



RESIDENTIAL

PERMIT & CONSTRUCTION PACKET

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

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Available online at
www.cityofallen.org

City of Allen
Community Development
Building and Code Division
305 Century Parkway, Allen, Texas 75013-8042
214/509-4130 • Fax 214/509-4139
www.cityofallen.org • permits@cityofallen.org



ADOPTED CODES

International Building Code 2021

International Residential Code 2021

International Plumbing Code 2021

International Mechanical Code 2021

International Fuel Gas Code 2021

International Energy Conservation Code 2021

International Fire Code 2021

*** National Electrical Code Per TDLR**

*** Any non-exempt electrical work started on or after September 1, 2023, must be installed in accordance with the 2023 NEC.**

TDLR: <https://www.tdlr.texas.gov>

Local Amendments can be found at www.cityofallen.org/Adopted Codes

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Guide to Residential Building Permit Submittals

Apply for all permits through our online Citizen Self-Service (CSS) Portal:
<https://energovweb.cityofallen.org/energov/selfservice/home>



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 (Exempt from permit requirement if less than 120 square feet)	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	Building Permit Application
	Solar Photovoltaic Plan Review Guideline
	Construction Plans / Site Plans

Residential Permits Water Heater, Roof, HVAC Over the Counter – Mechanical, Electrical and Plumbing	Online submission (CSS Portal)
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Building Permit Fees



(Res. No. 2118-11-02(R); Res. No. 2312-7-04(R); Res. No. 2870-10-09(R); Ord. No. 3105-9-12; Res. No. 3111-9-12(R); Ord. No. 3125- 11-12; Ord. No. 3678-6-19)

Contractor/Inspector Registration Fees Fee for all contractors who are required to be registered with the City pursuant to Section 3.10 of the Allen Land Development Code and/or Chapter 4 of the Code of Ordinances The contractor registration fee shall be paid in addition to other provisions and fees required.	\$50.00 annually
Re-Inspection and After Hours Fees	
1st Re-inspection Fee	\$50.00
2 nd Re-Inspection Fee	\$75.00
3 rd Re-Inspection Fee	\$100.00
Investigative fee/work prior to permit issuance:	Equal to the amount of the permit fee
Unauthorized cover up fee:	\$50 plus an additional inspection fee (if required)
After-Hours Fee	\$50.00/hour, 2 hour minimum
Inspections in which no fee is specifically indicated	\$50.00/hour
For use of outside consultants for plan checking, inspections or both	Actual Cost
Building Permit Fees	
Residential Single-Family, Duplex and Townhome	\$0.42/square foot plus \$0.10/square foot for plan review
Multi-Family	\$450/unit plus \$112.50 (per unit) plan review fee
Commercial Addition	Fee determined by Fee Table 1
New Construction, Finish Out & Shell Building	Fee Table 1, plus 25% plan review fee (Commercial only)
Residential Addition	\$0.42/square foot plus \$0.10/square foot for plan review

Residential Alteration	
1) Over-the-Counter Permits (includes electrical, mechanical, and plumbing trades)	\$75.00
2) Solar	\$300.00
3) Window Replacement	\$150.00
4) Accessory Building < 120 sq ft	\$25.00
5) Accessory Building > 120 sq ft	\$50.00
6) Arbor/Patio/Carport	\$200.00
7) Concrete	\$50.00
8) Fire Place/Fire Pit/Grill	\$90.00
9) Misc.	\$50.00
10) Outdoor Kitchen	\$90.00
11) Retaining Wall	\$150.00
12) Storm Shelter	\$100.00
13) Complete HVAC System	\$175.00
Commercial Alteration	Fee Table 1, minus a 30% discount

Single Fee Items	
Accessory Structures	
1) 120 sq. ft or less	\$25.00
2) In Excess of 120 sq. ft.	\$50.00
Certificate of Occupancy	\$100.00
Demolition	\$50.00
Duplicate Permit (Re-print)	\$3.00
Fence (Residential only)	\$25.00
Foundation Repair	\$50.00
Landscape Irrigation Permit	
1) One and Two-Family Dwelling	\$75.00
2) Commercial and Multi-Family	\$10/zone
3) Minimum Fee	\$75.00
4) Maximum Fee	\$500.00
Moving	\$50.00
Re-roofing – Residential Only (repairs/replacements exceeding 1 sq. ft.	\$150.00
Screening Wall	\$40.00
Spa Permit	\$50.00
Swimming Pool, In Ground	\$150.00
Swimming Pool, Above Ground	\$50.00
Temporary Building	\$50.00
Water Heater	\$30.00
*Note: any fee not mentioned shall be based on actual cost and then determined by using Fee Table 1 .	

Fee Table 1: <u>Includes all commercial</u>	
Total Valuation	Fee
\$1.00 TO \$500.00	\$23.50
\$501.00 TO \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Building Permit Application

Permit Number _____

All permit applications must be submitted online using the CSS Portal available at:

<https://energoweb.cityofallen.org/energov/selfservice/home>

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:	



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October 2022



Permit Number _____

Site Address: _____

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: _____

Address: _____

Contact Phone Number & Email: _____

RESIDENTIAL PLAN REVIEW GUIDLINE

2021 IRC, 2021 IECC & 2020 NEC



SUBMITTAL REQUIREMENTS

The following documents must be electronically submitted with application via the Citizen Self Service Portal: cityofallen.org/css

- 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 2021IECC)
 - Completed Construction Site Waste Consent Form cityofallen.org/energycode
 - 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/929/Water-Conservation>



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: _____ SUBDIVISION: _____

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

GUIDELINES FOR INSPECTIONS



I. POST TENSION FOUNDATION INSPECTION

- a. The City of Allen requires a letter from a Registered Professional Engineer to certify that the post tension foundation inspection is in compliance with engineer design along with a City inspection. The letter must include approval of post tension foundation elements according to engineered plans and approval of under floor plumbing, mechanical, and electrical according to City of Allen regulations. The letter must include the engineer's seal, the engineer's signature, and the inspecting technician's signature, if different from the engineer. The letter must be in the building **permit packet** at the plumbing rough-in top-out inspection.
- b. You may not have an engineer approve a City inspection based on a red tag received from the City inspector.
- c. A form survey is required to be submitted and approved prior to a pre-form board inspection.

II. SIDEWALK, DRIVE, APPROACH FLATWORK INSPECTION

- a. Form boards, rebar, reinforcement, sand base, and expansion joint materials are to be in place for inspection. Flatwork inspections must be requested as any other inspection to be completed by the City of Allen. The flatwork inspections may be requested at any time in the process before the final inspection. In addition to field inspections, a concrete truck trip ticket, which indicates the strength of the concrete used for that particular address, must be placed in the **permit packet** for pick-up during the City's final building inspection. Minimum concrete strength required is 3,000 PSI. The flatwork for sidewalk, drive and approach should be requested together. All flatwork is required to be doweled into existing building foundation where it abuts.

III. TEMPORARY POWER - CHECK FOR:

- a. Post address on pole visible from right-of-way (alley/street).
- b. Post **permit packet** on site with permit, application, and City stamped plot plan.
- c. Meter to be between 4' to 6' above grade braced pole per electric utility specs.
- d. Grounding installed, driven 8'0" into ground, copper clad rod.
- e. Plugs and breakers of 110 volt and 220 volt to have GFCI protection.

