



RESIDENTIAL BUILDING PERMIT REQUIREMENTS

City of Tool
701 N. Tool Dr.
Tool, TX 75143
Phone: 903-432-3522
Permits@tooltexas.org

This document is a comprehensive list of all required documents for a residential building permit application. Additional documents may be needed or required. Those requests will come from staff that may need additional information for our third-party plan review company.

☐ **Construction Documents:**

- Complete Digital set of construction documents, completed by a registered professional design consultant
- Will Serve Letter from West Cedar Creek MUDD
- 911 Address Form
- Mailbox Assembly permit application

☐ **Site Plan:**

- Drawn to scale of 1" = 20' **on a property survey Stamped by Licensed Surveyor**
- Must show lot dimensions, footprint of building and distance from building to property lines, plated building lines, driveways all easements, and the address and legal description of the lot
- Must show drainage plan

☐ **Floor Plans:**

- Drawn to scale of 1/4" = 1'
- Must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights
- Dimensions & Identification of all rooms & spaces including toilets, sinks, baths.
- Location, size and types of all windows and doors

☐ **Exterior Elevation plans:**

- Drawn to scale of 1/4"=1'
- Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys and overhangs
- Detail of the front, right, left, rear of the structure, exterior materials, and wall height

☐ **Structural Plans:**

- Drawn to scale 1/4" = 1'
- Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams

☐ **Foundation Plans:**

- Must be sealed by a state of Texas Licensed Engineer
- Drawn to scale 1/4" = 1'
- Foundation plans must show all dimensions, location and spacing of beams, location of post-tension cables (if applicable), Location and sizes of rebar, concrete specifications, slab thickness, beam sizes and details, post-tension cable details (if applicable), other notes and requirements by the engineer, and the address and legal description of the lot

☐ **Engineers Foundation Letters:**

- Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that the design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the legal description of the lot.



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- ☐ **Engineered wind bracing plan:**
 - Must comply with current adopted city codes
- ☐ **Masonry on wood details:**
 - Masonry on wood details must be sealed by a state of Texas Licensed engineer or built to the international Residential Code details
- ☐ **Electrical Plans: (may be combined with floor plan)**
 - Drawn to a scale of $\frac{1}{4}" = 1'$
 - Must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service and equipment panels
 - Must include: Wiring diagram including plugs, switches, fixtures, smoke and carbon monoxide detectors
 - Must include: Load calculations, Panel locations, riser diagram

Energy Compliance report see www.energycodes.gov

- ☐ **Plumbing Plans: (may be combined with floor plan)**
 - Drawn to a scale of $\frac{1}{4}" = 1'$
 - Must show location of fixtures, water heaters, and gas outlets
 - a. Plumbing fixtures; Toilets, sinks, bath locations; Riser diagram; Location of stub out
- ☐ **Driveway and Parking Detail shall include**
 - Construction materials
 - Dimensions of driveway
 - Dimensions and construction details on driveway apron and sidewalk cut if applicable.

Excerpts from Appendix 3A: Area, Setback, Height, and Coverage Regulations

	Minimum Lot Area (Sq. Feet)	Min. Lot Width (at front build line) (linear feet)	Min. Lot Depth (avg. – linear feet)	Front Setback (linear feet)	Side Setback (linear feet)	Height Limit (linear feet)	Max Ground Coverage (% of area)	Min. Area of Main Bldg. (square feet)
R-1 (Residential District) Single-Family, Detached	5,000	50 ft.	100 ft.	20 ft.	10 / 5 [^]	35 ft.	15	800
R-1 (Residential District) (Two-Family Dwelling)	4,500	30 ft.		25 ft.	15 / 10 [^]	35 ft.	50	800

[^]The first number is the minimum side yard setback from a public street; the second number is the minimum side yard setback for interior lots.

***This table does not apply to accessory structures**

Incomplete applications will not be processed.

Please email plans to permits@tooltexas.org

The Building Technician will issue permit once plans have been checked and approved by all departments

To schedule inspections please call 903-432-3522 x 101 or email permits@tooltexas.org

All Inspection request need to be called in by 3pm to be inspected the following business day