / MASTIC:		
ATTIC EVE BAFFLES INSTALLED:		
DOORS / WINDOWS SEALED:		
FOAM BOARD IN HEADERS OF WINDOWS:		
TOP & BOTTOM PLATES SEALED:		
PENETRATIONS SEALED / CAULKED:		
RADIANT BARRIER:		
AIR BARRIER BEHIND TUBS/SHOWER:		
RECESSED CAN LIGHTS PROPERLY LABELED:		

INSULATION:	Supply: R- _____
	Return: R- _____

WINDOW U-VALUES:	U-Value: _____
	SHGC: _____

If yes, Material: _____

DUCT TEST RESULT: _____ cfm	TOTAL LEAKAGE <input type="checkbox"/> or LEAKAGE TO OUTSIDE <input type="checkbox"/>
	W/AHU <input type="checkbox"/> or W/O AHU <input type="checkbox"/>
LEAKAGE ALLOWED: _____ cfm	
PRESSURE TEST DECAL POSTED ON:	
<input type="checkbox"/> Electrical Panel	<input type="checkbox"/> HVAC Unit <input type="checkbox"/> Window
TEST RESULT:	PASS <input type="checkbox"/>
	FAIL <input type="checkbox"/>

CONCERNS/SUGGESTIONS: _____

Tested by: _____ HERS Rater #: _____