



City of Goliad Permit Application Packet

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- Miscellaneous Permits
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- Residential Inspection Procedures
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- Residential Inspection Request
- Residential Building Permit Application
- Example of permit application
- Submittal Guidelines for Residential Permits

Important Information

1. Once application is turned in with the required documents, it will be sent to plan review. If documents are missing from application, the application will be on hold until required information is turned into the Goliad City Hall.
2. **No work** can start until approval has been sent to City Hall. The contact person listed for General Contractor will be notified.
3. **DO NOT START PROJECT WITHOUT APPROVAL.** If work is started prior to approval, the fee will double in fees for project.
Example: if fees are \$ 108.45, it would double to \$216.90.
4. Building materials need to be cleaned up and not left on project site for extended periods of time. It becomes an attractive nuisance causing it to become a hazard.
5. Republic Services is under contract with City of Goliad for all waste. This includes roll-off containers. General Contractor can utilize their own company container.
Republic Container Contact – Brian Grunberg 361-442-5092
6. If General Contractor requires porta cans on site, please make sure it is NOT placed in the City's right of way.
7. Forms of payment: **CASH, CHECK OR MONEY ORDER ONLY.**

Please sign to acknowledge receipt of permit packet information.

Name _____ Date _____

Issued by _____ Date _____



New Residential Plan Review Checklist

Project Address: _____ Date: _____

- _____ **(2) Site Plans to include:**
Legal Description (lot, block, subdivision)
North arrow and scale
Property lines and lot dimensions
All easements
Proposed structure and all existing buildings
Driveways and sidewalk dimensions
Setbacks for front, rear and sides of house must be shown on site plan
- _____ **(2) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** www.energycodes.org
- _____ **(2) Foundation Plans – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter.** Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.
- _____ **(2) Sets of house plans to include:** floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).
- _____ **Driveway approaches and drainage culverts – Engineered plans**
(Driveways accessing State Highways require TXDOT permit)



Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show 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, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report or Energy Compliance Form. (www.energycodes.gov)

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



Miscellaneous Permits

Fences - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location of fence, height, and fence material.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

Irrigation sprinklers - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location and type of backflow device.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

Private Swimming Pools - Plans can be shipped to our BV office or we will pick up Pool permit packet for plan review.

1. Permit Application
2. (2) Site plans showing location of pool and distance from property lines and house.
3. Layout of pool to include depth and stamped approved by local utility service company.
4. BV will stamp one site plan "city" and one "contractor" and ship or fax all back for issuance.

Accessory Buildings - Can be faxed to BV office.

1. Permit Application
2. (2) Site plans showing location of accessory building and distance from property lines and house.
3. BV will stamp one site plan "city" and one "contractor" and fax all back for issuance.

Miscellaneous Mechanical, Electrical, and Plumbing permits -

Miscellaneous MEP permits are issued by the city. Please fax the permit application to our BV office for data entry into our Task Management System for tracking of inspections required.



Residential Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and Remodel/Addition Residential Permits. Have applicant submit the following:

1. Permit Application
2. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions
3. (2) Energy reports – Energy Code adopted by City
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans

Note: Special departmental requirements conducted prior to permit submittal to BV will help expedite permit issuance.

Send complete permit package to BV, via Fed Ex # _____.

BV Plan Review Staff:

1. Permit information is entered into BV Task Management System.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building set backs, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for return to city.

BV via Fed Ex

Returns approved permit packet to the city.

City Staff

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)



Residential Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be faxed to our BV office for data entry into the BV Task Management System for tracking of inspections required. (Toll free Fax # 877-837-8859)
3. If add-on inspections are needed, the city contacts the BV office with address and type of inspection needed.

Bureau Veritas - Inspection scheduling via BV Task Management System:

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Task Management System.
2. Return voicemail messages and reply to email messages.
3. Picks up tickets at city if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Task Management System.

Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. BV has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Application Suite has the ability to add other department approvals to the list of required inspections as requested by the city.

Reports:

BV Task Management System has the ability to generate reports that the city can access. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.