IV. PLUMBING ROUGH WATER, SEWER, AND GAS (if applicable) - CHECK FOR:

- a. Post address visible from the street.
- b. Post **permit packet** with permit, application, City stamped plot plan, and sealed form board survey attached inside near front door.
- c. Trash bin receptacle of 64 sq. ft. size must be in place for the duration of the project.
- d. PVC and DWV waste pipe lines must be in firm select fill bedding.
- e. Double cleanout and sewer tap are cemented in place.
- f. Water, drainage and gas piping must be on the test.
- g. Storm water runoff and ground water is causing an excessive amount of infiltration into the City's sewer system during the rough-in stage. Please do not open the test tee until the test balls are ready to be installed. Replace the test tee plug immediately after the test balls are removed. Failure to install both test balls will result in a "not ready" re-inspection status.

- h. If any City employee observes a connection to the City water supply without a metering device, the matter will be adjudicated as provided by law. The City staff does appreciate your cooperation with this matter. If you need assistance, please contact the Building & Code Compliance Division at 214.509.4130.
- i. All PVC drainage extending through slab to be sleeved completely and all exposed water lines beneath slab.

V. SINGLE-FAMILY PLUMBING TOP-OUT/HVAC ROUGH-IN and GAS - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door.
- c. All water piping to be under pressure from water or air.
- d. DWV piping with water hydro test to the highest fixture.
- e. Steel Pipe 10 lbs. with diaphragm gauge, high pressure side of stainless flex piping system 60 to 65 lbs. with 100 lb. gauge.
- f. All heating, ventilation, and air conditioning duct and equipment systems to be installed and supported with 6" saddles and solid metal straps 1" supported to structure.
- g. Insulate all water lines in exterior walls and attics that are subject to freezing.
- h. Plumbing installed must meet all International Plumbing Code requirements.

VI. FRAMING INSPECTION - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door with stamped set(s) of plans.
- c. All framing to be visible for inspection, such as:
 - i. Sheathing complete and nailed properly - all exterior holes and joints sealed.
 - ii. Stud attachment, size, and spacing.
 - iii. Fire block and draft stop.
 - iv. Ceiling/floor joist size, attachment, spacing, and spans - manufacture engineer product plan to be on site with live and dead loads specified.
 - v. Roof rafter size, attachment, spacing and spans with rafters tied per plan.
 - vi. Roof purlin, vertical strut support, size, attachment, spacing and spans.
 - vii. Wall bracing with 4 ft. structural sheathing, <2'8" or less with hold-downs or engineer's plan on site for alternate.
 - viii. Chimney cap, vent caps and roof boots in place.
 - ix. Electric wiring rough-in complete and installed after house dry-in. Outlets required on stair landings with 2 ft. or more wall space, and light under stairway if finished out.
 - x. Factory fireplace set in place with chimney or masonry fireplace complete for viewing clearance to combustibles/chase of chimney poly seal all holes and voids.
 - xi. All fireplaces shall have a gas valve installed to Code. Gas valves shall be readily accessible, not hidden.
 - xii. Brick veneer ties at first story, install per Code.
 - xiii. Do not cover framing for porches, balconies, decks, or similar appendages until after the inspection is approved.
 - xiv. Close openings with windows, doors, or equal to weatherize enclosure for insulation.
 - xv. All load bearing wall bottom plates must be secured to foundation. The material shall be pressure treated lumber or equal, ½" anchor bolts with washers 6 ft. o.c. and 12" from corners and splices in lumber. An alternate anchor may be used if approved by Building Official.

- xvi. All plumbing pipe wet walls shall be 2x6 minimum.
- xvii. Bath area shall have ventilation vented to outside AC as per code (if a door is installed at the water closet room, an additional vent is required in the bath/shower area).
- xviii. Minimum 2x—floor underneath water heaters.
- xix. All frame and blocking to meet Code.
- xx. All stairway risers and treads, fireblock to Code.

****NOTE: When a house wrap material will be installed after a frame (2nds) inspection, a separate brick tie inspection may be made after the 2nds inspection (See IVR Codes for code number to use on automated phone system).***

VII. ELECTRIC METER FOR UTILITY RELEASE - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door. Appropriate ground information/letter or forms to be inside packet.
- c. All wiring complete and fixtures set.
- d. Underground service wires installed to meter base.
- e. Electric meter conduit and base set.
- f. Service ground installed to N.E.C. specifications.
- g. Temporary power from t-pole to structure is prohibited.
- h. Spa and Jacuzzi motor installed, grounded and accessible for inspection, if applicable.
- i. All conductor wire shall be color coded.
- j. Electric panel shall identify location of cold water ground wire.
- k. 110V & 220V GFCI in utility room.
- l. Install all breakers for branch circuits.
- m. Ground letter required.

VIII. SINGLE-FAMILY PLUMBING/HVAC FINAL - CHECK FOR:

- a. Address posted and visible from the street.
- b. Post **permit packet** inside near front door.
- c. All plumbing fixtures to be set and water service turned on for inspection of all visible piping.
- d. Heating, ventilation and air conditioning with controls and equipment operational.
- e. Locking Freon caps on all ports on A/C condensers.

IX. SINGLE-FAMILY BUILDING FINAL/ELECTRICAL FINAL - CHECK FOR:

- a. Post address at front and rear of dwelling visible from the street(s) and alley.
- b. Place building **permit packet** inside near front door.
- c. Place Residential Energy Inspection Form/letter in permit packet, with the letter filled out completely and signed by a certified third party inspector including final lot survey.
- d. Landscaping requirements according to ALDC Section 7.05.3: 2 shade trees shall be planted for each dwelling unit.
- e. Electric meter set.
- f. Appliances set or a means to check electrical supply for such appliances.
- g. Interior and exterior to be completed, including final grading and drainage.
- h. All outlets above counter or located near a sink shall be GFCI. All exterior outlets must be waterproof and GFCI. All outlets in the garage must be GFCI. Outlet spacing on walls as per Section 210 of the NEC. Arc fault breaker circuits to all bedroom outlets.

- i. Electrical wiring for appliances must terminate in an “approved” receptacle outlet. As an alternate, the breaker may be removed at the electric panel.
- j. All types of conduit used, as a sleeve through masonry, or in any other configuration, shall be connected to an electrical box with “approved” fittings providing a secure connection. The most common location occurs at the A/C disconnect boxes.

