ALLEN TEXAS

RESIDENTIAL

PERMIT & CONSTRUCTION PACKET

- Single-Family Houses
- Townhomes
- Duplexes
- Residential Additions

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Available online at
allentx.gov

City of Allen
Community Development
Building & Permitting Division
305 Century Parkway, Allen, Texas 75013-8042
214/509-4130
allentx.gov • permit@allentx.gov

Rev. 10/08/2026

Guide to Residential Building Permit Submittals

Apply for all permits through our online Citizen Self-Service (CSS) Portal: allentx.gov/CSS

Homeowners doing the permitted work will be required to fill out a Homeowners Affidavit.

Permit Type	Submittal Requirements
Residential New House / Townhome/ Duplex / Residential Addition / Remodel	Building Permit Application
	Residential Plan Review Guideline
	Construction Plans with Plot / Site Plans
Demolition	Building Permit Application
	Asbestos Certification Survey (if applicable)
Patio Cover / Carport / Shade / Arbor / Deck / Pavilion	Building Permit Application
	Patio Cover Plan Review Guideline
	Construction Plans with Plot / Site Plan
Pool / Spa	Building Permit Application
	Swimming Pool / Spa Review Guideline
	Pool Protection Device Letter and Drainage Letter
	Construction Plans with Plot Plan or Survey
Storm Shelter	Building Permit Application
	Storm Shelter Plan Review Guideline
	Construction Plans
Accessory Buildings	Building Permit Application
	Accessory Structure Plan Review Guideline
	Construction Plans with Plot / Site Plan
Irrigation	Building Permit Application
	Irrigation Plan Review Guideline
	Construction Plans with Plot / Site Plan
Fence / Screening Wall	Building Permit Application
	Fence and Wall Plan Review Guideline
	Plot / Site Plan
Solar Photovoltaic System* *Energy Storage systems must be permitted separately. See next page.	Building Permit Application
	Solar Photovoltaic Plan Review Guideline
	Construction Plans / Site Plans

Water Heater / Roof / HVAC / Electrical / Plumbing* *For Electrical and Plumbing apply for an “Over the Counter Trade” Permit.	Online submission (CSS Portal) Include detailed description / location of work *Additional documents may be required.
Energy Storage Systems* *Permit application will not be processed until the Stationary Battery System Permit Issued by the Fire Department has been uploaded.	Apply for an “Over the Counter Trade” Permit. Building Permit Application Stationary Battery System Permit Issued by the Fire Department. Electrical One-Line Diagram Specifications and Installation Manual Structural Mounting Details if Applicable

ADOPTED CODES

International Building Code 2024

International Residential Code 2024

International Plumbing Code 2024

International Mechanical Code 2024

International Fuel Gas Code 2024

International Energy Conservation Code 2024

International Fire Code 2024

National Electrical Code 2023

Local Amendments can be found at allentx.gov/Adopted Codes

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Rev. 09/26/2026

Building Permit Application

Permit Number _____

All permit applications must be submitted online using the CSS Portal available at:
allentx.gov/css

Site Information

Project Address	Suite #	Subdivision	Lot	Block

Business Name (If Commercial Project)

Property Owner Name	Property Owner Address	City, State, & Zip

Property Owner Contact Phone	Property Owner Email

Construction Type

Commercial Residential Sign Temporary Use CDBG Other: _____

Permit Type

☐Shell
☐Shell/Finish Out
☐Finish Out
☐Multi-Family
☐Clean & Show
☐Street Lights
☐Subdivision Wall
☐Retaining Wall
☐Screening Wall
☐Residential Single Family
☐Residential Duplex/Townhome
☐Other: _____

☐Accessory Building (Shed)
☐Addition
☐Alteration
☐Arbor/Patio/Carport
☐Concrete
☐Demolition
☐Donation Bin
☐Electric
☐Emergency Service
☐Fence
☐Fireplace/Pit/Grill
☐Foundation Repair

☐HVAC/Mechanical
☐Irrigation
☐Outdoor Kitchen
☐Plumbing
☐Pool/Spa
☐Roof
☐Sign
☐Solar
☐Special Event
☐Storm Shelter
☐Water Heater
☐Window Replacement

Description of Work

Detailed Scope and Location of Work

Total Value of Work	Total Sq. Ft.	Proposed Use

Bldg. Fully Sprinkled: Yes No	TDLR#:

Responsible Parties

CONTRACTOR INFORMATION – PLEASE COMPLETE THE OPPOSITE SIDE OF THIS FORM (REQUIRED)

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances, Adopted Codes and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or a duly authorized agent. Permission is hereby granted to enter the premises and make all inspections.

APPLICANT NAME:	SIGNATURE:	DATE:

CONTACT PHONE:	DRIVERS LICENSE #:
EMAIL:	Applicant is: Owner Contractor Other

PLAN REVIEW FEE:	RECEIVED BY:	DATE:
PERMIT FEE:	ROADWAY FEE:	OTHER FEE:
TOTAL FEE:	ISSUED BY:	DATE:

TO BE FILLED OUT ON THE CSS PORTAL

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RESIDENTIAL PLAN REVIEW GUIDLINE

2024 IRC, 2024 IECC & 2023 NEC

SUBMITTAL REQUIREMENTS

The following documents must be electronically submitted with application via the Citizen Self Service Portal: allentx.gov

- Building Permit Application
- Construction Plans
- Erosion control Design Plan - ONLY if conducting any land disturbing or construction activities with the below requirements:
  - On property with an area of more than one (1) acre, or
  - On property with an area less than one (1) acre that constitutes more than 50% of the site
- Builder Plans (minimum 1/8" scale to include Design Plan and Engineer Design Plan)
- Plot Plans (detached from Builder Plan, fully dimensional showing required setbacks, platted easements and lot coverage with a minimum 1" to 30' scale)
- Foundation Letters (Engineering letter required for post-tensioned slabs)
- Foundation drawings stamped by a Professional Engineer registered in the State of Texas
- Completed Residential Energy Code Compliance Form (signed)
- Energy Check Report (with signature showing compliance with 2024 IECC)
- Completed Construction Site Waste Consent Form allentx.gov
- Completed Model Home Affidavit (if applicable)
- Specify termite control methods on plans (letter from pest control company verifying termite control methods)
- Engineered Truss Plan for 2/2.5 story homes
- Floor joist layout over 1 story
- Framing, roof and shear wall plans
- Electric plan with smoke and CO2 alarms shown
- Erosion Control Design Plans (qualification based on submittal requirements)

➢ **Permit fee is due at issuance.**

Under the water conservation plan and drought contingency plan there are limits to the use of sprinkler systems. If a new home requires more than two days per week watering to establish new sod or landscape, the contractor/owner must apply for a variance. There is no guarantee the variance will be granted if under the drought contingency portion of the plan. For more information on water conservation or to request a variance:
https://www.cityofallen.org/business_detail_T4_R209.php

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STORM WATER POLLUTION PREVENTION AND CONSTRUCTION SITE WASTE

CONSENT FORM FOR CONTRACTORS / BUILDERS / DEVELOPERS

Project: _____ Developer: _____

Pollution prevention from a construction site is not only about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area will eventually make it into the storm water system. Siltation and the contribution of other pollutants from construction sites can cause physical, chemical and biological harm to our nation's waters.

ILLICIT DISCHARGE:
Any discharge from a site that is not entirely composed of storm water is known as an illicit discharge.

Please identify that you have read and understand the following construction waste guidelines by initialing each item below.

Pollutants Most Commonly Discharged from Construction Sites
Sediment
Solid and Sanitary Wastes
Fertilizer
Pesticides
Oil and Grease
Concrete Truck Washout
Construction Chemicals
Misc. Construction Debris

____ During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The City of Allen requires that erosion control measures be placed and maintained regularly at all construction sites.

____ If a construction site disturbs more than one (1) acre of land, it must be covered by the State's TPDES Permit TXR150000 that regulates storm water discharges to state waters.

____ All building construction debris must be gathered up and removed by the end of each day of construction or just before any projected rain event. This includes, but is not limited to excavation material, vegetation, bricks, concrete, timber, metals, glass, tiles, paper and food waste.

____ Waste, construction materials and pollutant materials must be kept in the proper City approved containers at designated waste storage areas throughout construction activities.

____ Weeds, grass, shrubs or brush shall not be deposited in any area that will allow drainage to the storm sewer system or waters of the State.

____ Any potential storm sewer pollutant (pesticides, grease, petroleum products, paints, toxic chemicals, etc.) must be stored in the upright position and on racks/stands during construction.

____ Access shall be provided at all times during construction or demolition for waste collection vehicles.

____ All of the following are indications that storm water leaving a construction site contains an illicit discharge. *The contractor must keep a constant check that any water leaving a construction site is free of these indicators*:

Unusual Color or Cloudiness	Strong Musty or Pungent Odor	Floating Debris
Surface Scum or Foam	Oil Sheen	Algae

____ If the site contains construction trash, does not maintain its erosion control measures, is releasing illicit discharges or is not in compliance with any portion of the City of Allen Code of Ordinances (incl. Article IV, Property Maintenance Code) it may be issued a Notice of Violation.

My signature below indicates that I have read and understand the above information.

Signature: _____ Date: _____

Print Name: _____

MODEL HOME AFFIDAVIT

I, _____, understand that these particular structures may not be used as single family dwellings until inspections by the City of Allen and a Certificate of Occupancy are issued as such. The structures will be initially approved as a model home and no "final" will be given. I agree to request a "final inspection" after converting back to a single family dwelling use prior to occupancy.

LOT: _____ BLOCK: _____SUBBDIVISION:_____

PROPERTY ADDRESS:

_____

BUILDER:

_____

PRINT NAME: _____TITLE: _____

SIGNATURE: _____DATE: _____

The State of Texas,

County of Collin,

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

(SEAL)

_____

NOTARY PUBLIC

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CITY OF ALLEN

RESIDENTIAL INSPECTION GUIDELINES

G. General Requirements

- This guide is meant to highlight requirements that are commonly overlooked.
- All Work must be in accordance with our currently adopted codes and amendments.
- City stamped approved plans must be on-site for every inspection. Plans must be printed in color and the size must be minimum 11”X17”.
- Trash Box must be on-site, and site must be maintained free of debris that could cause a nuisance.
- Alleys, streets, and fire lanes must remain unobstructed.
- The address must be posted and visible from the street.
- The building Permit Pack must be on-site in a conspicuous location.