Typical New Residential Inspections

- Plumbing Rough _____
- Water Service _____
- Yard Sewer _____
- Form Board Survey _____
- Gas Wrap _____

- Foundation _____

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

- Energy Insulation _____

- Construction Electric _____
- Gas Final _____

- Electrical Final _____
- Mechanical Final _____
- Plumbing Final _____
- Energy Final _____
- Building Final _____
- Customer Svc. Insp. Form _____

- T-Pole _____
- Flatwork _____



Residential Inspection Request

Fax Request to: 817-335-8110/toll free 877-837-8859

For Questions: 817-335-8111/toll free 877-837-8775

**BUREAU
VERITAS**

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Please be sure all subcontractors have obtained their permits prior to scheduling an inspection.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Fax _____

Requestor's Name _____

City / County of Project(s) _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

City of Goliad

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____			
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work: _____			
Area Square Feet:	Covered	Total:	Number of stories: _____
Living: _____	Garage: _____	Porch: _____	

Owner Information: _____			
Name: _____	Contact Person: _____		
Address: _____			
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Separate permits are required for electrical, plumbing, and heating/air condition. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by:	
Date approved:	

COPY OF PERMIT TO TAX OFFICE : _____ Yes _____ No

Total Fees: _____
 Issued Date: _____
 Issued By: _____

Date Fee Paid: _____

City of Goliad

Residential Building Permit Application

Building Permit Number: X-X-BP-RES Valuation: \$4,000.00

Project Address: _____

Lot: _____ Block: _____ Subdivision: Goliad CITY

Project Description: NEW SFR SFR REMODEL/ADDITION SPECIFY OTHER: _____
 PLUMBING MECHANICAL ELECTRICAL
 FENCE ACCESSORY BUILDING LAWN IRRIGATION SWIMMING POOL

Description of Work: CARPORT (20X25)

Area Square Feet: _____ Covered _____ Total: _____ Number of stories: _____
 Living: _____ Garage: _____ Porch: _____

Owner Information:

Name: _____ Contact Person: _____

Address: Goliad TEXAS 77963

Phone Number: _____ Fax Number: _____ Mobile Number: XXX-XXX-1234

Contractor	Contact Person	Phone Number	Contractor License Number
<u>GC</u>	<u>NAME</u>	<u>XXX-XXX-1234</u>	
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number <u>XXX-XXX-3352</u> <u>XXX-XXX-2019</u>	Contractor License Number
<u>Electrical Svc</u>	Contact Person	Phone Number	Contractor License Number
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Separate permits are required for electrical, plumbing, and heating/air condition. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: 7/27/21

OFFICE USE ONLY:

Approved by:	<u>BH BV</u>
Date approved:	<u>07/30/2021</u>

BV#2021-015764

COPY OF PERMIT TO TAX OFFICE : Yes No

Total Fees: 108.45
 Issued Date: _____
 Issued By: JL

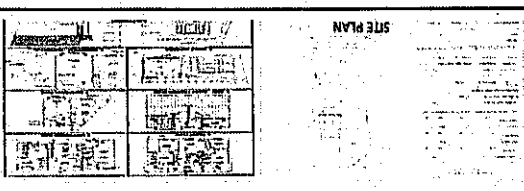
Date Fee Paid: _____

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

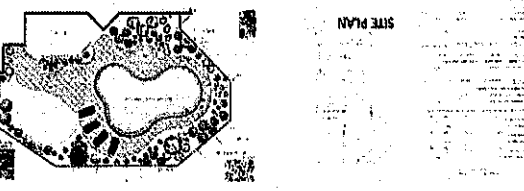
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



Pool and Spas

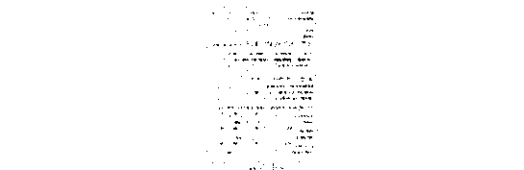
- Application
- Site Plan
- Pool Detail



Home Upgrades / Alterations and Repairs

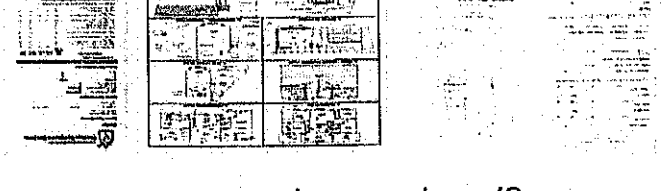
- Application / Note: Inspection Only

Electrical
Plumbing
Mechanical
Storm Shelters
Foundation Repair
Window Upgrades
Solar System
Siding / Veneer
Re-Roof
Irrigation / Sprinklers
Utility Clearance
Concrete Work



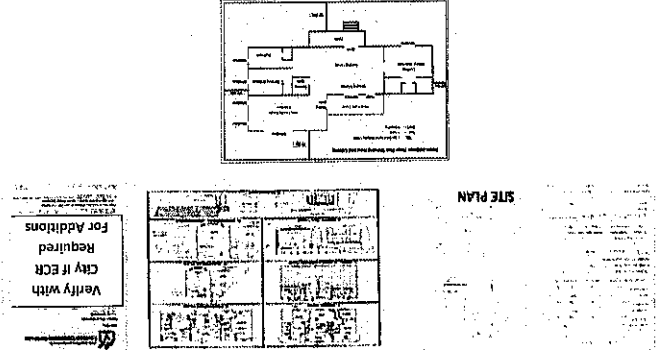
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