FINAL INSPECTION NOTICES:

- The City of Allen staff must wear protective footwear at all times. This includes final inspections. Where final cleaning has occurred, we will clean our shoes the best we can. However, it will be difficult to assure we do not track some mud inside. It is suggested that no carpet be laid until after the final inspections are complete. You may choose to put in carpet runner protection to reduce any additional cleaning. Please inform your cleaning contractors of this information.
- Residential structures must obtain an approved final inspection prior to occupying the premises.
- When you are requesting your final inspection, our staff would appreciate notice far enough in advance of occupancy to allow for total and complete compliance. In addition, the release of your meter to the utility company will not be approved until such inspections are completed.
- Any structure that is occupied prior to the issuance of an approved final inspection will constitute a violation of Section 1.08 of the Allen Land Development Code. Such violation may result in a Municipal Court citation.
- All glass and glazing required by Code to have visible tempered glass seals etched into glass as required by Code.
- All exterior brick veneer wall expansion joints must be sealed with pliable caulk materials.
- Street identification numbers must be prominently displayed on the front of the structure, and easily visible from the street. The identification number will also be required to be displayed prominently in a location on the rear of the structure where it will be easily viewed from an alley, rear street or easement. This requirement is the result of an adopted fire code, which will allow instant identification of locations for emergency access. Final inspection will not be approved prior to installation of the street identification numbers in both locations.

Inspection	Location of Permit Packet
Temporary Pole	Attached to Pole
Foundation	Attached to Builder Sign Near Address
All Other	Inside Structure Attached Near Front Door



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 and Code Division

305 Century Parkway, Allen, Texas 75013-8042

214.509.4130 • Fax 214.509.4139

CityofAllen.org • permits@cityofallen.org



Residential Energy Code Compliance Form

Effective July 1, 2022

2021 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 R402.4 IECC 2021

If you chose 'Simplified Prescriptive Approach,' continue here

IRC 1101.13.1 Simplified Prescriptive for new homes and additions **over** 500 sq. feet

<u>Insulation</u>	<u>Minimum</u>	<u>Installed</u>	<u>Inspection</u>
Ceiling-Attic	R-38	_____	_____
Ceiling-Vaulted	R-22	_____	_____
Walls	20 or 13+5*	_____	_____
Floors	R-19	_____	_____
Basement Walls	R-6	_____	_____
Crawl Space	R-7	_____	_____
HVAC	Min 13	_____	_____
Glazing U-Factor	Max .35	_____	_____
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.

IRC 1108.1 Simplified Prescriptive for additions **less than** 500 sq. feet

<u>Insulation</u>	<u>Minimum</u>	<u>Installed</u>	<u>Inspection</u>
Ceiling	R-30	_____	_____
Walls	R-13	_____	_____
Floors	20 or 13+5*	_____	_____
Basement Walls	R-8	_____	_____
Crawl Space U-Factor	R-10	_____	_____
Glazing U-Factor	Max .35	_____	_____
SHGC	Max .25	_____	_____
HVAC	Min 13	_____	_____

Signature of Builder/Designer

Print Name

Date

* 13 cavity insulation + 5 continuous insulation

Permit Number:

Submittal Date:

City of Allen | Community Development | Building and Code Division

305 Century Parkway, Allen, Texas 75013-8042

P: 214.509.4130 • F: 214.509.4139

CityofAllen.org • permits@cityofallen.org



**Residential Energy Compliance Certificate - Energy Code
Requirements of the 2021 IRC (IECC)**
(Provide this form at building completion prior to final inspection)

Project Address: _____ Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

☐ **Rough-In Test Option (R403.3.3)** ☐ **Post Construction Option (R403.3.3)**

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 2021 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 (R402.4.1.2): _____ ACH50

I certify that I have conducted an **air leakage test and it has passed the requirements of the 2021 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 2021 IECC, as amended, for the selected compliance approach.

- ☐ Option 1(a) **Prescriptive: Sections N1101.14 (R401) through N1104 (R404)**
☐ Option 1(b) **Prescriptive: REScheck™ UA Approach Only: Sections N1101.14 (R401)-N1104 (R404) (attach report)**
☐ Option 2 **Performance: Section N1105 (R405) Performance Approach (attach report)**
☐ Option 3 **ENERGY STAR Certified Homes® (attach certificate)**
☐ Option 4 **Energy Rating Index Compliance Alternative (ERI): Section N1106 (R406) ERI: _____**
☐ Option 5 **ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance**

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____



RESIDENTIAL INSPECTIONS

SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2021 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 called into the City's automated phone system (IVR). Make sure that you follow the instructions indicated on the phone line precisely. You must have a phone access code (located on your permit - *please note* that there are different phone access codes for each trade) and the inspection type code (the list is available online or in your Construction Packet) to use the automated phone system. For your convenience, this line is available from 6 a.m. – 11:59 p.m. Inspections that are called in before 4 p.m. will be scheduled for the following business day, in most cases. Inspection hours are 8 a.m. – 5 p.m., Monday through Friday. **NO SPECIFIC APPOINTMENT TIMES DURING INSPECTION HOURS CAN BE SCHEDULED.** For questions or to report problems with the IVR system, 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 before 9:00 p.m. on the automated phone system, or call a customer service representative at 214.509.4130 no later than 8:30 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.

ITEMS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING WILL CONSTITUTE AN AUTOMATIC RE-INSPECTION FEE AND THE INSPECTION WILL NOT BE CONDUCTED:

- Work not complete on initial inspection
- Items not corrected on re-inspection
- Trash bin not provided on site
- Blowing trash not placed in trash bin
- Permit packet not provided on site
- Form survey not provided on site at plumbing rough inspection
- Drainage, water or gas line tests not performed
- No concrete around sewer tap or double clean-out
- Any portion of work covered
- Foundation letter not provided on site at plumbing top-out/HVAC rough-in inspection
- Full set of plans not provided on site for framing inspection
- Brick ties not installed at framing inspection
- Panel cover not removed for electric meter inspection
- Installing temporary electrical service
- Electrical panel left off after service is hot
- Grounding not complete on spa motor
- Electric meter base not complete

City of Allen
Community Development | Building and Code Division
305 Century Parkway, Allen, Texas 75013-8042
214/509-4130 • Fax 214/509-4139
www.cityofallen.org • permits@cityofallen.org

Plumbing Inspection Codes

100 Plumbing Rough
110 Plumbing Top Out
120 Water Line
130 Sewer Line
140 Water Heater
160 Gas Install/Repair/Test/Release
170 Gas Meter New Service Release
180 Grease Trap Interceptor
190 Well Water
199 Plumbing Final

Electrical Inspection Codes

200 Temporary Pole
210 Electrical Underground
220 Electrical Rough
230 Electrical Wall
240 Electrical Ceiling
250 Electrical Meter Release – Commercial
260 Electrical Meter Release – Residential
270 Emergency Release
280 Solar Tie In
299 Electrical Final

Mechanical Inspection Codes

300 Duct Rough
310 Grease Duct Fire Wrap
320 Grease Hood Duct
330 Vent-A-Hood
340 Refrigeration
399 HVAC/Mechanical Final

Building Inspection Codes

400 Piers
410 Foundation
420 Flatwork
430 Leave Out
440 Residential Framing
450 Residential Fire Rated Wall
460 Furr Down
465 Lathe
470 Sheathing
475 Shear Wall
480 Brick Tie
490 Retaining Wall
495 Model Home
499 SFD Final
2900 Fire Underground
2910 Insulation Fire/Pre-Sheetrock