New Residential Inspections	Residential Misc. Inspections
1. Temporary Power Pole	17. Electrical Panel Upgrades
2. Form Board Survey	18. Gas Repairs
3. Plumbing Rough-in	19. Under-Slab Sewer Repairs
4. Foundation	20. Under-Slab Water Repairs
5. Sheathing	21. Roof Finals
6. Plumbing Top Out	22. Water Heaters
7. Mechanical Rough-in	23. HVAC Replacements
8. Electrical Rough-in	24. Solar Finals
9. Framing Inspection	25. Shower Pans
10. Electrical Meter Release	26. Pool Demolition
11. Gas Meter Release	27. Foundation Repair
12. Flatwork	28. Irrigation Finals
13. Mechanical Final Inspection	29. Retaining Walls
14. Plumbing Final Inspection	30. Swimming Pool Finals
15. Electrical Final Inspection	31. Water Softeners
16. Building Final Inspection	32. Fence Finals

1. Temporary Power Pole

- Address of House must be displayed on pole braces.
- Two braces must be installed to adequately support the pole.
- A Ground rod (8 feet deep) must be installed with a Ground wire attached with grounding lug.
- The Service whip conductor must be installed in flexible conduit.
- 220v and 110v outlets are required to be installed and a means of GFCI protection must be provided.
- The Meter base and Breaker box must be installed with their covers.
- Breaker blanks must be installed if breakers are missing.

2. Form Board Survey

- The Form Board Survey must be approved by a Plans Examiner before any inspections are conducted.

3. Plumbing Rough-in

- The water line must be connected to meter and under live pressure.
- Main water Shut off Ball valve must be installed prior to water line entering building.
- The minimum water and sewer burial depth shall not be less than 12" below grade.
- Sewer tie-in to city lateral shall be 3-4' deep and must be located within the utility easement.
- Care must be taken during the rough-in to prevent any rainwater from infiltrating the sewer system.
- Approximately 1' of SDR pipe should be visible.
- Test tee at tie-in must be wrapped with concrete.
- All sewer and water lines must be bedded in sand.
- Double clean outs built out of 2 combos must be installed within 24" of the building. Double clean-outs must be wrapped in concrete up to bottom of hubs.
- All PVC joint surfaces shall be clean and dry. Purple primer shall be applied and visible.
- DWV test stack must be minimum 5' above highest joint.
- Building drains shall have cleanouts at intervals not more than 75' apart per COA amendment.
- Plumbing rough cannot be too wet from rain to determine if system is leaking.
- Horizontal wet venting (flat venting) is not allowed for in-ground piping.
- All PVC labels shall be visible.
- Air admittance valves are not permitted. Island(loop) venting must be utilized where necessary.
- All risers except the test stack must be taped/covered to prevent rainwater infiltration.

4. Foundation Inspection

- The city of Allen requires a letter from a State of Texas Registered Design Professional Engineer to certify that the post tension foundation inspection performed by a 3rd-party inspector is in compliance with the engineered design.
- An inspection must also be approved by the City of Allen Building Department.
- Bottom of beam shall be a minimum 12" below grade.
- Inverted chairs must be installed at all drop forms to prevent cables from floating up while pouring.
- Grade string lines must be installed across surface of slab in order to verify the minimum slab thickness required per Eng. plans.
- All tub and showers boxes must be installed.
- All water and waste lines crossing or visible in grade beams must be sleeved for protection.
- All piping exposed to concrete must be wrapped with poly or insulation.
- Brick ledge forms were installed to match the approved plans for brick veneer locations.
- Concrete encased electrode (Ufer) installed in location of electrical panel requires a minimum 20 feet in length of 1/2 inch steel rebar within concrete with minimum of 2-inch concrete cover around the rebar or you may install a bare solid #4 ground wire with minimum length of 20 feet.
- All electrical conduit piping within the slab must have a minimum of 2-inch concrete cover.
- All Hold Down Straps shall be in place at the time of the foundation inspection.

5. Sheathing

- Sheathing inspection is required prior to placing an exterior wrap or taping of any sheathing joints.
- All holes and pipe penetrations in the exterior sheathing shall be sealed at time of inspection.
- All building corners must be sealed on the interior corner with minimum 6 mil poly behind sheathing, (optional may use approved tape per Manf. Specs.)
- All metallic piping shall be sleeved or taped through the brick or stucco exterior.
- Brick ledge vapor barrier material must be installed behind the exterior sheathing at base of wall and extend out to edge of brick ledge.
- All hold down straps to be installed and secured at this inspection. If a foam type sheathing product is used the hold down straps must be nailed directly to the wood frame members

6. Plumbing Top Out Inspection

- Gas piping shall not be installed along exterior wall outside of frame wall or within the brick ledge or exposed to the side of patio columns.
- The gas main line must be bonded to the electrical grounding system.
- Gas tests require a minimum of **3** psi for low pressure systems, and a minimum 10 psi for medium pressure systems. The gauge must be pressurized to at least ½ of its capacity. Section G2417.4.1. Amend
- Underground gas piping shall be installed at a minimum depth of 18 inches below grade and contain a tracer wire alongside the piping per Section G2415.12 Amend.
- Tank water heaters may be installed in garages or interior of dwelling on a platform but are not permitted in attics Section P2801.**4** Amend.
- Tankless Water Heaters installed in attics require a pan and drain line to the exterior.
- Water Heater T&P line stubbed out through exterior wall shall terminate no more than 6 inches above grade Section P2804.6.1 Amend.
- All flue piping must be installed.
- All bathtubs must be filled with water above overflow, and all shower pans must be filled to top of curb.
- Minimum 5' test header at 2nd floor lave arm.
- Clothes washer pans are required when the clothes washer is located above the first floor. The pan drain line shall discharge to the exterior of the house within 6" of grade, not be connected to the sanitary sewer system, and the line shall be filled with water at top out inspection. Section P2718.1.1 Amend.
- Solid blocking is required between studs at bathtub wall flanges and behind shower pan/seat liners. Any gaps between studs and tub flange shall be shimmed.
- Gas cutoff (CLY VALVE/Log Lighter Valve) is required at all fireplaces, and this valve must be open at top out inspection. The valve located below the fire box can remain closed.
- All water piping installed in, or adjacent to unconditioned space must be insulated. All insulation must be installed to the face of the drywall within the wall cavity with no exposed piping material left exposed.
- Sanitary sewer P-traps within 2' of an exterior wall must be insulated.
- All sleeves and slab penetrations must be sealed.
- Air admittance valves are not permitted.

7. Mechanical Rough Inspection

- A/C Condensers may not be located in the side yards less than 7' in width.
- Condensate disposal shall be conveyed to the sanitary sewer. M1411.**9** Amend.
- Water level monitoring devices shall not be installed in the drain line without prior approval.
- All refrigeration lines installed within 1-1/2" of underside of the roof deck shall be protected from staples or nails Section M1411.**13**
- All flex ducts shall be supported up off ceiling joist by approved 6" saddles and 1" metal straps.
- All attic furnaces must be strapped and supported from the roof structure.

8. Electrical Rough in Inspection

- All electrical installations must be in accordance with the 2023 NEC.
- Romex feeding any electrical conductor through masonry must be sleeved with plastic pipe or flexible conduit.
- Smoke and Carbon Monoxide Alarms shall be installed in locations prescribed in section R31**0** and R31**1** of the 2024 IRC.
- All lighting in the ceiling and walls are to be boxed. The only exception is under counter lights in the kitchen that may not be boxed.
- If Receptacles are provided for islands, they may not be installed on the sides of the cabinets. If not provided, provisions must be made to accommodate future installation. NEC 210.52(C)(2)&(3)

9. Framing Inspection

- The Electric Rough, Duct Rough, Plumbing Top-Out, and Sheathing inspections must be approved prior to the approval of a framing inspection.
- All penetrations and holes in the vapor barrier must be sealed.
- All windows, exterior doors and roof must be installed to prevent moisture in house.
- The fireplace cap must be installed on the chimney.
- The garage door header steel Lintel must be installed.
- Fire blocking per section R302.11 and draft stopping per R302.12 must be installed.
- No roof support member can be braced to a single ceiling joist. Only if the ceiling joist is
- All attic stairways are to be rated a minimum of 300 lb. capacity and be installed in the direction to access the attic platform.
- Minimum decking materials for attic walkways shall be ½" plywood or 5/8" OSB.
- Provide engineer's letter of acceptance for framing.

10. Electrical Meter Release Inspection

- Temporary power from the T-pole serving the house is prohibited.
- Service conductors must be connected to the lugs inside meter base and the Main Disconnect.
- Grounding Electrode system and all bonding must be complete.
- AC condensers must be wired or a temporary box with a cover must be installed for the whip.
- All light fixtures must be installed or blanked off.
- All receptacles and switches must be installed with cover plates.
- Panel covers shall be left on for this inspection as a safety measure.

11. Gas Meter Release Inspection

- We require a minimum 3psi test for low pressure systems, and a minimum 10 psi test for medium pressure systems. The gauge must be pressurized to at least ½ of its capacity.
- All gas lines must be run to each gas appliance, cook top, fireplace, attic furnace, water heater, fire pit, etc.
- Valves serving cook tops are not permitted to be located behind drawers.
- Water heaters and furnaces must have a sediment trap (dirt leg) per section G2419.4. All valves must be open at the time of inspection to test all black pipes in the system.

12. Flatwork Inspection, (driveway, sidewalk, and patio's)

- All sidewalks and driveways require 2 inches cushion sand.
- Minimum rebar is 3/8 inch 18 inches on centers supported by plastic chairs.
- Drive approach radius shall be a 5-foot radius.
- Drive shall be doweled to the street and alley.
- If 6-inch curbs are installed within the subdivision two bars of 3/8 rebar are required within the curb, stacked one on top of the other, but not dowelled into the existing curb line.
- Redwood expansion joint is required at the property line and be the full depth of the proposed pour.
- Additional expansion joint shall be installed against all existing concrete except street or alley.
- Dowels shall be 1/2-inch slick dowels and not be tied to adjacent rebar within Right of Way
- Flatwork areas must be clear of trash, ponding water, and mud.
- Rebar must be supported on plastic chairs.
- Driveway cuts must be a minimum of 10' from storm inlets.
- All streets and alleys at the time of inspection are to be free of mud or dirt.

13. Mechanical Final Inspection

- All A/C disconnects must be in site of the A/C condenser within 36 inches of the unit.
- All refrigerant lines serving the A/C condenser must be covered with a UV protective paint or approved UV rated sleeve materials.
- Locking Refrigerant caps are required, to prevent removal by unauthorized people.
- Thermostats must be installed.

14. Plumbing Final Inspection

- All city valves and/or manholes identified by curb markings must be visible.
- Water meter can must be set flush with finished grade.
- All clean outs must be painted.
- The main water valve box must be clean, and the ball valve must be accessible.
- All plumbing fixtures and appliances are to be installed and operational.
- Water hammer arrestors must be installed at each ice maker and clothes washer box.
- Any tub that was not in place at top out inspection must be filled, and access must be provided to inspect the pluming connections.

15. Electrical Final Inspection
    - All outdoor receptacle outlets must be type "WR" and must be GFCI protected.
    - Intersystem bond, surge protection, and outdoor disconnect must be installed.
    - All light fixtures must be installed. Blanked off boxes are not allowed.
    - All smoke detectors and carbon dioxide detectors must be installed.
    - The approved energy label must be affixed to the electrical panel cover.

