



CITY OF HARLINGEN BUILDING INSPECTIONS DIVISION
RESIDENTIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST
 (Single-family, Duplex and Townhouses no higher than 3-stories above grade)

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address _____ **Zip Code** _____ **GEO ID#** _____

Subdivision Name _____ **Block** _____ **Lot** _____

Description of Proposed Work _____
 (example: new single family dwelling, remodel existing dwelling, addition to existing dwelling, new porch/garage, solar panels)

Square Footage of Living Area _____ **Patio/Porch** _____ **Garage/Carport** _____ **Total** _____

OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)

General Contractor _____ **Contact Name** _____ **Phone** _____

Email Address (for project correspondence only): _____

Property Owners Name _____ **Property Owners Address** _____

(THE ABOVE INFORMATION MUST BE CORRECT. IT IS REQUIRED THAT THE CERTIFICATE OF OCCUPANCY HAVE THIS INFORMATION)

Estimated Project Cost: \$ _____

SUBMITTAL CHECKLIST

Please submit the following items along with the completed application above.

UNDER NO CIRCUMSTANCES WILL AN INCOMPLETE AND/OR PARTIAL SUBMITTAL BE ACCEPTED.

Complete:

- Application for a residential building permit (see above).
- Site plan on each set showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines, and (2) drainage plan, and (3) sidewalks, if applicable (generally, sidewalks are required in newer subdivisions that are within 1,000 feet of a school) (4) show off-street parking (5) Erosion control methods.
- Two (2) sets of construction drawings/plans in compliance with the following City/State laws, one (1) set to be 24 X 36 and one (1) set to be 11 X 17.
 - 2018 International Residential Code
 - 2018 International Energy Conservation Code
 - 2018 International Mechanical Code
 - 2018 International Fuel Gas Code
 - 2018 International Fire Code
 - 2018 International Plumbing Code
 - 2017 National Electrical Code
 - City's Zoning Ordinance
 - City's Subdivision Ordinance
 - City's Flood Plain and Drainage laws
- Floor plan showing: (1) all rooms of the building, (2) window sizes, (3) the locations of all electrical devices such as plugs, lights, switches, ceiling fans, smoke detectors, sub-panels, and service panel, (4) locations of all plumbing fixtures, and (5) the location of heating and A/C units and appliances (such as water heater, and washer and dryer)
- Two (2) Separate 11 X 17 engineered floor plans showing detailed hurricane resistant design.**
- Foundation plans and details (**foundation must be engineered if the plasticity index exceeds 15**)

- Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction, noting proposed finished flood elevation, and once construction is completed noting that actual finished floor elevations.
- Door and window schedule/size and notations.
- Wall section, joist, and rafter details.
- Exterior elevations with plate heights
- Two (2) sets of the Res-Check compliance report (**Conditioned space greater than 500 sq ft**)

Important Notes:

- The City cannot issue construction permits if the property is not zoned for single-family or one duplex construction (whichever is applicable to the project). Do not assume the property is "grandfathered".
- The City cannot issue construction permits if the property is not platted in accordance with the City's subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- Most projects within the Downtown Overlay District also require approval by Harlingen's Downtown Board in accordance with Section 15.07 of the City's Zoning Ordinance.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- Minimum size wire is 12 ga.
- The City strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the City.

It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections (reviewed blue prints must be on-site for ALL inspections):

- Erosion Control/Storm Water Inspection: Secured Portable Toilet Facility & Silt Fence must be onsite prior to commencement of construction;
- Pre-Pour/Form Survey must be submitted & approved prior to any inspections;
- Plumbing under slab (must be done before steel);
- Steel rebar (done before pour);
- Nail Pattern & Windows are inspected by your structural engineer and results must be submitted to us with his seal;
- Full Rough-In (all subs must be ready at the same time: framing, plumbing, electrical & mechanical);
- Firewalls (Pre-drywall and post-dry wall)
- Insulation (before sheet-rock)
- Curbbreak/Approach/Driveway (done before pour)
- Sewer Line & Sewer Tap
- Building Final/Certificate of Occupancy **ISSUANCE OF CERTIFICATE OF OCCUPANCY IS UPON REQUEST WITH A 24 TO 48 HOUR WINDOW**
- A pre-pour survey by a licensed surveyor and/or civil engineer is required to ensure setback/easement compliance.
- **A \$30 re-inspection fee is due prior to any re-inspection being conducted.**
- Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to & approved by the City prior to the commencement of any such work.
- Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a **permit fee twice the normal permit fee** & the possibility of citations to the municipal court and/or the revocation of his/her City registration.

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Contractor/Owner/Agent _____ **Date** _____