



## Building Permits

Phone (936) 559-2551 Fax Line (936) 559-2901

All construction in Nacogdoches must conform to the standards adopted by the City of Nacogdoches current codes, which are **2009 International Building Codes (IBC) & 2011 National Electric Code (NEC)**, and Local Zoning Ordinance. Remodel or repair of an existing structure requires information similar to that which is needed for new construction.

### **PLAN REVIEW SUBMITTAL CHECKLIST:**

- CONTRACTOR'S LICENSE**  
Proof of a valid Nacogdoches Contractor's License is required before any permit can be issued.  
We require a \$5,000.00 License and Permit Bond made out to the City of Nacogdoches, and a license can be issued for \$25.00. (License is valid for 1 year, Oct. 1st – Sep. 30<sup>th</sup>). A state license is required for any Electrical, plumbing or mechanical work.
- LEGAL DESCRIPTION**  
Of the proposed site, available from your property tax statement deeds, or through the Nacogdoches Central Appraisal District (936)-560-3447.
- ADDRESS**  
If one already exists. Otherwise, a new address can be assigned by the City Engineer's Office.
- PLOT PLAN**
  - Scale of the plan and the direction of North.
  - Location and length of all property lines.
  - Location, dimensions, and type of all easements (access, utilities) if any exist.  
**\*NOTE: Please make careful consideration as to where driveways are to be located.**  
**The cost of relocation of fire hydrants and water meters are the responsibility of the developer.**
  - Drainage Plan, showing elevations and direction of drainage. (see attached drainage Plan checklist for small or large projects).
  - Location dimensions and uses of all existing and proposed buildings, showing distances from property lines.
  - Show all proposed porches, walks, decks, retaining walls, patios, etc.
  - Location and names of all streets which are adjacent to the site.
  - Location of all on-site parking and driveways.
  - Finished floor elevations shall be 1 foot above the 100 year flood elevation, (if property is located in a flood hazard area).  
**\*NOTE: Sometimes, non-conventional construction (log homes, underground homes, steep slopes, etc.) will require plans stamped by an engineer or architect licensed in Texas.**
- BUILDING PLANS** (SUGGEST SCALE: ¼ INCH = 1 FOOT)  
Two complete copies, including the names, address and phone number of the person who prepared them, including:
  - **FOUNDATION PLAN**  
Shape and dimension of foundation walls, and showing placement of all reinforcing steel. Location and size of all beams, posts, and interior footings. Floor joist size, spacing, direction and length of span, any supports or hangers, and solid blocking. Size and location of all vents, access holes and insulation. Floor Joints and Seals must be 18" above grade or treated lumber.
  - **FLOOR PLAN** (for each floor area.)  
Location of all walls, use and dimensions of all areas. Location and dimension of all windows and doors, show direction of door swing, all header sizes. Specifications and clearances of all fireplaces, wood stoves, chimneys, etc. Access to all attic spaces, and sizes. Location of all plumbing fixtures, hose bibs, hot water heaters, furnaces, laundry fixtures, appliances, pumps, smoke detectors, vent fans, and indication type of heat (natural gas, electric, etc.). Indicate capacities of mechanical equipment in BTUs or KWs. fixtures: outlets, switches, lights, panels, etc., and GFCI protection. Exit lights emergency lighting. Exit locations.
  - **BUILDING CROSS SECTION**  
Footing size, depth, foundation wall thickness, placement of reinforcing steel, final grade. Bearing posts and footings, beam sizes. Treated sill plates, and anchoring method (6" clearance from sill to earth). 12" minimum clearance under beams and 18" minimum under floor joists in crawl spaces. Sizes and spacing of all studs, joists, rafters, trusses, etc. (Trusses must be engineered.) Sheathing, wall, ceiling, floor and re-roof coverings shown. Insulation "R" values in walls, ceiling and floors. Crawl Space vapor barrier.

#### City of Nacogdoches \* Code Compliance

202 E. Pilar Room 239 – P.O. Box 635030 Nacogdoches, TX 75963  
(936)559-2551 Fax (936)559-2901 \* [www.ci.nacogdoches.tx.us](http://www.ci.nacogdoches.tx.us)  
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## **FREQUENTLY ASKED QUESTIONS**

- **WHAT OTHER PERMITS WILL I NEED?**

You may need a temporary electrical permit in the case of new construction, or a remodel involving the main electrical service. Other permits which you may need depending on your project, include: Plumbing, Building, Mechanical, Electrical, and Driveway access and, outdoor burning permits.

- **WHAT OTHER DOCUMENTS OR INFORMATION MUST I PROVIDE TO RECEIVE A PERMIT?**

Due to the State Law that went into affect January 1, 2002. All building projects, public or private with a valuation of \$50,000 or more are required to have a Texas Accessibility Standards (TAS) review done. Under this State Law **no** Building Permit will be issued until such time as a registration number is provided to the Inspection Services Department. You may contact the Texas Department of Licensing or a private review specialist, for more information contact our office.