16. Building Final Inspection
    - Final letters from for Termite Certification, Final Survey drawing, Energy Compliance Inspection, Eng. Foundation Pre-Pour, and must be left for inspector.
    - Fence permit and irrigation permits must have passed final inspection.
    - Garage door must have a permanent sticker to indicate the wind load rating.
    - No cracks may be present in the driveway or sidewalks.
    - Roof PVC vent stacks must be painted.
    - Required trees planted must be planted in the front yard.
    - The yard and any adjacent lot must be clean of all trash and construction debris.
    - The drainage easements and slopes must comply with **Engineering Dept. Standards**
    - Residential structures must obtain an approved final inspection prior to occupying the premises.
    - Any structure that is occupied prior to the issuance of an approved final inspection will constitute a violation of the Allen Land Development Code. Such violation may result in a Municipal Court Citation.
    - Expansion joints in exterior brick veneer must be caulked.
    - Address numbers must be prominently displayed on the front of the structure and on the back of the structure where an alley is present.
    - All safety glazing required in Hazardous locations must have visible tempered glass seals etched into the glass.

17. Electrical Panel Upgrades
    - All work shall be installed in accordance with the 2023 National Electrical Code.
    - Surge Protection is required when service equipment is replaced per section 230.67 (D).
    - Grounding electrode system shall be brought up to code. If concrete encased electrode (UFFER) cannot be located, 2 ground rods shall be installed a minimum of 6' apart.
    - Emergency Disconnect shall be installed in a readily accessible outdoor location per NEC section 230.85.
    - Smoke and Carbon Monoxide Alarms shall be installed in locations prescribed in section R31**0** and R31**1** of the 2024 IRC per our amendment to Article 300.1(A) of the NEC.
    - Electrician must be on-site at the time of inspection.

18. Gas Repairs
    - Description must indicate what and where the repair was.
    - Steel risers connected to plastic gas piping must have a factory attached anode or be anode-less risers.
    - We require a minimum 3psi test for low pressure systems, and a minimum 10 psi test for medium pressure systems. The gauge must be a diaphragm style and pressurized to at least ½ of its capacity.

19. Sewer Repairs/Replacements below slab
- All new piping must be tested with water up to the top of double clean-outs.
- Detailed pictures of all piping and supports must be printed out and left at the job site or uploaded to the permit files/attachments for inspector's review.
- All new piping must conform to Part VII of the 2024 International Residential Code.
- Backfilling of the tunnels must be in accordance with section P2604 of the IRC.

20. Under-Slab Water Repairs
- Detailed pictures of all piping and supports must be printed out and left at the job site or uploaded to the permit files/attachments for inspector's review.
- Only Brazed or mechanically pressed joints are permitted for copper piping.
- Joints for PEX piping are not permitted without prior approval.

21. Roof Final
- All work shall be in accordance with the Manufacturer's Installation Instructions and the 2024 International Residential Code.
- We will perform an exterior visual inspection from ground level.
- Contractor is responsible for conducting a post-installation inspection of the attic space to ensure that all fuel fired appliance vents, and all other vents were found to be intact, venting to the exterior, and have the required clearances to combustible materials.
- Final Roof Installation Affidavit must be uploaded to the permit files.

22. Water Heater Final
- If the Water Heater is Fuel Fired, Carbon Monoxide Alarms shall be installed as required by section R31**1**.3 of the International Residential Code.
- Fuel-Fired flue piping must be adequately supported and required clearance from combustible materials must be maintained, regardless of whether the piping is new or existing.
- The Temperature and Pressure Relief Pipe may not discharge to a location other than the outdoors or a sanitary sewer receptor without prior approval from the Building Official.

23. HVAC Final
- If the Mechanical system utilizes Fuel Fired equipment, Carbon Monoxide Alarms shall be installed as required by section R31**1**.3 of the International Residential Code.
- Fuel-Fired flue piping must be adequately supported and required clearance from combustible materials must be maintained, regardless of whether the piping is new or existing.
- New flexible ductwork must be supported by 6" wide metal saddles connected to 1" wide metal strap.

24. Solar Final
- A technician must be present for this inspection and must have a printed copy of the City Approved Stamped Drawings.

25. Shower Pan
- The Shower Liner shall be tested in accordance with section P2503.6 of the International Residential Code. The shower pan shall be filled to a depth of not less than 2" measured at the threshold. If a threshold of not less than 2" does not exist, a temporary threshold shall be constructed.

26. Pool Demolition
- Pre-Demolition inspection is required prior to backfilling of the pool in order to verify the following:
    - A sufficient number of holes have been created in the bottom of the pool to provide adequate drainage.
    - Plumbing and electrical connections have been removed and properly saved off.
    - Concrete, reinforcing steel, and coping in the pool walls have been removed to a minimum depth of 2' below finished grade.
- After the Pre-Demolition inspection has been approved and the pool has been backfilled and compacted, the Demolition final can be scheduled so we can verify that the required surface drainage has been restored.

27. Foundation Repair
- An Engineer's Final Letter of Acceptance must be uploaded to permit files/attachments. It is not necessary to request the final inspection.

28. Irrigation Final
- The backflow preventer test inspection must be approved prior to requesting the irrigation final inspection.
- The irrigation system must be installed in accordance with our Irrigation Review and Installation Guidelines.

29. Retaining Wall
- An Engineer's Final Letter of Acceptance must be uploaded to permit files/attachments.

30. Swimming Pool Final
- Swimming pools must be constructed in accordance with the approved plans and our Swimming Pool and Spa Guidelines.

31. Water Softeners and Reverse Osmosis Systems
- A Reduced Pressure Principal Backflow Prevention Assembly must be installed up-stream of the water softener/reverse osmosis system.
- The Backwash/Drain that serves these systems may not be directly connected to the sanitary sewer system.

32. Fence Final
- Fences must be constructed in accordance with the approved plans and our Residential Fence Guideline.

RESIDENTIAL FENCE GUIDELINE

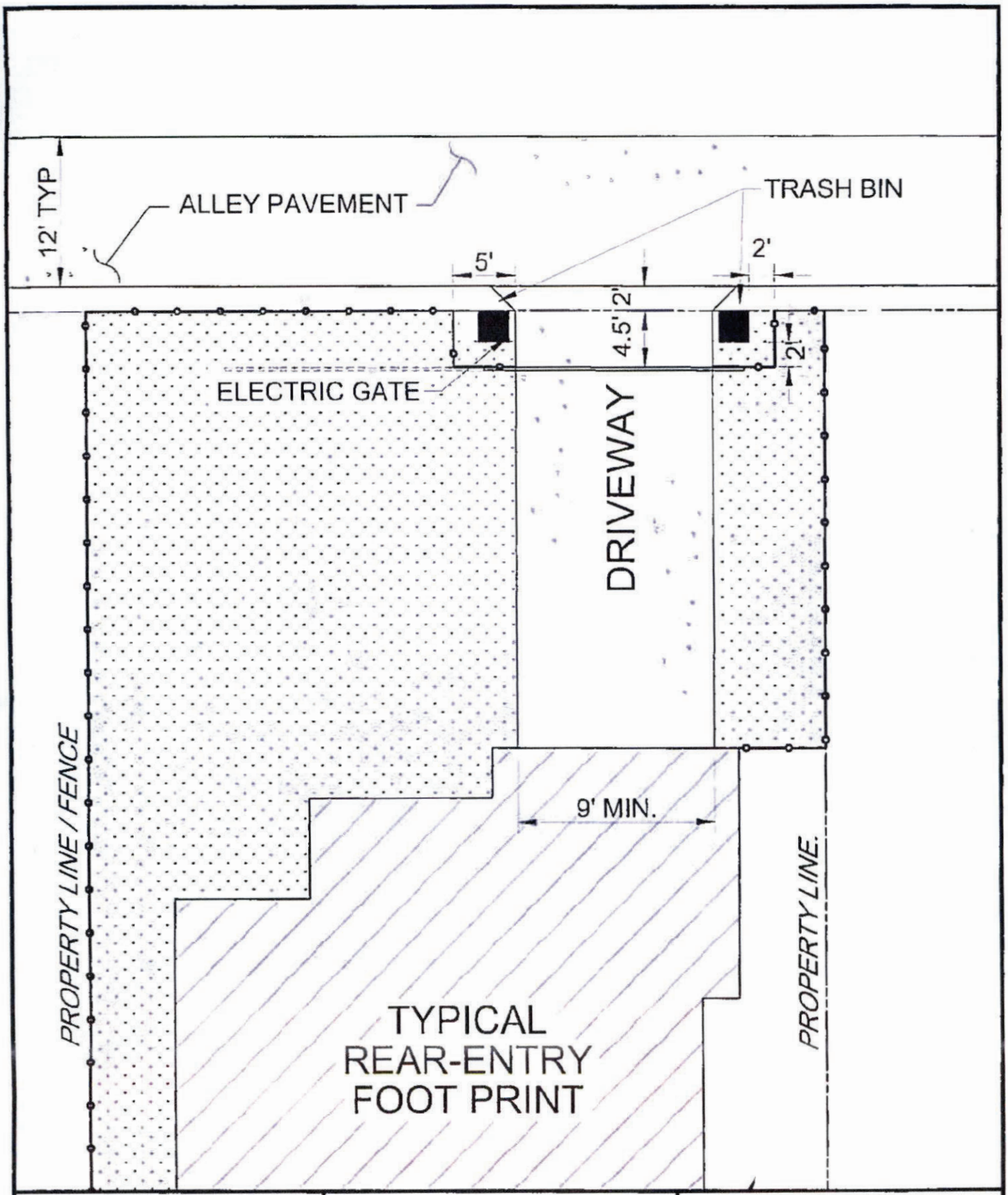
ALLEN TEXAS

- Fences are allowed in back and side yards with a maximum fence height of 8 ft.
- Retaining walls with a fence on top of the retaining wall are allowed with a maximum fence height of 8 feet. Fences are measured from adjacent grade. The combined height of the retaining wall and fence shall be no higher than 12 ft.
- Acceptable fence materials: brick, wood, and wrought iron. All fencing requires metal posts, metal caps and hardware are required. All other materials will need to be approved by the Building Official. Posts must be placed 18 in. deep in concrete.
- Fences are not allowed in drainage easements unless the fence is 3 in. above ground to allow for drainage.
- Vision must not be obstructed at alley, street, or intersection.
- No fence, screen, wall, or other visual barrier shall be placed in such a manner as to obstruct the vision of motor vehicle drivers approaching any *alley* intersection. At all intersections of *an alley with a* street, clear vision shall be maintained across the corner for a distance of *20 ft.* back from a projected curb line corner along the *intersection* of the *alley* and street.
- Fences of any kind are not permissible in floodplain areas. Fences in easements (drainage, utility, water, sanitary sewer, etc.) are not permissible without the expressed permission of the Engineering Department. *Exception: fences are customarily allowed in the standard 3-ft. lot line drainage easement, as long as the bottom member is elevated a minimum of 3 in. above finished grade (to allow the passage of water).*
- A site distance of 200 ft. shall be maintained at all street intersections.
- All fences must be located on private property and cannot exceed property lines at any given point.
- Fences or walls enclosing a pool or hot tub shall be not less than 4 ft. in height with self-latching and self-closing gates. The latching device shall be located on the pool side a minimum of 4½ ft. from ground.
- No obstructions may be placed within 3 ft. of the side lot lines for lots with alleys and/or within 3 ft. of the side and rear lot lines where alleys are not provided. Obstructions include, but are not limited to, driveways, or any other concrete work, pool decks, pool equipment, retaining walls, wood deck, patio covers, built-up flower beds, or similar structures that could impede or alter drainage.
- If you are installing a sliding gate across the rear entry driveway you must meet one of the two design options for trash bin pick up, you must also identify which option will be used as part of the application submittal.