Swimming Pool Inspection Codes

500 Belly Steel and Bond
525 P-Trap
160 Gas Install/Repair/Test/Release
550 Pool Deck and Bond
599 Swimming Pool Final

Sign Inspection Codes

600 Sign Foundation
610 Sign Piers/Footing
620 Sign Electrical
650 Sign Final

Irrigation Inspection Codes

695 Residential Irrigation Final
699 Commercial Irrigation Final

Commercial Inspection Codes

700 Tenant Separation Walls
720 Tilt/Concrete Wall
730 Commercial Fire Rated Wall
740 Roof Drain
750 Above Ceiling
760 Commercial Framing
770 Subdivision Wall
780 Screening Wall Footer/Mow Strip

Final Inspection Codes

900 Final
910 Accessory Building Final
915 Demo Final
920 Storm Shelter Final
925 Window Final
930 Solar Final
935 Fence Final
940 Roof Final
945 Street Light Final
950 Screening Wall Final
960 Trash Enclosure Final
965 Parks/Landscape Final
970 Engineering Final
975 Health Final
990 Commercial Final
999 Certificate of Occupancy Final
2990 Fire Final



IVR Line
(844) 381-8759
Available 24/7

**INSPECTION
VOICE
RESPONSE
SYSTEM**

Check Permit Status

**Inspection Services
and Status**

WELCOME

To the City of Allen Inspection Request System

It is available 24 hours/day and 7 days/week.
You can reach the system by calling:

(844) 381-8759

SYSTEM FEATURES

The interactive voice response (IVR) system includes the following features:

- Check Permit Status
- Check Inspection Status
- Request a New Inspection
- Cancel a Requested Pending Inspection
- Change the Date for a Requested Pending Inspection

SYSTEM REQUIREMENTS

Before calling the IVR System, be sure to have the following on hand:

- Touch-tone telephone
- 6-digit **PIN number** on your issued permit
- **Permit number** on your issued permit
- **Site address**
- Appropriate **inspection code** (refer to your permit for appropriate inspection codes or complete list of inspection codes on the reverse of this brochure)

CALLING IVR & PERMIT SELECTION

1. To continue in English, select (1) otherwise, select (2) for Spanish
2. Enter the 6-digit **PIN number** for your permit (refer to permit 2nd page)
3. Verify the **permit number** and **site address** (refer to permit 1st page)

MENU OPTIONS

When finished with any option, you may hang up or to choose one of the following:

- Perform another action on permit – (1)
- Switch to a different permit – (2)

TO CHECK PERMIT STATUS – (1)

- Obtain the current status of your permit

TO CHECK INSPECTION STATUS – (2)

- Obtain the current status of the most recent inspections for your permit

TO REQUEST A NEW INSPECTION - (3)

1. Enter the **inspection code**
2. Select an inspection date

🕒 *The cutoff time to request an inspection for the next business day is 4:00 pm - inspections are scheduled on business days between 8:00 am and 4:00 pm*
3. Enter a callback number for any questions for the inspector
4. To leave an optional message for the inspector select (1) OR select (2) to complete the inspection request

**Do not hang up until the
inspection request number
is issued by the system**

*** Please write down the assigned
inspection number for reference**

TO CANCEL A REQUESTED PENDING INSPECTION – (4)

1. Enter the **inspection code**
2. Confirm the inspection type and date before proceeding with cancellation

TO CHANGE THE DATE FOR A REQUESTED PENDING INSPECTION – (5)

1. Enter the **inspection code**
2. Select a new inspection date
3. Confirm the inspection type and new date before proceeding with change request

TO SWITCH TO A DIFFERENT PERMIT – (6)

1. Enter **PIN number** for different permit
2. Verify **permit number** and **site address**
3. Return to menu options



**For further assistance,
please contact:**

**Community Development
Building & Code**

**(214) 509-4130
8:00 am – 5:00 pm
Monday – Friday**

Contractor Registration Application



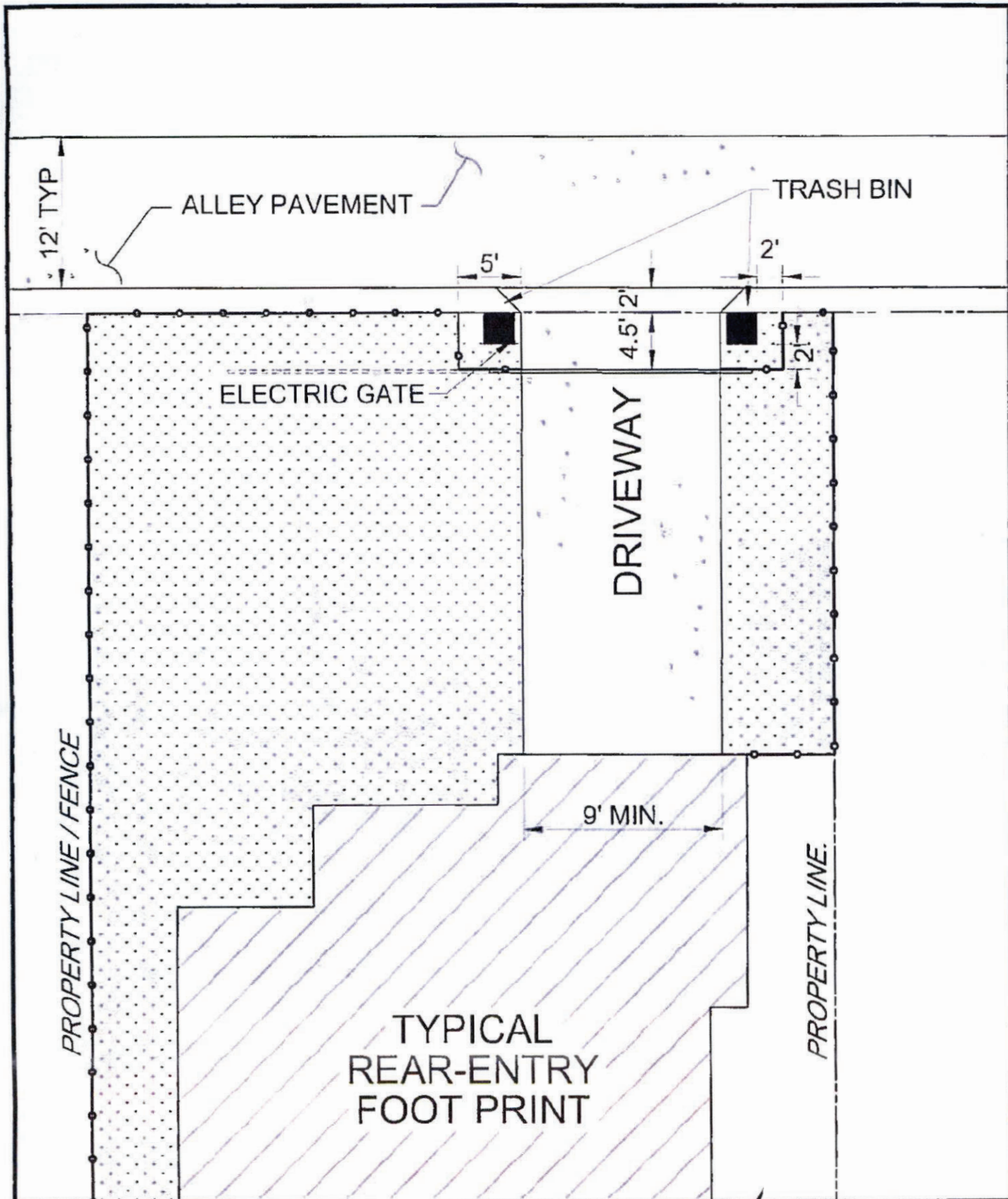
Business Information:		
Business Name:		DBA:
Business Address:		Office #:
City/State:	Zip:	Fax #:
E-mail Address:		
Owner of Business (if other than Contractor) contact information:		
Contractor Information		
Name:		State, Trade or Master License # (if applicable):
Address:		License Exp. Date:
City/State/Zip:		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:

RESIDENTIAL FENCE GUIDELINE



- 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***



DEPARTMENT OF ENGINEERING

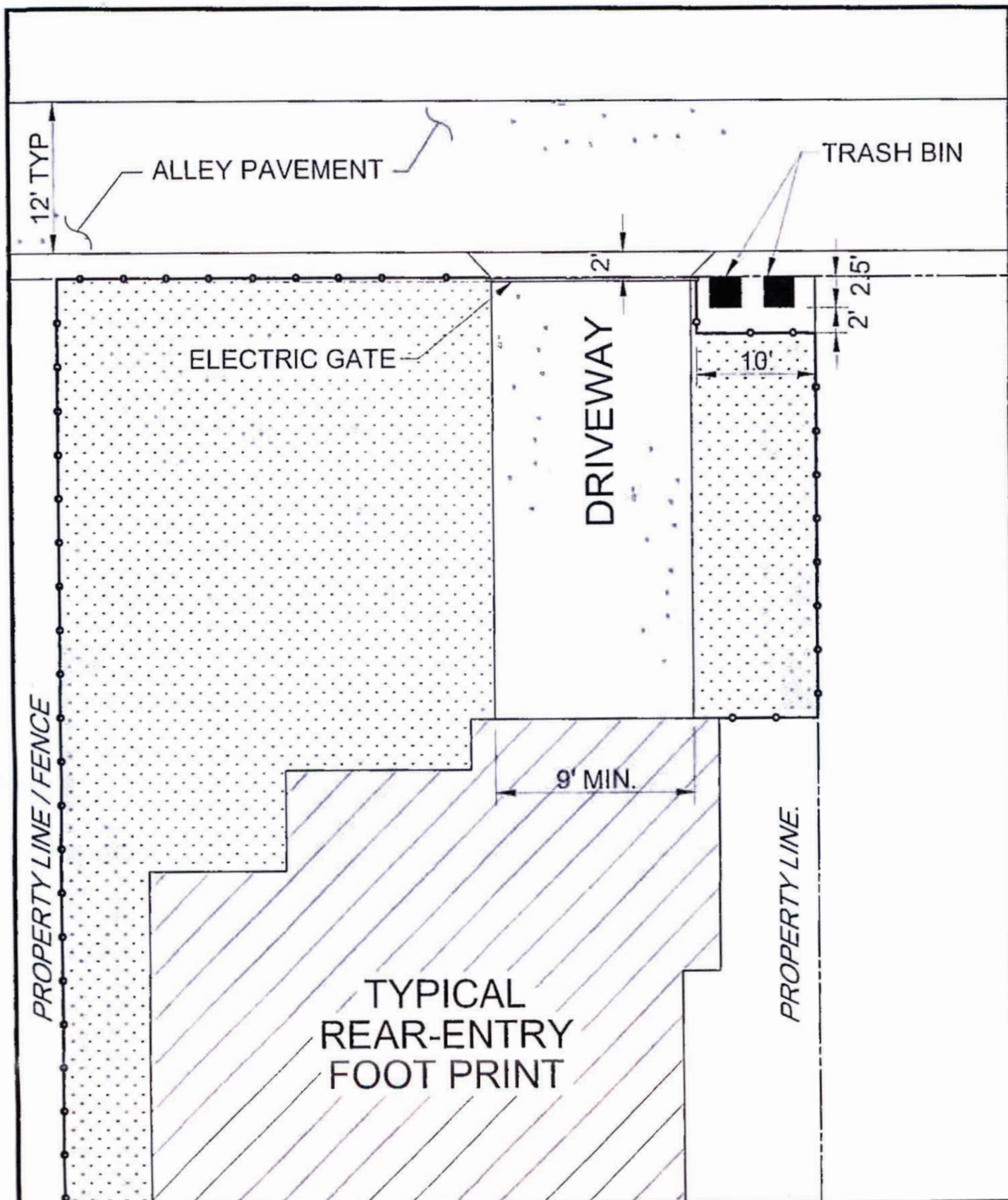
ELECTRIC GATE
OPTION 1

STANDARD DETAILS

DATE:
MARCH 2014

REV DATE:
March 2021

SHEET:
SD-



CITY OF ALLEN
DEPARTMENT OF ENGINEERING

ELECTRIC GATE
OPTION 2

STANDARD DETAILS

DATE:
MARCH 2014

REV DATE:
March 2021

SHEET:
SD-



HOW TO APPLY FOR A PERMIT

City of Allen Building and Permitting:
<https://www.cityofallen.org/893/Building-and-Permitting>



