

# Residential Single-Family Projects

## Plan Submittal Requirements and General Information

The information included here applies mainly to new house and addition projects.

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1. **Is an engineer/architect required to prepare the plans?** Generally, the answer to this question is no. However, in some cases structural plans may require an engineer to sign and seal the plans. Unsupported spans greater than 24 feet, post-tension foundations, houses greater than 5,000 sq. ft., retaining walls greater than 2 ft. in height, masonry fences/walls over 6 ft. in height, and fences over 8 ft. in height should be engineered.
2. **Licensed Contractors Required:** As required by state law, Electrical, Plumbing, Mechanical, Irrigation, Fire Alarm, and Fire Sprinkler Contractors must be registered and possess a valid license from the State of Texas. Only licensed contractors may make application and be issued permits for these trades. Exceptions may be made for qualified persons who are working on their own homestead.
3. **Code Information:** City of Richmond's Current Codes:
  - International Building Code 2012
  - International Residential Code 2012
  - International Plumbing Code 2012
  - International Mechanical Code 2012
  - International Fuel Gas Code 2012
  - International Fire Code 2012
  - National Electrical Code 2017 NFPA 70
  - International Energy Code 2015Amendments: (Only major changes listed here. See ordinances for complete details)
  - Building/Structure Height Limit: 40 foot.
  - Smoke Alarms and Carbon Monoxide detectors required:
    - Smoke alarms inside each bedroom, outside each sleeping area, and on each level. Shall be hardwired into the building wiring and include a battery backup.
    - Carbon monoxide detectors, at least one on each level. Shall be hardwired into the building wiring and include a battery backup.
  - Electrical:
    - Main disconnect is required on the exterior of the building.
    - Copper wire only. Exception: Exterior overhead and temporary upon approval.
    - Minimum wire size: #12 AWG
    - Grounding conductors: Copper only. Conduit, raceways, & boxes cannot be used as a conductor.

4. **Insurance Requirements:** As a condition to the issuance of any permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.
  
5. **Plan Requirements, General:** ALL DRAWINGS should be drawn with sufficient clarity and details to indicate the dimensions, distances, and the nature and character of the work.
  - a. Four **bound** sets of legible and fully-dimensioned plans, drawn to a standard scale & 1 thumb drive.
  - b. All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 36" x 48"; and
  - c. A maximum for architectural plans of 36" x 48", "E" size.
  - d. Final construction documents shall be provided in electronic PDF format.
  
6. **SITE and CIVIL PLANS:** Four copies of site plans. Shall be drawn to standard scale and fully dimensioned and show:
  - a. All property lines.
  - b. Footprint (outline) of all structures, including all projections beyond the foundation line, showing location on the property, and front, side and rear yard setbacks.
  - c. Location of all easements and platted building lines.
  - d. Location of gas, water, sewer lines, and underground electrical (if applicable).
  - e. Location of proposed driveway.
  - f. Location of permanent fences and gates.
  - g. Legal property survey with topographical information.
  
7. **Building Plans:** Four sets of legible and fully-dimensioned building plans of the following drawn to a standard scale with:
  - a. Design professional seals and signatures where required.
  - b. Foundation plan, framing plan, and other structural plans.
  - c. Structures shall be designed to meet 130 MPH-3 second gust wind speed.
  - d. Floor plans, electrical, plumbing, and mechanical.
  - e. Provide Finish Floor Elevation ( FFE )
  
8. **Building Permits:**
  - a. Building Permit Applications shall be completed along with four sets of approved plans or drawings, depending on the project additional sets of plans or drawings may be required.
  - b. After plans or drawings are approved, one set will be returned to the contractor to remain on the job site. Final construction documents should be in electronic PDF format.
  - c. Plan review times vary with the size and complexity of the project and quality of the submittal.

- d. Applications not issued within 90 days become invalid and all documents will be destroyed.
- e. Permits expire in 180 days if the project is dormant or abandon.
- f. All contact information should be completed on the permit application.
- g. Building Permit Fees are due at the time the permit is issued.

9. **Inspection Request Process & Inspection Scheduling:** All inspections should be scheduled through the permit office by using one of the below.

A) Email: [inspectionrequest@richmondfd.com](mailto:inspectionrequest@richmondfd.com)

B) Fax: (281) 238-1215

C) Office: Fill out inspection form at our office

**Inspection requests made prior to 3:00 p.m.** will be processed for the next business day. After 3:00 p.m. will be 2 business days. Same day Inspections will be reviewed upon request.