PLEASE CHECK WITH YOUR HOMEOWNER'S ASSOCIATION (IF APPLICABLE) PRIOR TO APPLYING FOR A PERMIT WITH THE CITY OF ALLEN

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305 Century Parkway, Allen, TX 75013-8042
214.509.4130
allentx.gov • permit@allentx.gov

June 2026

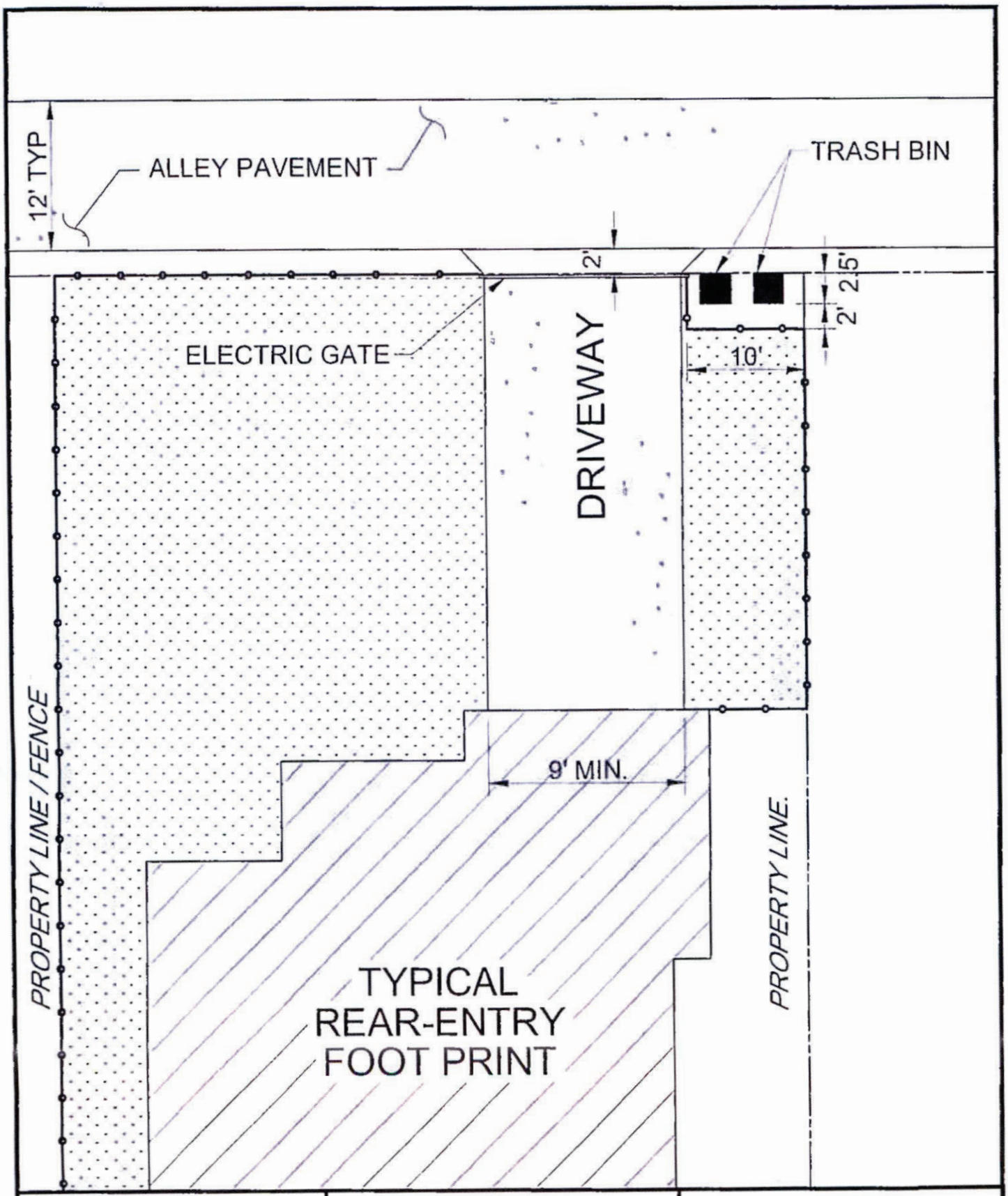


CITY OF ALLEN
DEPARTMENT OF ENGINEERING

ELECTRIC GATE
OPTION 1

STANDARD DETAILS

DATE:	REV DATE:	SHEET:
MARCH 2014	March 2021	SD-



CITY OF ALLEN
DEPARTMENT OF ENGINEERING

ELECTRIC GATE
OPTION 2

STANDARD DETAILS

DATE:	REV DATE:	SHEET :
MARCH 2014	March 2021	SD-

Residential Energy Code Implementation

Permits must fully comply with the energy conservation provisions of the International Residential Code as mandated by Texas Senate Bill 365 passed in the 17th Legislative Session.

Compliance must be demonstrated at two (2) different stages of the project:

I. **PERMIT APPLICATION / PLAN REVIEW**

a. Compliance must be demonstrated by submitting documentation at the time of permit application and must include the following:

i. City of Allen Residential Energy Compliance Form. A copy of this form is attached (page 2) and is also available online in the Building Code and Compliance section of our website, CityofAllen.org.
ii. If methods other than the North Central Texas Council of Governments Simplified Prescriptive approach are used, the appropriate report (such as REScheck or IC3) must be submitted with the compliance form.
iii. Additional energy conservation information is required on the building plans.

II. **FIELD INSPECTION**

a. Field inspections must be conducted by inspectors certified in energy code provisions as specified in the appropriate state law.
***At this time, City of Allen inspectors will not perform energy inspections. Energy inspections must be conducted by certified third-party inspectors.**

b. All energy inspection reports completed by certified third-party inspectors will be picked up by City inspectors at the City's final building inspection. **It is the builder's responsibility to obtain the appropriate energy inspections before required elements are covered up.** The energy inspection reports must be placed in the packet on-site and must include the certification number of the third party inspector. The form and content of all third-party inspection reports are subject to review and final acceptance by City of Allen.

City of Allen | Community Development | Building & Permitting Division
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214.509.4130
allentx.gov . permit@allentx.gov

Residential Energy Compliance Certificate - Energy Code Requirements of the 2024 IRC (IECC)

(Provide this form at building completion prior to final inspection)

Project Address: _____ Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

☐ **Rough-In Test Option** ***(R403.3.7)*** ☐ **Post Construction Option** ***(R403.3.7)***

System #1 - _____CFM25 System #2 - _____CFM25 System #3 - _____CFM25

System #4 - _____CFM25 System #5 - _____CFM25 System #6 - _____CFM25

I certify that I have conducted a **duct leakage test and it has passed the requirements of the 2024 International Energy Conservation Code.** I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing ***(R402.5.1.2):*** _____ ACH50

I certify that I have conducted an **air leakage test and it has passed the requirements of the 2024 International Energy Conservation Code.** I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2024 IECC, as amended, for the selected compliance approach.

☐ Option 1(a) **Prescriptive**: ***Sections (R401) through (R404) and (R408)***

☐ Option 2 **Performance**: ***Section (R405)*** *Performance Approach* ***(attach report)***

☐ Option 3 **ENERGY STAR** Certified Homes® ***(attach certificate)***

☐ Option 4 **Energy Rating Index Compliance Alternative (ERI)**: *Section (R406)* **ERI**: _____

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

Residential Energy Code Compliance Form

Effective July 1, 2022 2024 IECC

Builder Name:

Builder Address:

Construction Address:

Builder Phone Number:

Builder Fax Number:

Subdivision:

Choose one method of compliance:

☐ Simplified Prescriptive Approach
**Fill out remainder of form*

☐ Systems Analysis Approach
**Attach documentation such as HERS report*

☐ Component Performance Approach
**Attach documentation such as REScheck check or IC3 Report*

☐ Participation in an Approved Energy Performance Testing Program
**Attach documentation such as Energy Star*

Air Leakage Test Performed per R402.5 IECC 2024

If you chose 'Simplified Prescriptive Approach,' continue here

R401.2.1 Simplified Prescriptive for new homes and additions.

Insulation	Minimum	Installed	Inspection
Ceiling-Attic	R-38	_____	_____
Ceiling-Vaulted	R-30	_____	_____
Walls	20 or 13+5*	_____	_____
Floors	R-19 or 13+5*	_____	_____
Basement Walls	R-5ci or 13	_____	_____
Crawl Space	R-5ci or 13	_____	_____
HVAC	Min 13	_____	_____
Glazing U-Factor	Max .30	_____	_____
SHGC	Max .25	_____	_____
Glazing Area (%)	Max 50%	_____	_____
Duct Insulation: (Outside Envelope)	R-8	_____	_____

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the Energy Code and any amendments in the jurisdiction in which it will be built.

_____
Signature of Builder/Designer

_____
Print Name

_____
Date

* 13 cavity insulation + 5 continuous insulation

Permit Number:	Submittal Date:

City of Allen | Community Development | Building & Permitting Division
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214.509.4130
allentx.gov . permit@allentx.gov

ALLEN TEXAS

Building & Permitting Division

FINAL INSTALLATION AFFIDAVIT

NEW ROOF / ROOF REPLACEMENT / ROOF RECOVERING

Permit # _____

COMPANY NAME:_____

CONTRACTORS NAME:_____

CITY OF ALLEN CONTRACTOR REGISTRATION NUMBER: _____

I_____, Contractor, or Homeowner did install the New Roof / Roof Replacement / Roof Recover in accordance with the manufacturer's installation instructions and the 2024 International Residential Code at:_____

(job site address)

I also swear that a post-installation inspection was performed in the attic space, and that all fuel fired appliance vents and all other vents were found to be intact, venting to the exterior, and have the required clearances to combustible materials.

Signature

***This form must be on file at the Building Department prior to obtaining approval for a roof final inspection.**

City of Allen | Community Development | Building & Permitting Division
305 Century Parkway, Allen, Texas 75013-8042
214-509-4130
allentx.gov . permit@allentx.gov

RESIDENTIAL INSPECTIONS

SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2024 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Building Official. The following require special inspection: structural steel construction including welding and high-strength bolting, concrete construction, structural masonry construction, manufacturer's or engineer's designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material, smoke control systems, and other as determined by the Building Official. These inspections are in addition to those performed by the City of Allen personnel.

OVERVIEW

Inspection requests must be scheduled in the CSS Portal. Inspections that are entered before 4 p.m. will be scheduled for the following business day, in most cases. Inspection hours are 8 a.m. – 4 p.m., Monday through Friday. NO SPECIFIC APPOINTMENT TIMES DURING INSPECTION HOURS CAN BE SCHEDULED. For questions please call a customer service representative: 214.509.4130. Office hours are Monday – Friday from 8 a.m. – 5 p.m.