HOW TO APPLY FOR A PERMIT

CITIZEN SELF-SERVICE (CSS) PORTAL

STEP 1

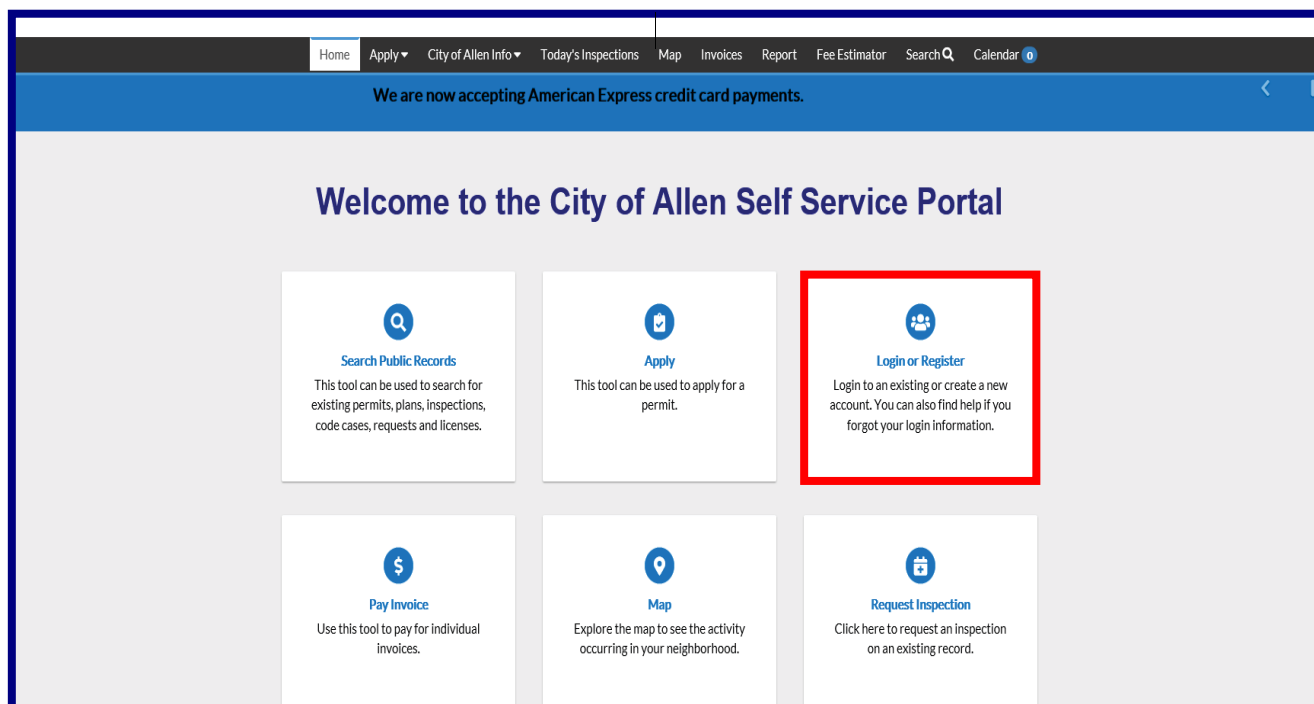
REGISTER FOR AN ACCOUNT

Both **CONTRACTORS*** and **CITIZENS** will need to register for an account in the **CSS Portal** prior to applying for a permit: https://energovweb.cityofallen.org/EnerGov/SelfService?_ga=

*NOTE FOR CONTRACTORS:

You must complete your **Contractor Registration** with the City of Allen prior to creating an account in the CSS Portal.

Please email completed registration form along with a color photo ID and trade license, if applicable, to permits@cityofallen.org.



Citizen Self Service (CSS)

Account Login Instructions

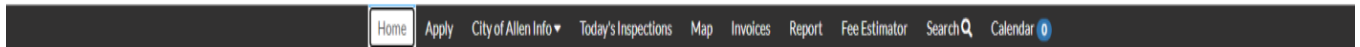
New Customers:

Existing Customers: Start on page 7

1. Select Login or Register.



Login or Register



2. Select Create an account.



Sign in to community access services.

 [Sign In with Google](#)

 [Sign In with Apple](#)

 [Sign In with Microsoft](#)

 [Sign In with Facebook](#)

OR

Email address

☐ Keep me signed in

[Next](#)

[Unlock account?](#) [Help](#)

[Create an account](#)

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



Sign up

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign Up

[Already have an account?](#)

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

[Return to authenticator list](#)

[Back to sign in](#)

Registration

Step 3 of 3: Address

***Required**

*Address

City

State

|

Zip Code

Back

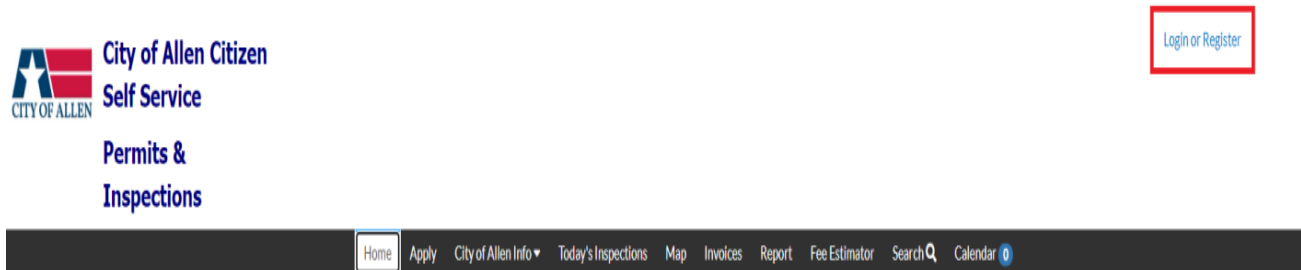
Submit

Existing Customers:

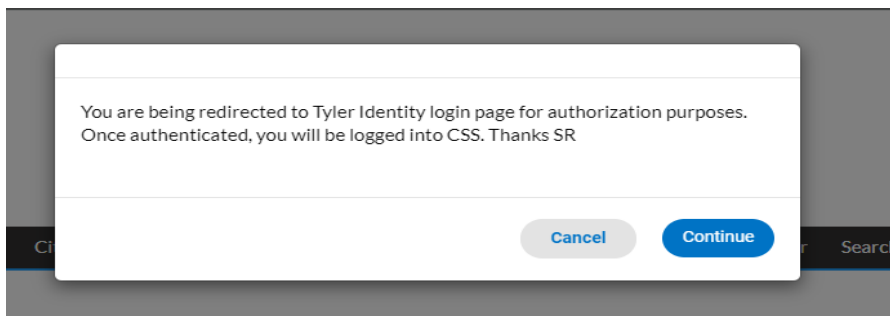
****IMPORTANT:** If you logged into CSS previously with a **USERNAME**, please review the [‘New Customers’](#) instructions and sign up using the same **EMAIL** that was associated with that Username.

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

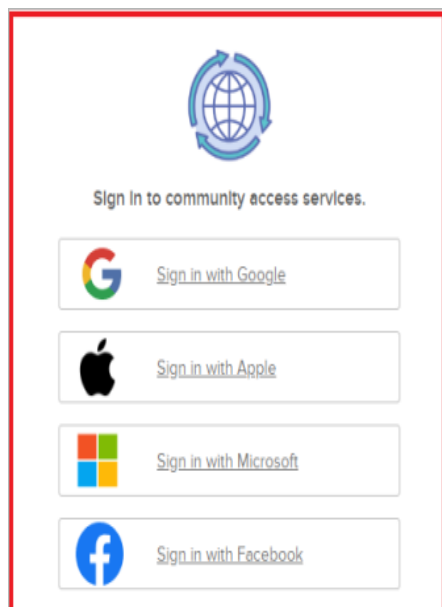
1. Select Login or register.



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.

OR

Email address

☐ Keep me signed in

Next

Select from the following options

 Email

 Password

Email Option:

Send a verification email by clicking on "Send me an email".

Send me an email

We sent you a verification email. Enter the verification code in the text box.

Enter Code

Verify



Get a verification email

Send a verification email to _____ by clicking on "Send me an email".

Send me an email

[Verify with something](#)
else [Back to sign in](#)

Password Option:

Password

Verify

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 permits@cityoffallen.org.