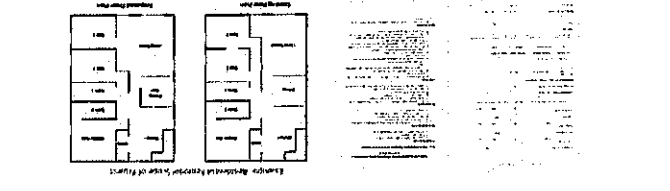
New Single Family Addition

- Application
- Site Plan
- Building Plans
- ~~Energy Compliance Report~~
- Floor Plan Showing Existing and New Addition



Interior Residential Remodel

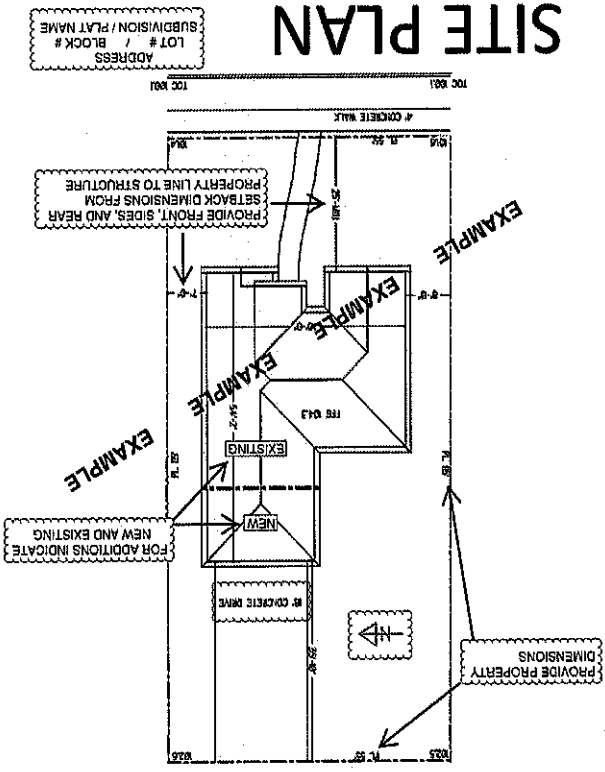
- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (Ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new

SITE PLAN



Construction plans should include the following details

1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary
- (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members
- Including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

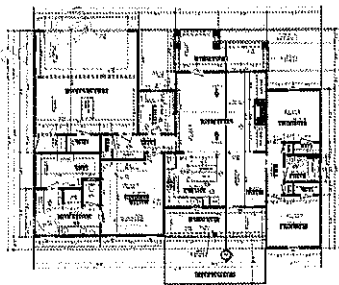
6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls

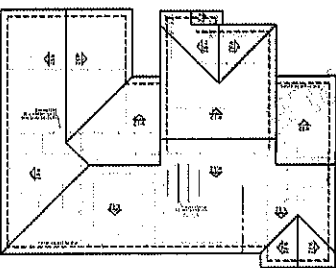
7. Other Documents

Stair and Guardrail Details (If applicable)

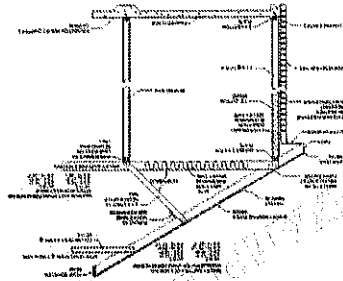
- Energy Report
- Engineering
- Other Documents



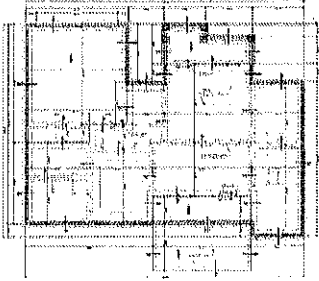
1. Floor Plan



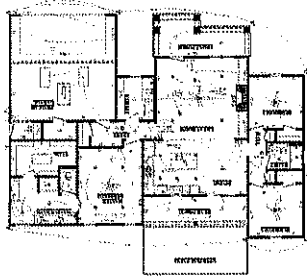
2. Roof / Floor Framing Plan



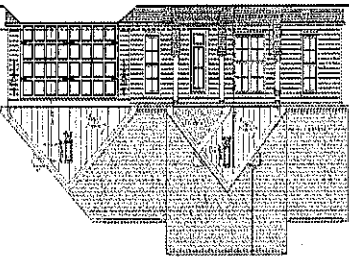
3. Cross Section Plan



4. Foundation Plan



5. Electrical Plan



6. Elevation