CANCELLATIONS & RE-INSPECTION FEES

Cancellations:

Cancellations must be called in to a customer service representative at 214.509.4130 no later than 8:30 a.m. the day of the inspection.

Re-Inspection Fees:

IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE WORK IS READY FOR AN INSPECTION TO BE CONDUCTED. ALL FEES MUST BE PAID BEFORE THE FINAL INSPECTION CAN BE REQUESTED. PLEASE FOLLOW THE ESTABLISHED PROCEDURES SO WE MAY COMPLETE YOUR INSPECTIONS IN A TIMELY MANNER.

Inspection Questions:

Please do not call the office with questions regarding a RED TAG. You will be referred to your inspector. You may also email your inspector at BPInspections@allentx.gov.

City of Allen | Community Development | Building & Permitting Division
305 Century Parkway, Allen, Texas 75013-8042
214-509-4130
allentx.gov . permit@allentx.gov

ALLEN TEXAS

HOW TO REGISTER FOR AN ACCOUNT

Citizen Self-Service (CSS) Portal

City of Allen Building & Permitting Division:

allentx.gov/css

Instructions last modified: August 2026

HOW TO REGISTER FOR AN ACCOUNT

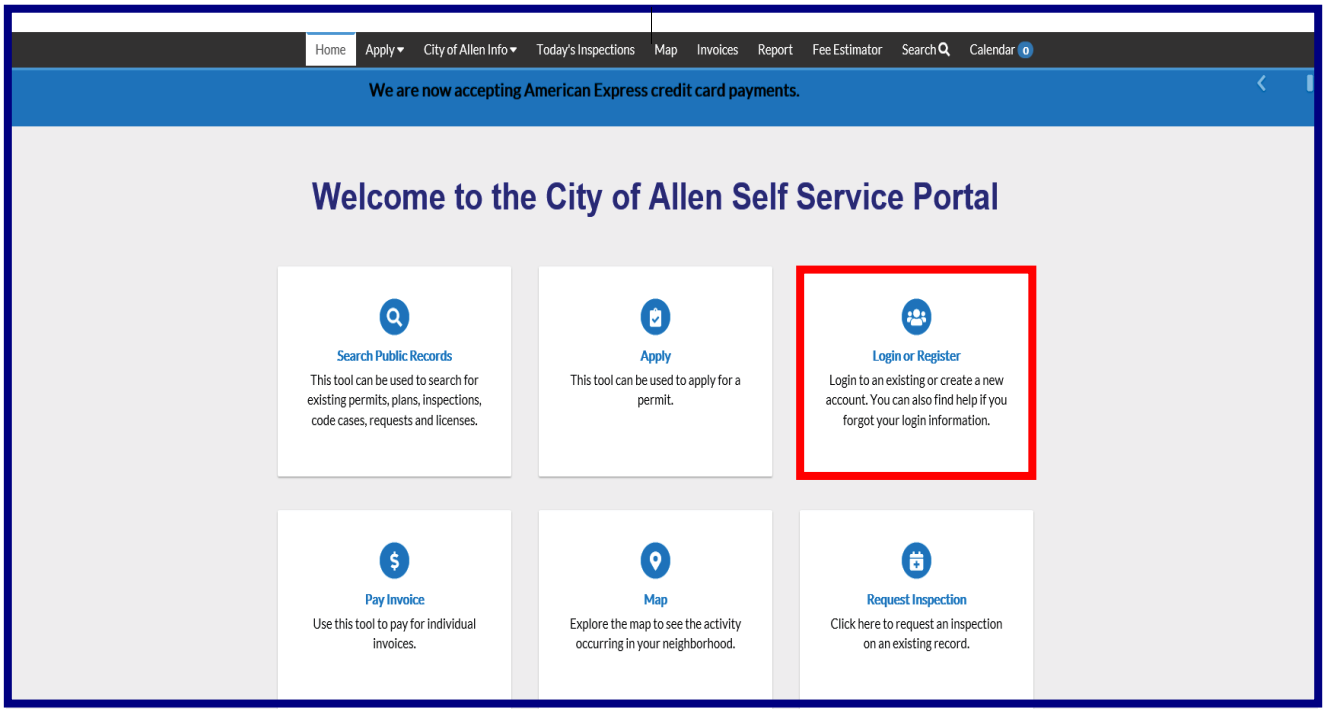
CITIZEN SELF-SERVICE (CSS) PORTAL

STEP 1 REGISTER FOR AN ACCOUNT

Both CONTRACTORS* and CITIZENS will need to register for an account in the CSS Portal prior to applying for a permit: allentx.gov/css

***NOTE FOR CONTRACTORS:**

You must complete your Contractor Registration with the City of Allen on the CSS Portal prior to applying for a permit.



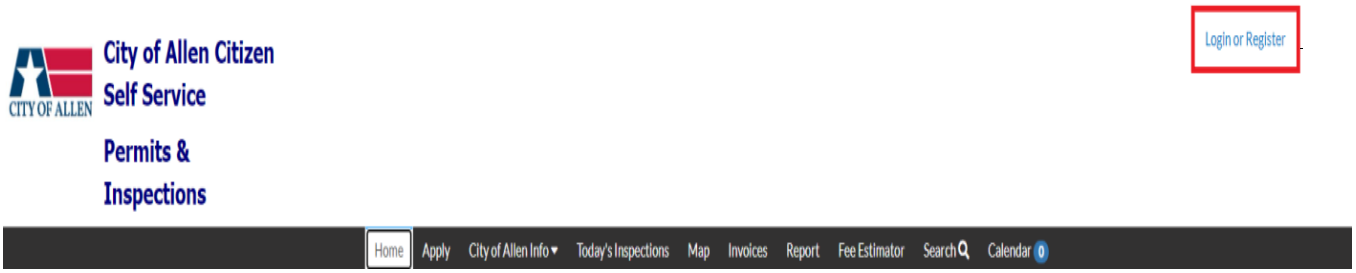
Citizen Self Service (CSS)

Account Login Instructions

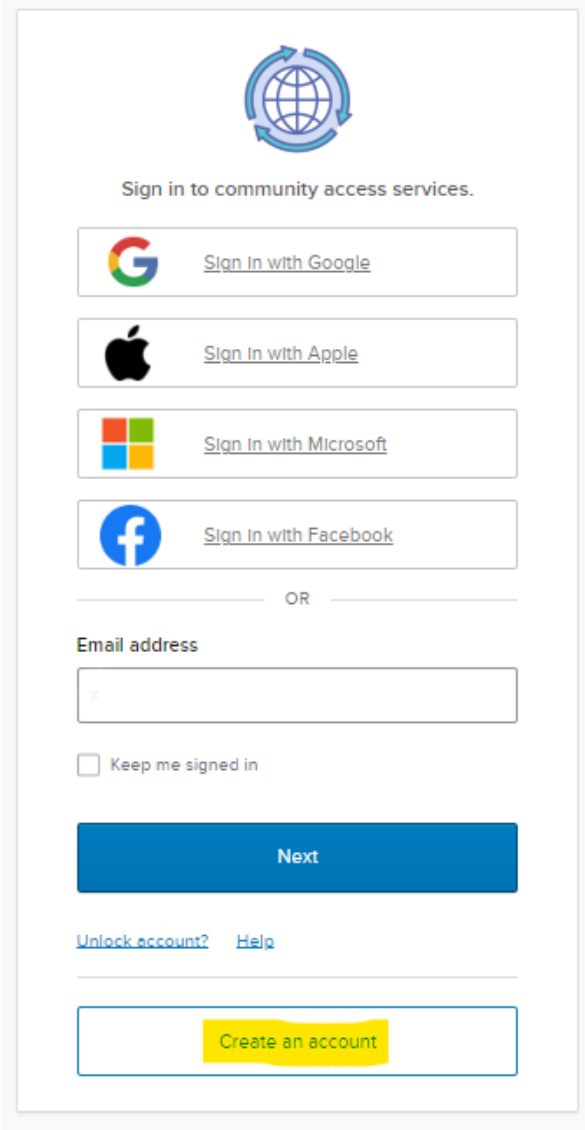
New Customers:

Existing Customers: Start on page 7

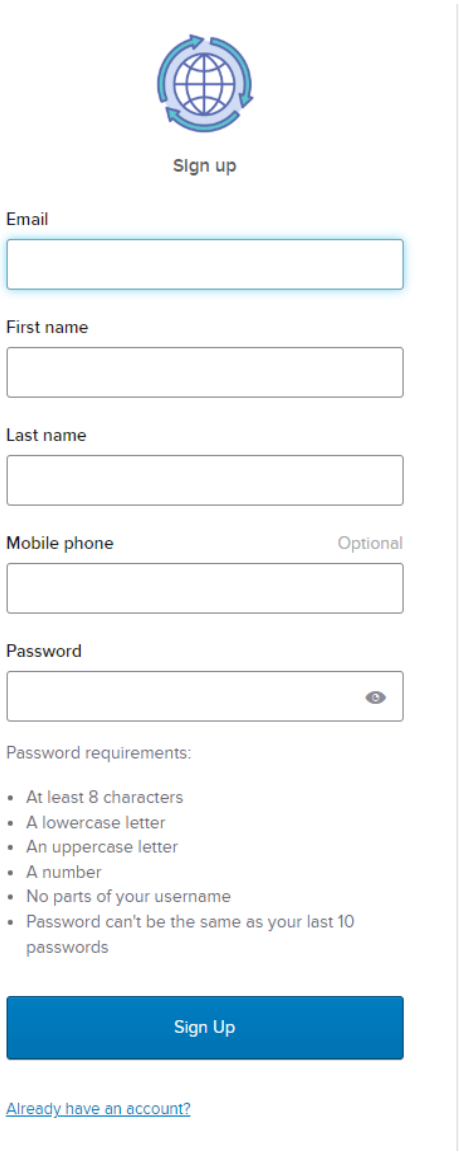
1. **Select Login or Register.**



2. **Select Create an account.**



4. Fill out the required information and follow the authorization steps.



Registration

Step 1 of 3: Acknowledgment

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

Step 2 of 3: Personal Info

***Required**

First Name

Middle Name

Last Name

Company

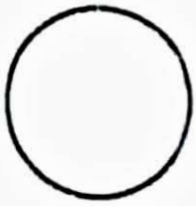
*Contact Preference

*Email

Additional Contact Information

Back Next





Verify with your email

We sent an email Enter the verification code in the text box.