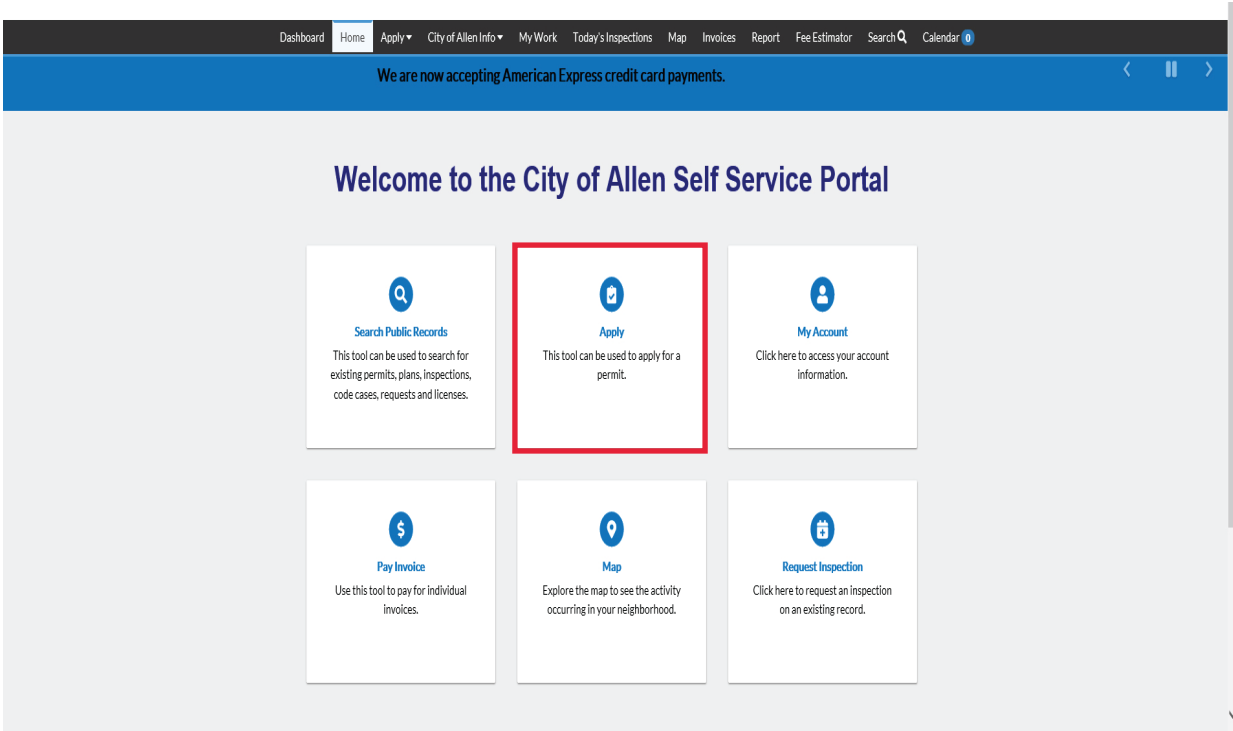
HOW TO APPLY FOR A PERMIT

Citizen Self-Service (CSS) Portal:
Permits & Inspections Website

For more information or need further assistance,
please contact City of Allen Building and Permitting
at 214.509.4130 or permits@cityofallen.org.

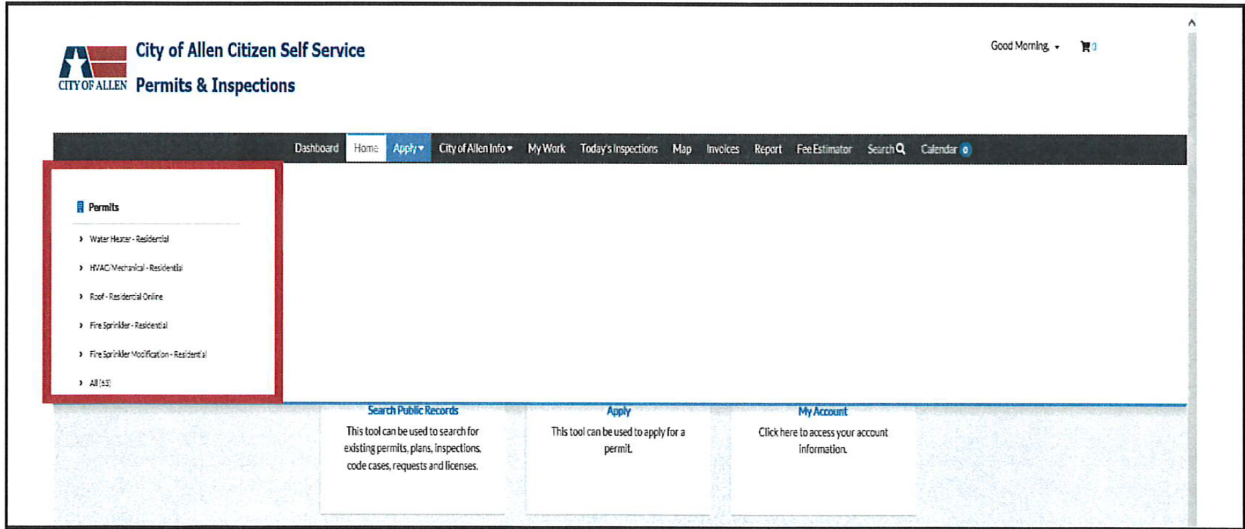
STEP 1 LOG INTO YOUR ACCOUNT

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



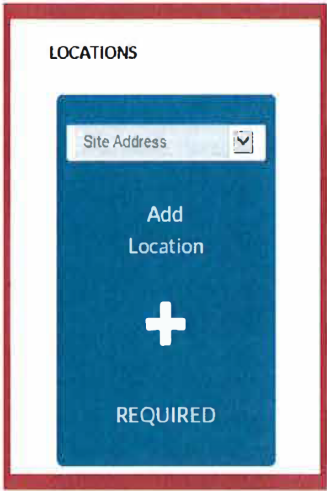
STEP 2 CHOOSE YOUR PERMIT TYPE

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



STEP 3 COMPLETE YOUR APPLICATION

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



STEP 4 ENTER ADDRESS

Enter your address **WITHOUT** street suffix (DR, ST, BLVD) or parcel number into the "Search" field, then click the magnifying glass to search.



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

Apply for Permit - HVAC/Mechanical - Residential *REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

PERMIT DETAILS

* Permit Type

HVAC/Mechanical - Residential

* Description

Square Feet

Valuation

Back

Create Template

Save Draft

Next

STEP 6

ATTACH REQUIRED DOCUMENTATION

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

CONTACTS

Applicant



Jane Doe (You)