The Governor also signed, Senate Bill 509. which requires cities to verify that an asbestos survey has been conducted **prior** to issuing renovation or demolition permits for public or commercial buildings, and affects renovation and demolition permits issued by cities on or after January 1, 2002. A copy of the survey results must be part of any Building Permit application for demolition/renovation project before the City will issue this type of permit.

As of September 1, 2007 a new state law went into effect relating to the construction or remodeling of residential structures. According to House Bill 1038, any builder attempting to obtain a permit from the Inspection Services Department will have to first prove that they are registered with the Texas Residential Construction Commission (TRCC). The new law states that builders making any kind of addition or improvement costing \$10,000 or more must register with the TRCC.

- **HOW LONG WILL IT TAKE TO GET MY PERMIT?**

The most important things you can do to ensure your application is reviewed without delay are: (1) Make sure your plans comply with the City's building codes, and (2) Provide legible, accurate, detailed information when you first apply. It may take up to **5 days** to review and approve your permit for a new structure, depending on the time of the year. Unusual designs, or incomplete plans will require additional review time. Apply for permits at the Inspection Services Office located in the City Hall - 202 E. PILAR RM. 147.

- **HOW MUCH WILL MY PERMIT COST?**

Building permits and plan examination fees are established in Appendix B of the Standard Building Code, and are based on the cost of construction, with the cost of construction based on total square footage being built. Please refer to the fee schedule or ask a member of the Inspection Services staff.

If work for which a permit is required by the code is started before a permit is issued, the permit fee **will be** doubled. However, the payment of the doubled fee will not relieve you from complying with code requirements in the execution of the work.

- **WILL MY BUILDING PERMIT EXPIRE?**

YES. If the work is not started within 180 days, or if the work is stopped for 180 days. The permit may be extended one time, if requested in writing prior to expiration.

## **WILL MY PROJECT BE INSPECTED?**

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Most projects require several inspections, but it depends. The inspections required by your individual project will be listed on the job card when issued. For example, a new home might require the following inspections:

**Setbacks** – When forms are complete and before any other work is started.

**Plumbing Rough-In** – Plumbing ground work.

**Footings and Foundation** – Inspection of beams, steel, electrical grounding, and piers if required. (Verification for piers on setback inspection)

**Driveway** – Forms, dimensions, steel shall comply with City Standards. Must be inspected and approved before concrete is poured, for Residential call Inspection Services 559-2551 for Commercial call Engineering 559-2521 at least 24 hours in advance of pouring.

**Sewer and Water Lines** – Are checked before being covered.

**Rough Electrical and Mechanical and Plumbing Top Out** – After the structure has been enclosed with roof, windows, etc., but before covering these systems with insulation or sheet rock.

**Framing** – Sometimes done with the “rough in” inspections, or before them, it depends on your preference, but we recommend a framing inspection as soon as all framing work is completely installed (Framing inspection after Plumbing and Electrical is installed).

**Insulation** – Right after the wall and floor insulation has been installed, before it is covered with sheet rock. Ceiling insulation can be checked at the “final inspection.”

**Final** – When all work is complete but before the building is occupied. When the final inspection is approved, your Inspection card will be signed, and we can issue a “Certificate of Occupancy” which you may pick up at the Inspection Services Office.

## **PERMIT AND INSPECTION BOARD**

Work requiring a **Permit** shall not commence until the **Permit and Inspection Board** has been properly posted. This board shall be located on the premises where the work is to be performed, in a conspicuous place, protected from the elements, and in such a position as to allow the **Building Inspectors** to conveniently make the required entries thereon regarding inspection of work. The **Permit Holder** shall maintain this board in such a position and manner until the **Building Official** has issued final approval.

## **WHO DO I CALL FOR INSPECTIONS?**

Whenever you are ready for a building inspection, call Inspection Services at 559-2551 and give us the Permit #, address, your company name and type of inspection(s) needed. Inspections requested before 3:00 pm will be done that day, inspections requested after that time may be done the following day. Inspections requested after hours or on weekends will have additional inspection fees assessed.

The best policy is to request your inspections as early as possible. Driveway access inspections can be requested by calling The City’s Engineering Department at least 24 hours in advance of pouring concrete, call 559-2521.