Enter Code

Verify

Return to authenticator list

Back to sign in

Registration

Step 3 of 3: Address

***Required**

*Address

City

State

Zip Code

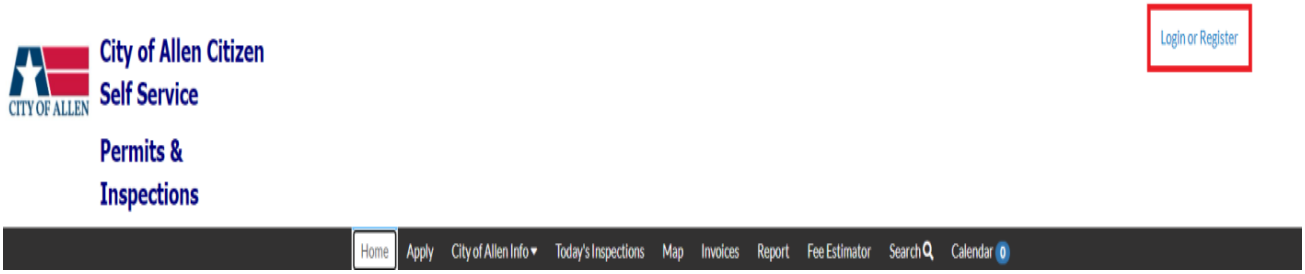
Back Submit

Existing Customers:

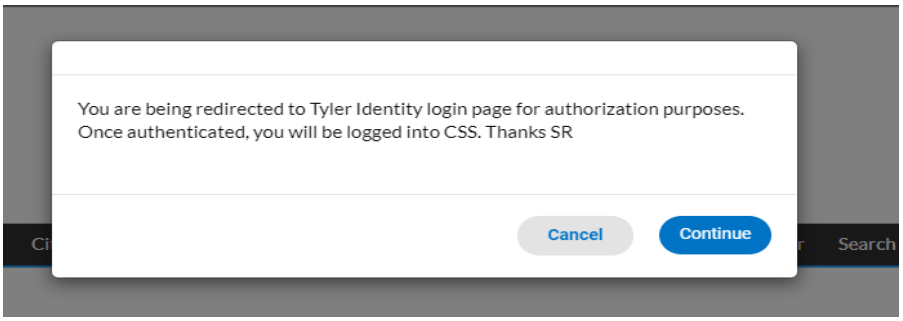
IMPORTANT: If you logged into CSS previously with a **USERNAME, please review the 'New Customers' instructions and sign up using the same **EMAIL** that was associated with that Username.

If you logged into CSS previously with an **EMAIL**, please proceed with the steps below.

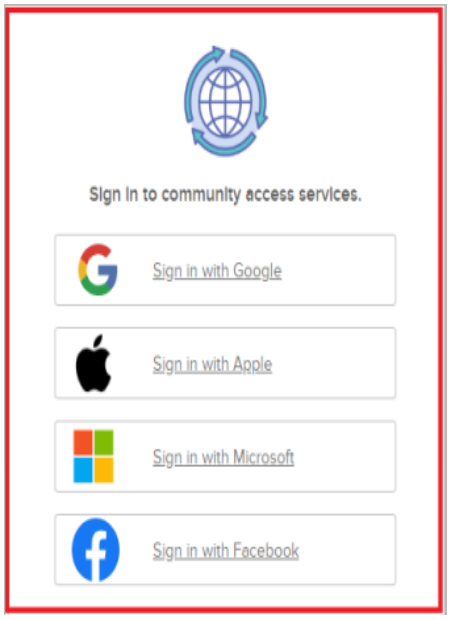
1. **Select Login or register.**



2. You will be prompted by a pop-up box: Select continue

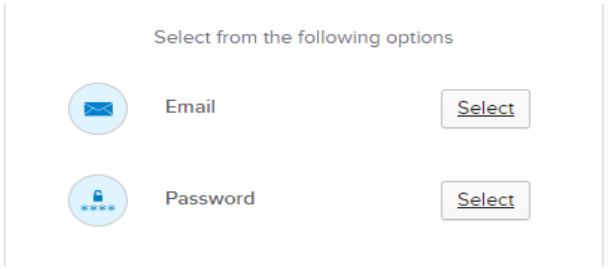


3. Select a sign-in option: If you had registered with CSS with an email address from one of the below providers, the social login works similarly to registering with that email address, if not, proceed to Step 4.

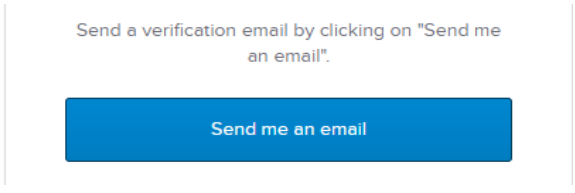


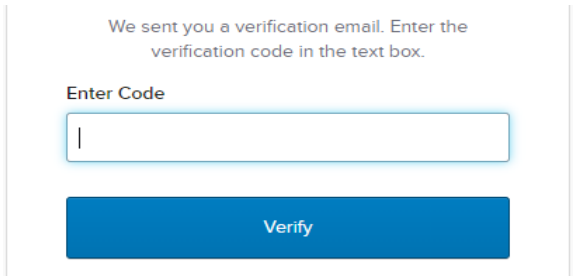
4. Log in with your previous CSS email – where you will be asked to verify your identity via Email or Password. If you select email, a 6-digit verification code will be sent to the listed email address to enter and proceed. If you select Password, you will need to enter the same password as you did previously when logging into CSS.

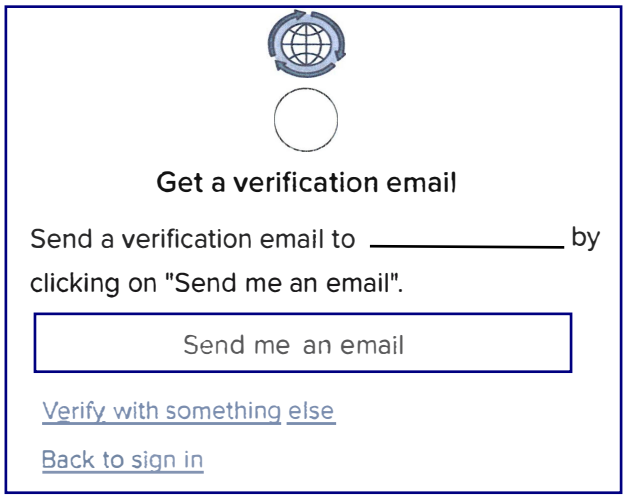




Email Option:







Password Option:



If you're an existing customer, and the above steps do not work – it is likely that you will need to relink your account by following the steps in the 'New Customer' section. Remember it is important to use the **same email** associated with your account, unless you are a new customer.

If you are still needing assistance, please contact the Building Permits Department at 214-509-4130 or permit@allentx.gov.

ALLEN TEXAS

HOW TO APPLY FOR A PERMIT

Citizen Self-Service (CSS) Portal

City of Allen Building & Permitting Division:

allentx.gov/css

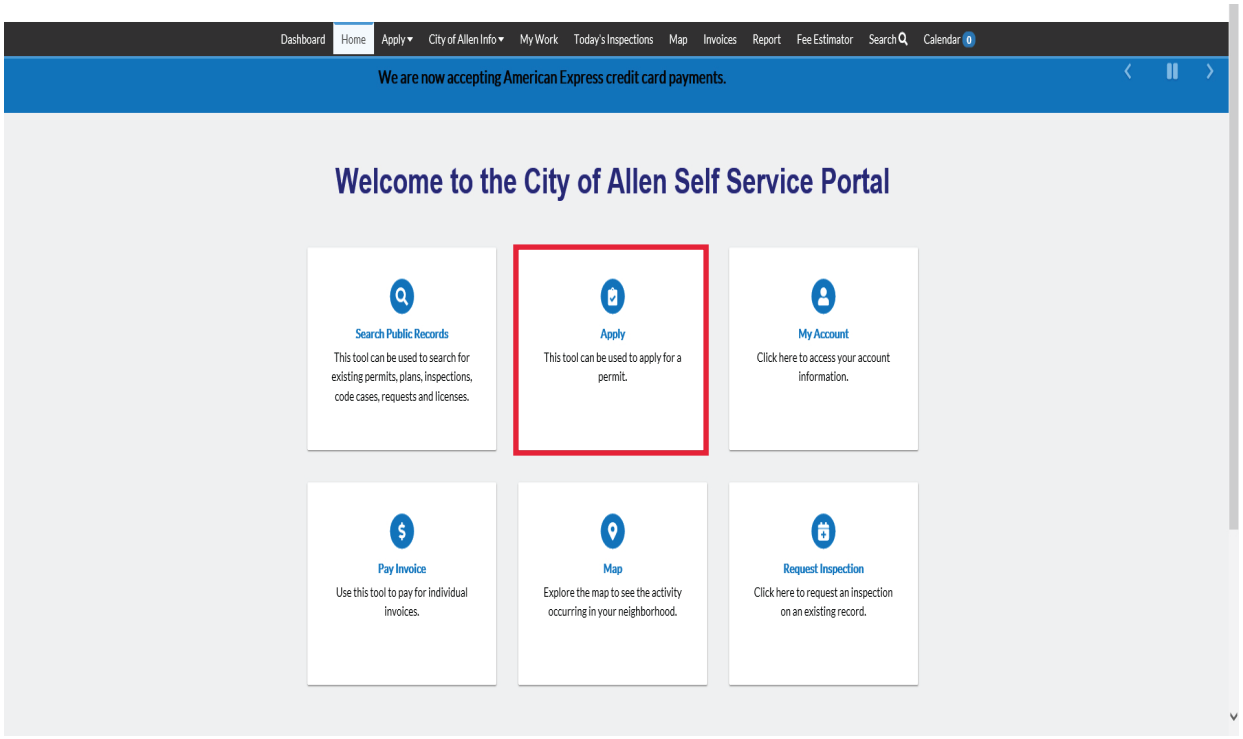
Instructions last modified: August 2026

HOW TO APPLY FOR A PERMIT

CITIZEN SELF-SERVICE (CSS) PORTAL: BUILDING & PERMITTING WEBSITE

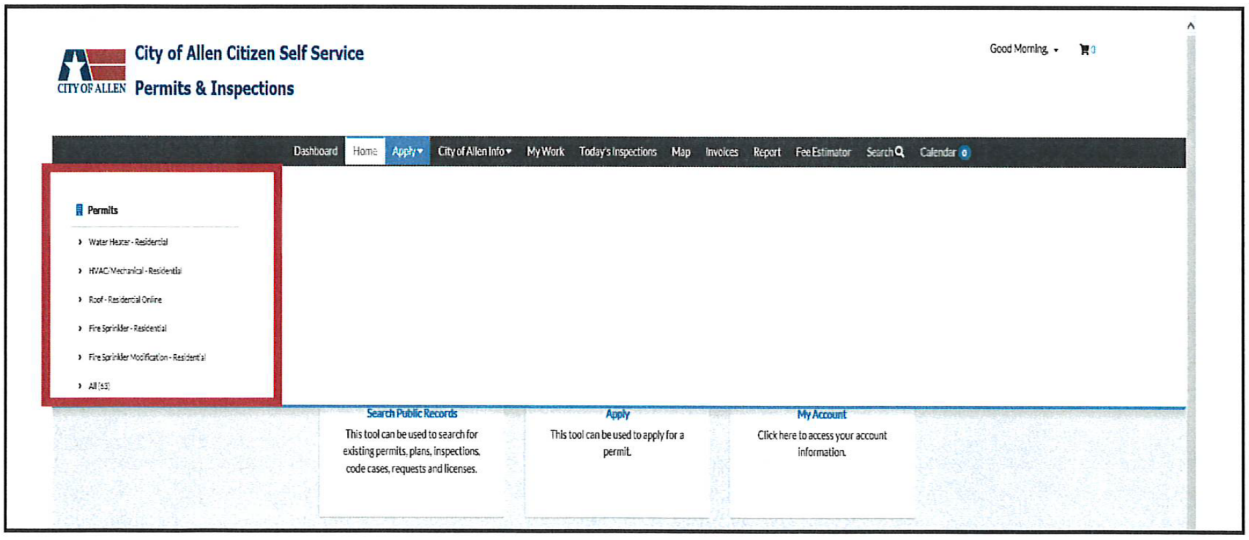
STEP 1 LOG INTO YOUR ACCOUNT

You will arrive at your home page, or 'Dashboard'. Click the 'Apply' button.