City of Allen

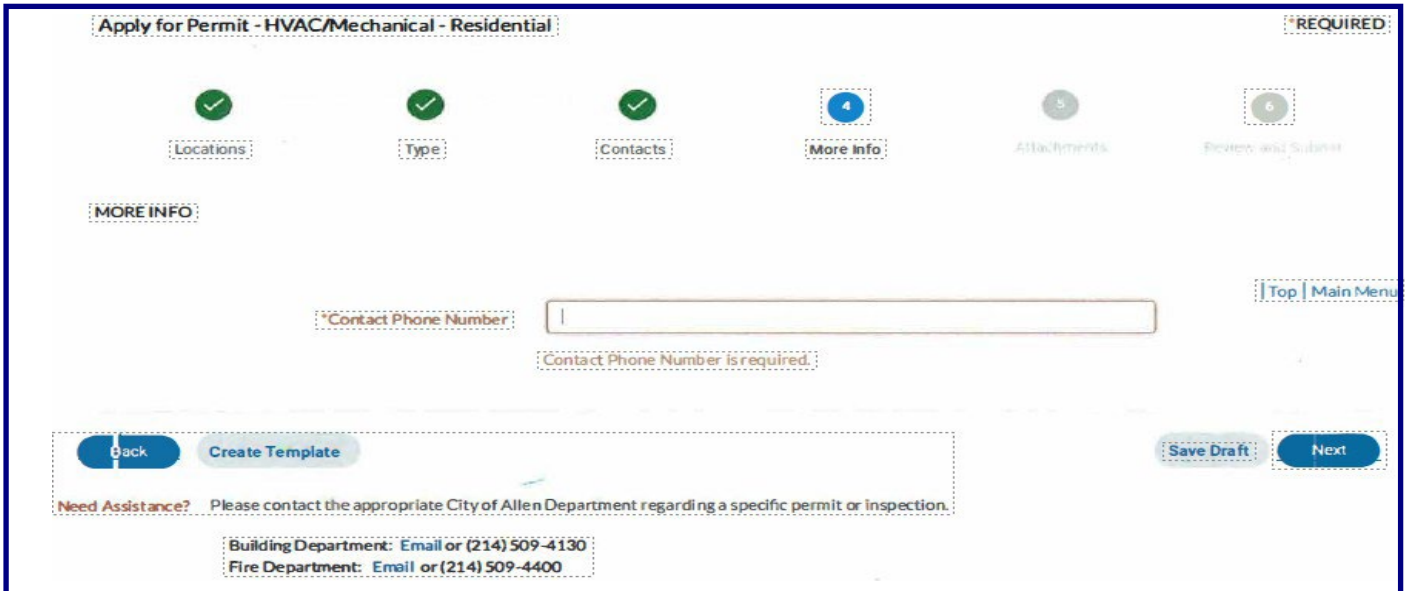
305 Century Parkway, Allen,
TX, 75013

Agent

Add Contact

STEP 7

ADDITIONAL INFORMATION



Apply for Permit - HVAC/Mechanical - Residential REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Contact Phone Number:

Contact Phone Number is required.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Need Assistance? Please contact the appropriate City of Allen Department regarding a specific permit or inspection.

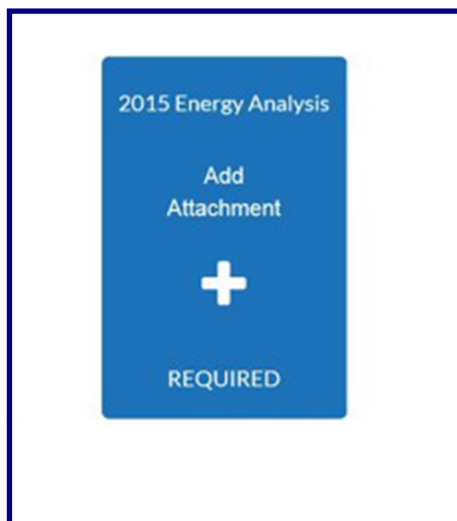
Building Department: [Email](#) or (214) 509-4130
Fire Department: [Email](#) or (214) 509-4400

[Top](#) [Main Menu](#)

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.

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

2015 Energy Analysis

Add Attachment

+

Application

Add Attachment

+

REQUIRED

Add Attachment

+

REQUIRED

Save Draft

Next

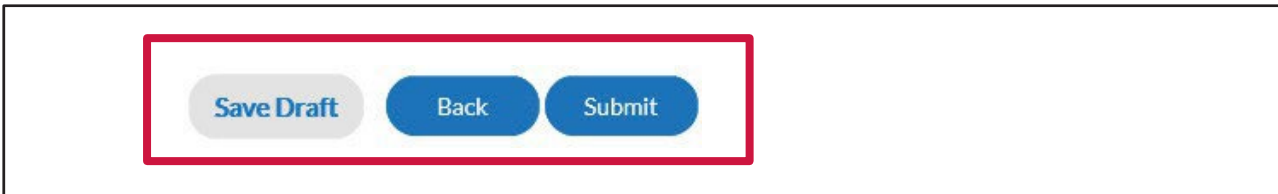
Submit

HOW TO APPLY FOR A PERMIT

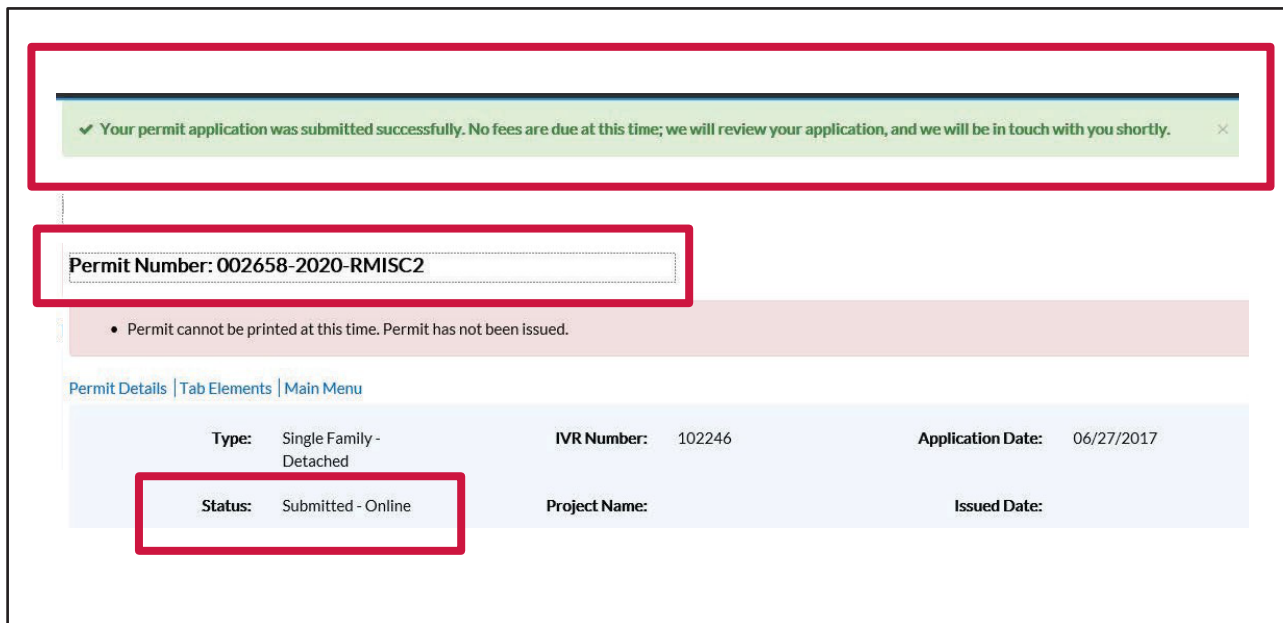
STEP 10

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.

A screenshot of a web application confirmation page. At the top, a green banner with a checkmark icon contains the text: "Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly." Below this, a red-bordered box highlights the "Permit Number: 002658-2020-RMISC2". Underneath, a pink message box states: "Permit cannot be printed at this time. Permit has not been issued." The bottom section, titled "Permit Details", contains a table with the following information: Type: Single Family - Detached, IVR Number: 102246, Application Date: 06/27/2017, Status: Submitted - Online (highlighted with a red box), Project Name: (empty), and Issued Date: (empty).

Type:	Single Family - Detached	IVR Number:	102246	Application Date:	06/27/2017
Status:	Submitted - Online	Project Name:		Issued Date:	

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 Services at 214-509-4130 or permits@cityofallen.org.