

NEW SINGLE FAMILY RESIDENTIAL - PERMITTING PROCESS

This document is to be used as a reference by the General Contractor (GC) who intends to build a new Single Family Residence in the City of Lockhart. The information contained in this document is *not comprehensive*. It is highly recommended the GC schedules a Pre-Construction meeting with the Building Official and the Building Services Team to review the proposed project, zoning, application requirements as well as the permitting and inspection processes. To schedule a Pre-Con meeting, please call 512-398-3461 and ask to be directed to Building Services.

Prior to submitting a permit application to build a new Single Family Residence (SFR) the GC, Mechanical, Electrical and Plumbing (MEP) Trades must be registered with the city. Instructions below.

- **GC Registration:** [General Contractor Application](#) Please read the entire application including the instructions on the first page and the 8 requirements listed on the last page. Documents must be submitted in PDF format (an original PDF or a scan of an original document), *photos are NOT accepted*. Incomplete applications will *NOT* be processed and will be returned. *Complete* applications can be dropped off in person or sent to permits@lockhart-tx.org. The application will go through a brief 1-2 day review. Once approved, an email will be sent letting you know registration is complete and how to make payment.
- **Trade Registration:** Submit copies of the contractor's Driver's License, Master License, Contractor License (electricians only) and a Certificate of Insurance with the City of Lockhart designated as the certificate holder. Documents must be submitted in PDF format (scan of an original hard copy), *photos are NOT accepted*. *Complete* submittals can be dropped off in person or sent to permits@lockhart-tx.org.

HOW TO SUBMIT FOR A NEW SINGLE FAMILY RESIDENCE PERMIT

NOTE: The 5 items below and their corresponding descriptions are not a comprehensive list. Additional information may be required. Consult with your licensed architect and licensed engineer for further plan requirements. For more information, please see the following Ordinances:

[Chapter 12 - Buildings and Building Regulations, Code of Ordinances](#)

[Sec. 64-197. Regulations Common to All or Several Districts, Code of Ordinances](#)

[Code of Ordinances City of Lockhart, Texas](#)

The permit application for a new SFR must be submitted in PDF format (an original PDF or a scan of an original document) and sent to permits@lockhart-tx.org. A complete packet **MUST** include the following **5** items:

- 1. GC Permit Info Form:** [Permit Info Form](#) Filled out completely, including “Texas 811 Call Before You Dig Confirmation #,” signed and dated. “Commercial Valuation” not required.
- 2. MEP Trades Permit Info Forms:** [Permit Info Form](#) Each trade must submit a separate Permit Info Form, filled out completely, signed and dated by the master license holder. “Texas 811 Call Before You Dig Confirmation #” and “Commercial Valuation” not required.
- 3. Building Plans:**
 - Survey/Site Plan -
 - Closed Form Survey
 - Site plan with perimeter of entire parcel fully dimensioned with a north arrow
 - All existing and proposed structures
 - Distances/setbacks from property lines to proposed and existing buildings
 - Distances between proposed and existing buildings
 - Distance from property line to proposed or existing driveway including driveway dimensions
 - Location of A/C Pad
 - Off-street parking & driveway consistent with code requirements Sec. 64-197
 - Landscaping consistent with city code requirements Sec. 64-197
 - Address and legal description of the lot
 - Closed form survey
 - Drawn to scale of 1” = 20’
 - Floor Plan -
 - Prepared by a licensed engineer and stamped with professional seal
 - Location, dimensions, ceiling heights and use of each room
 - Location, size of all doors and all windows with U-factor and SHGC numbers
 - Location of all electrical outlets, sub-panels and smoke detectors
 - Location of plumbing and heating fixtures
 - Kitchen and bathroom cabinets
 - Square footages
 - Drawn to scale of 1/4” = 1’
 - Elevations -
 - All four sides elevations including openings, siding and materials
 - Original and finished grade
 - Stepped footing outline
 - Roof Plan with pitch and type of roof materials
 - Lighting consistent with city code requirements Sec. 64-197
 - Residential design consistent with city code requirements Sec. 64-197
 - Drawn to scale of 1/4” = 1’

- Frames Detail -
 - Floors, roof, lumber grade, size and spacing of floor girders/joists, wall studs, ceiling joists, roof rafters and/or roof trusses
 - Wind Bracing Detail
 - Drawn to scale of 1/4" = 1'
- Foundation -
 - Prepared by an engineer licensed in the State of Texas and stamped with professional seal
 - Location and size of pier blocks, interior footing and fireplace support (if applicable.)
 - All dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, etc.
 - Label and locate porches, patios, stoops, planters, garages, etc.
 - Label stepped footing on sloped lots
 - Size of footings and stem walls
 - Engineer's foundation design letter
 - Drawn to scale of 1/4" = 1'

4. Energy Compliance Report: Indicating **2018 IECC** compliance. Examples - [REScheck](#), [REM/Rate](#), [IC3 Code Compliance Calculator](#)

5. Public Works Department, Right of Way Excavation Application: [ROW Excavation Application](#)

Incomplete applications will not be accepted. Complete application must be submitted in PDF format and sent to permits@lockhart-tx.org. Once received by Building Services, the application will be forwarded to Bureau Veritas (BV), our third-party provider, for plan review. Bureau Veritas will send the GC an email if more information is required. It is the GC's responsibility to respond to BV's comments.

Once approved by BV, you will receive an email from the Building Services requesting hard copies of the approved plans. Hard copies must be provided in the format below:

- Plans: 11x17 printed size and to scale
- Docs: 8 1/2 x 11 printed size

Bring or mail the copies to: City of Lockhart, Building Services Department, 308 W. San Antonio St. Lockhart, TX 78644. **THE PERMIT IS NOT READY.**

Permit Issuance

Once the hard copies are received, the Building Services Team will calculate fees and process the permit application. When those steps are complete, an email will be sent letting you know fees are ready, how to make payment and how to call in inspections. **THE PERMIT IS NOT VALID UNTIL ALL FEES ARE PAID.**

INSPECTIONS

To schedule inspections for projects reviewed and approved by Bureau Veritas, email inspectionstx@bureauveritas.com or call 877-837-8775.

Typical inspections include:

- T-Pole
- Plumbing Rough
- Water Service
- Yard Sewer

- Closed Form Survey
- Foundation

- Electric Rough
- Mechanical Rough
- Gas Rough Piping/Test
- Plumbing Top-Out
- Framing

- Energy (Insulation)
- Flatwork/Approach
- Construction Electric
- Gas Final

- Electric Final
- Mechanical Final
- Plumbing Final
- Energy Final
- Building Final
- Customer Svc Insp Form

JOB SITE EXPECTATIONS

- All permits must be posted and kept on site at all times
- Approved plans (11x17 printed size, to scale) and documents (8 ½ x 11 printed size) with Bureau Veritas' stamp must always be kept on site.
- Portacan(s) and trash container(s) must be installed before work is started
- Allowed construction hours: 7:00am to 6:00pm Monday through Friday (no weekends)
- Install 48" orange mesh fencing between the job site and existing residential/commercial properties and adjacent lots
- Keep site and buildings free of debris and trash
- Maintain project erosion protection and dust control
- Keep mud and debris off city streets
- Concrete truck wash-out area must set up on site
- Be a good neighbor to nearby residences and/or businesses regarding noise, dust, trash, parking, music, etc.

I attest that I have read, understand and agree to comply with the City of Lockhart, Job Site Expectations listed above.

General Contractor Name

Date

Project Address