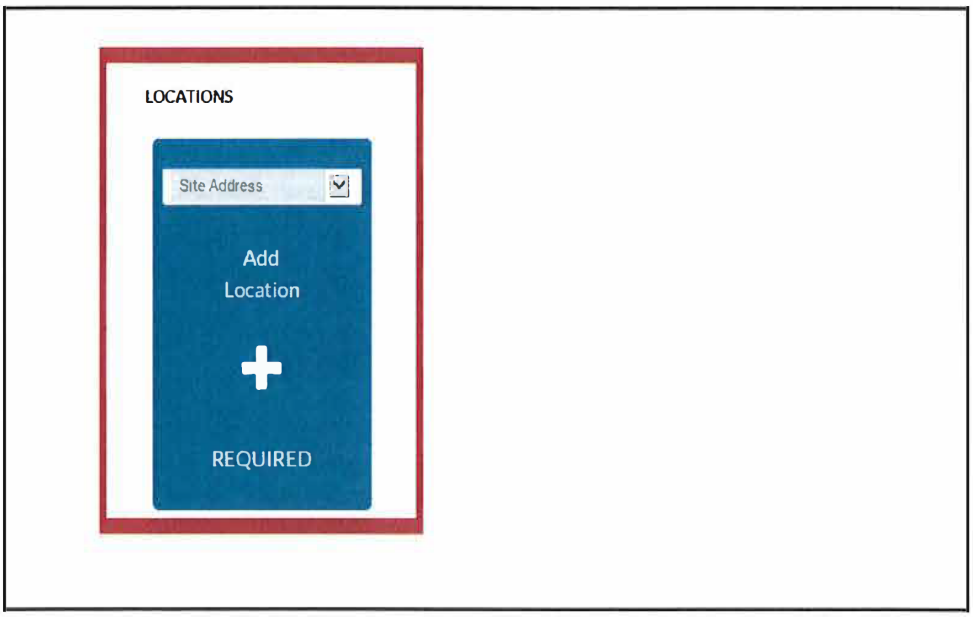
Instructions last modified: ¶Ăʳ 2026

STEP 2 CHOOSE YOUR PERMIT TYPE



STEP 3 COMPLETE YOUR APPLICATION

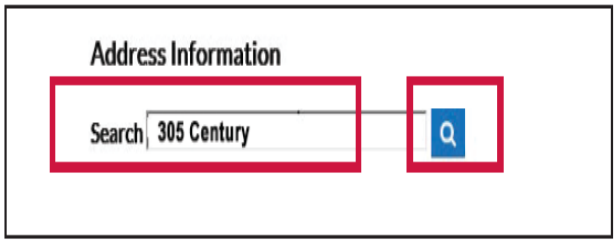
Click the "+" button to add the location of submittal.



View the list of permits. If you do not see the permit type you need, click 'All' to view all options.

STEP 4 ENTER ADDRESS

Enter your address **WITHOUT** street suffix (DR, ST, BLVD) or parcel number into

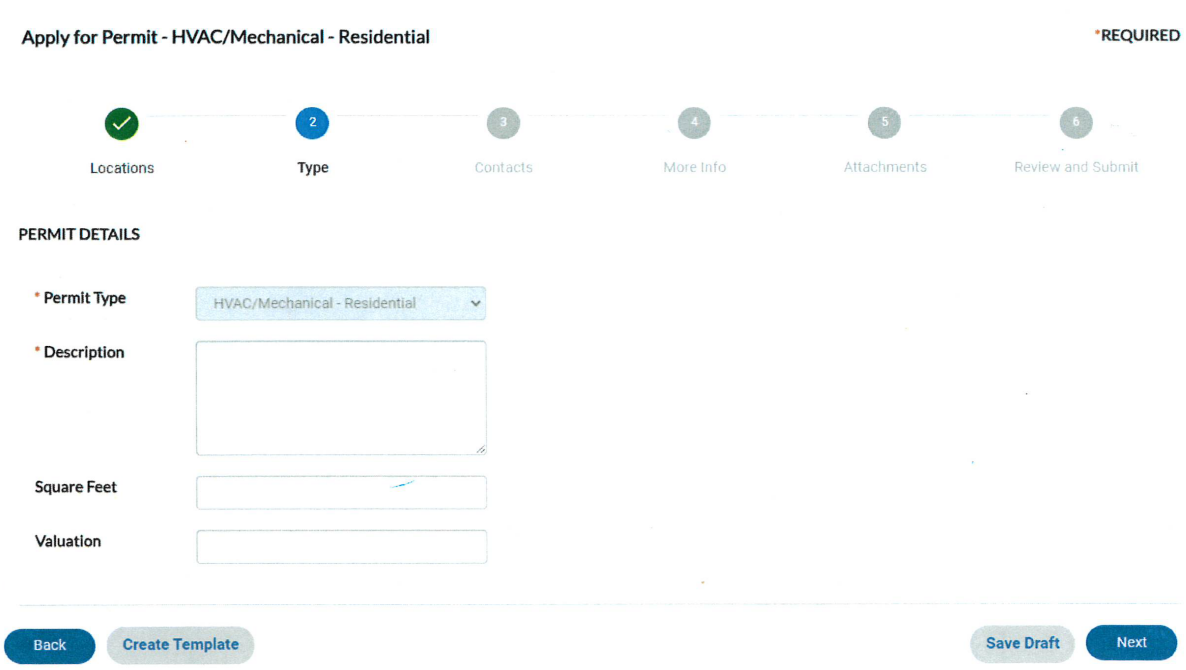


HELPFUL TIP

Addresses must be added without the street suffix. See examples below.

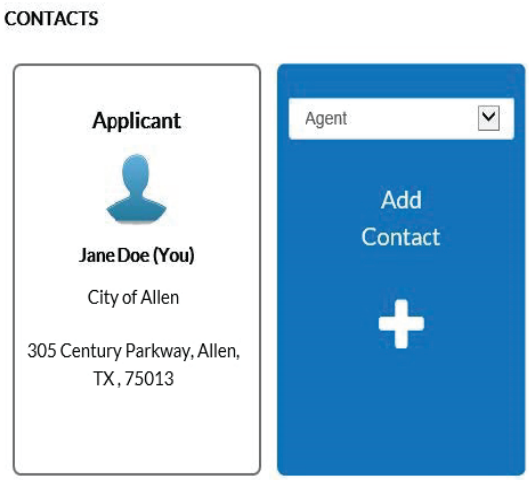
ACCEPTED: 305 Century, 305 CENTURY, 119249 (if entering by parcel number)
NOT ACCEPTED: 305 Century Parkway, 305 CENTURY PKWY, 305 Century Pkwy.

STEP 5 PERMIT DETAILS



the 'Search' field, then click the magnifying glass to search.

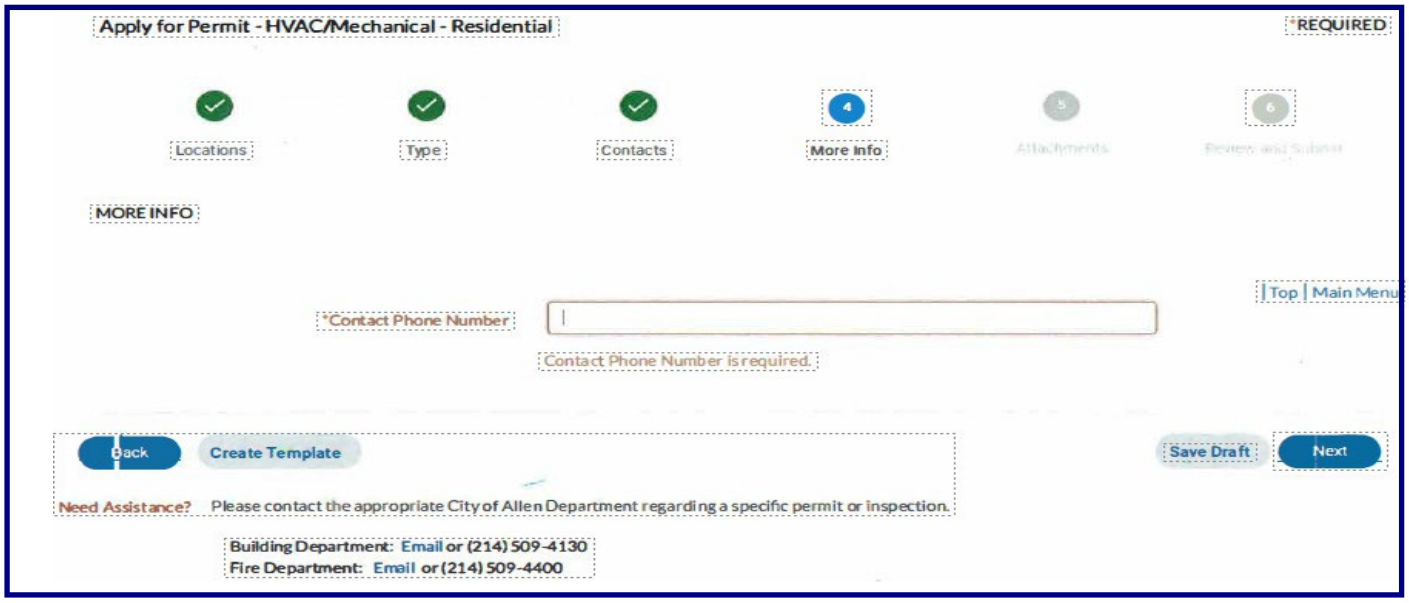
STEP 6 ATTACH REQUIRED DOCUMENTATION



HOW TO APPLY FOR A PERMIT

CITIZEN SELF-SERVICE (CSS) PORTAL: BUILDING & PERMITTING WEBSITE

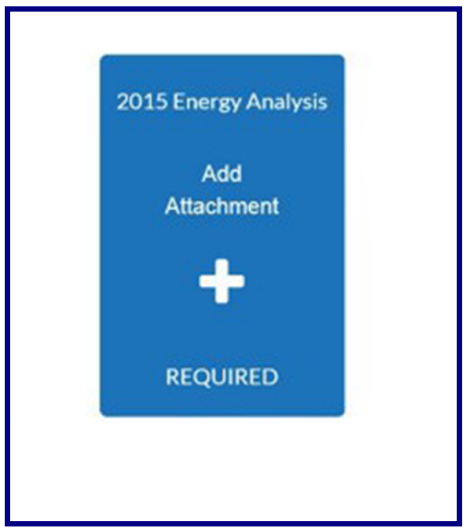
STEP 7 ADDITIONAL INFORMATION



View applicant and add additional contacts: You will automatically be listed as the applicant but may add additional contacts.

STEP 8 ATTACH ADDITIONAL REQUIRED DOCUMENTATION

Attachment options will vary by submittal type. If the attachment is marked '**REQUIRED**', the attachment is mandatory.



HELPFUL TIP

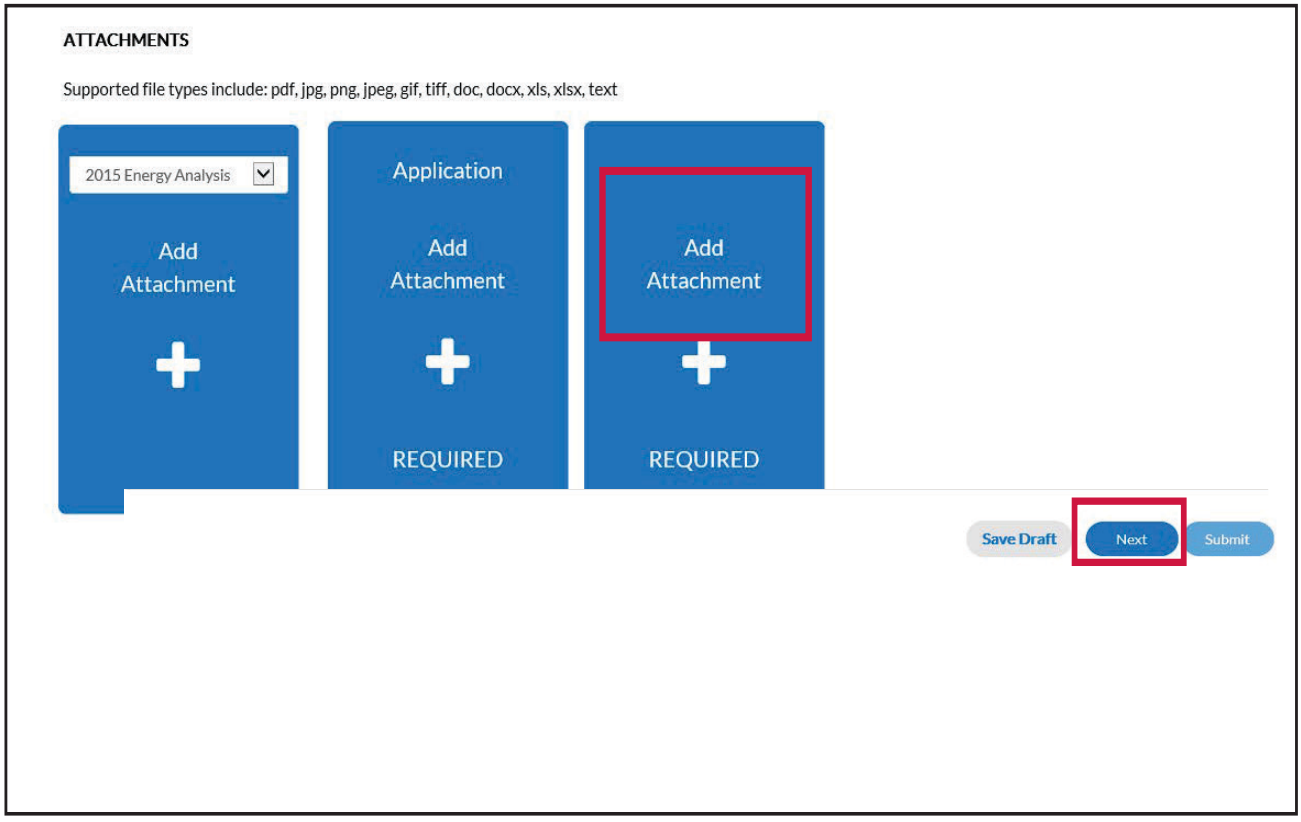
UPLOADING REQUIRED DOCUMENTATION?

ONLY PDF DOCUMENTS ACCEPTED

Other file types are not supported.

STEP 9 ATTACH REQUIRED DOCUMENTATION (CONTINUED)

To upload attachments, click **"+"** by the corresponding attachment card or drag and drop the file onto the **"+"** symbol.



HOW TO APPLY FOR A PERMIT

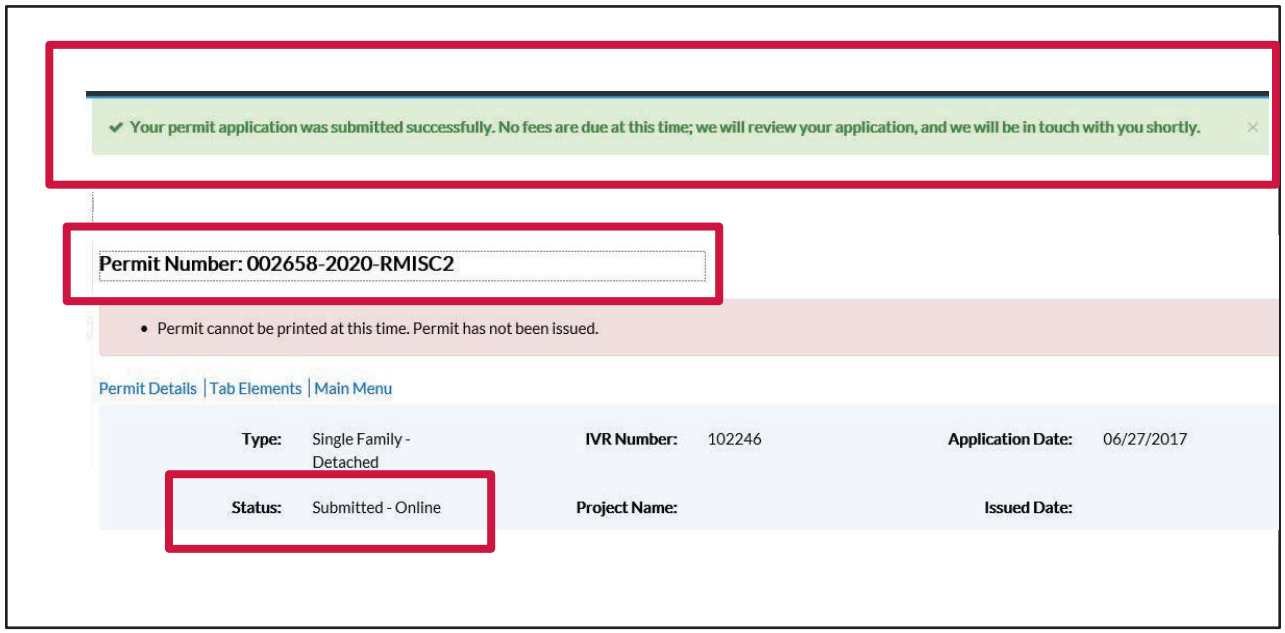
CITIZEN SELF-SERVICE (CSS) PORTAL: BUILDING & PERMITTING WEBSITE

STEP 10 REVIEW APPLICATION SUMMARY & SUBMIT

After completing general information, you will be taken to the **'Application Summary'** page. You may **'Save as Draft'** to save your progress, click **'Back'** to review your information, or **'Submit'** to finalize your application.



After clicking **'Submit,'** you will be redirected to a confirmation page stating that your application was submitted successfully. If desired, make note of **your Permit/ Plan number** for your records. You can check the progress of your application and view changes to your status anytime you log into your CSS account.



Thank you for your application with the City of Allen, we appreciate your business! For more information or if you need further assistance, please contact Building & Permitting at 214-509-4130 or permit@allentx.gov.

Contractor Registration Application

ALLEN TEXAS

Business Information:		
Business Name:		DBA:
Business Address:		Office #:
City/State:	Zip:	Fax #:
E-mail Address:		
Owner of Business (if other than Contractor) contact information:		

Contractor Information	
Name:	State, Trade or Master License # (if applicable):
Address:	License Exp. Date:
City/State/Zip:	Phone #:
Email:	Fax :#:

COLOR COPIES OF CONTRACTOR'S DRIVERS LICENSE AND TRADE LICENSE ARE REQUIRED

Contractor Classification:	
Backflow Tester: ☐ (General) ☐ (Fire) Electrician: ☐ (Master) ☐ (Journeyman) ☐ Energy Inspector ☐ HVAC/Mechanical ☐ Irrigation Contractor ☐ Plumber (Master) Sign: ☐ Contractor ☐ (Master Sign Electrician) ☐ Trash Hauler	☐ General Contractor ☐ Concrete ☐ Fence ☐ Foundation ☐ Pool ☐ Roofer ☐ Other: _____

Responsible Parties	
I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF MY CONTRACTOR REGISTRATION AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).	
APPLICANT NAME:	**SIGNATURE:**
CONTACT PHONE:	**DRIVERS LICENSE #/STATE:**

FEE PAID:	RECEIVED BY:	DATE:
CONTRACTOR #:	EXPIRATION DATE:	

TO BE FILLED OUT ON THE CSS PORTAL

City of Allen | Community Development | Building & Permitting Division
305 Century Parkway, Allen, Texas 75013-8042

214.509.4130
allentx.gov • permit@allentx.gov

ALLEN TEXAS

Permit Number _____

CONTRACTOR / TRADE INFORMATION

GC Company Name: _____

Address: _____

Contact Phone Number & Email: _____

Electric Company Name: _____

Master's Name & Number: _____

Company Address: _____

Contact Phone Number & Email: _____

Valuation: _____

Plumber Company Name: _____

Master's Name & Number: _____

Company Address: _____

Contact Phone Number & Email: _____

Valuation: _____

Mechanical Company Name: _____

Master's Name & Number: _____

Company Address: _____

Contact Phone Number & Email: _____

Valuation: _____

Irrigation Company Name: _____

Master's Name & Number: _____

Company Address: _____

Contact Phone Number & Email: _____

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ALLEN TEXAS

CITY OF ALLEN

Structure Fire Restoration Requirements and Guidelines

We are here to help, so please feel free to contact our permitting staff using the information below with any questions that may arise.

Below is a list of requirements related to the restoration of structures that have been damaged by a fire event. It is imperative that the contractor/Responsible Party contact the Building Division as soon as possible, to prevent unnecessary delays during the reconstruction process.

- The Contractor/Responsible Party must contact the Building Department to arrange a **Pre-Permitting Inspection**, so we may assess the scope of work and submittal documentation required for the restoration. Demolition or Restoration may **not** begin prior to this inspection.

- A Demolition permit will be required if the house is to be demolished.

- Depending on the level of damage, a Structural Engineer Licensed in the State of Texas may be required to submit structural drawings.

- Only CWD waste containers may be utilized and may not be placed in the street without prior approval. Any questions regarding waste containers can be directed to Donna Giles at dgiles@allentx.gov or by calling 214-509-4558.

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June 2026