In an attempt to provide more efficient services to contractors, builders and individuals, all permit inquires should be directed to Inspection Services. Inspection Services will assist in processing all applications and permits necessary for the following:

- Building permits—Residential, Commercial or Industrial
- Remodeling permits—including fences and decks
- Sign permits
- Plumbing, mechanical and electrical permits
- Excavation permits
- Demolition permits
- Moving permits—houses and storage buildings
- Storage tank permits—above ground and under ground
- Drainage plan review
- Site plan review
- Construction Plans
- New water and sewer

The length of time required for review of site and drainage plans is dependent upon the Engineering Department and the size and complexity of the project. The completeness of required documents will also have an impact on the review time period. An estimate of time to review large and complex projects will be provided to the applicant upon submission of all required construction documents. If all requirements have been properly completed, the City will complete their review within ten working days. Upon completion of the permit process, all fees will be collected and the permits will be issued in the Inspection Services Office.

Driveway construction permits, drainage and site plans, new utility tap requests and other construction related applications shall be forwarded to the Engineering Department by the Inspection Services Department. Upon completion of processing and Engineering Department review, the application and permit(s) shall be returned to the Inspection Services Department. A completed fee invoice will be collected by the Inspection Services Department and must be accompanied by the processed permit(s).

Contractors and/or individuals with questions concerning understanding drainage, zoning or building requirements shall be assisted by the Engineering, Planning, or Inspection Services Department respectively. A department representative will assist the contractor and/or individual and attempt to facilitate the permit process at a time acceptable to both parties.

Request for the location of utility taps, connections or the location of utility lines prior to the submission of a permit application will be handled the Public Works Department. All customers initiating or discontinuing utility service shall be processed through the Customer Service Department. Permits that do not require submission to other departments will be reviewed the same day or the next day, and then a permit will be issued.

## PROFESSIONAL CONTRACTOR REGISTRATION



### **REQUIREMENTS:**

#### **General Contractor**

\$5,000.00 license and permit bond made out to the City of Nacogdoches plus a \$25.00 license fee per year. (Oct. 31<sup>st</sup> – Sep. 30<sup>th</sup>)  
(Includes Pool, Roof, and Fence Contractors)

#### **Sign Contractor**

\$2,000.00 license and permit bond made out to the City of Nacogdoches plus a \$50.00 license fee per year. (Dec. 31<sup>st</sup> – Dec. 30<sup>th</sup>)  
**NOTE:** Sign contractors doing electrical work must present an electrical sign contractors license at time of registration.

#### **Electrical Contractor**

Copy of State Electrical Masters license and Electrical Contractors license along with proof of liability insurance.

#### **Plumbing & Mechanical Contractors**

Copy of State license along with proof of liability insurance.

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### **PLEASE PRINT THE FOLLOWING:**

Applying for:  General Contractor    Sign Contractor    Electrical Contractor  
 Plumbing Contractor    Mechanical Contractor

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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MINIMUM DRAINAGE PLAN REQUIREMENTS  
FOR SMALL STRUCTURES AND MINOR ADDITIONS TO  
EXISTING IMPROVEMENTS

- \_\_\_\_\_ 1. Owner's name, phone number, and project address on drawing.
- \_\_\_\_\_ 2. Plans must show dimensions of all property lines.  
This information can be found in the deed or on the plat of the property. The City Engineering Dept. has plat records for most of the City and can assist in researching this information.
- \_\_\_\_\_ 3. North direction arrow must be provided.
- \_\_\_\_\_ 4. Plans should be drawn to a scale and all existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks) .
- \_\_\_\_\_ 5. Access (driveways) must be shown with dimensions, shape, and location.
- \_\_\_\_\_ 6. All recorded public easements (sewer, water, gas, electrical, etc.) shall be shown and properly dimensioned. The City Engineering Dept. can assist the owner in locating these easements.
- \_\_\_\_\_ 7. Show natural drains and proposed drainage patterns, including ditches, swales, pipes, etc. Use arrows to indicate the lay of the land and drainage patterns.

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE CONTACT THE  
CITY ENGINEERING DEPT. AT 936-559-2521**



**SITE PLAN REQUIREMENTS CHECKLIST FOR  
NEW CONSTRUCTION AND MAJOR  
ADDITIONS TO EXISTING FACILITIES**

Applicants Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Project Location & Address: \_\_\_\_\_

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- \_\_\_ 1. City water and sanitary sewer verified.
- \_\_\_ 2. Driveway meets standards.
- \_\_\_ 3. Site Topography, grading and drainage requirements for Single Family Residential construction (see City Storm Drainage Policy):
- a. Show top of curb elevation at the projected ends of building.
  - b. Finish floor elevation of each structure
  - c. Highest & lowest existing ground elevations at proposed building corners.
  - d. Show natural and man-made drains and proposed drainage patterns, including ditches, scales, pipes, etc. Use existing and proposed ground elevations and/or arrows to indicate the lay of the land and drainage patterns.
- \_\_\_ 4. Site topography, grading and drainage requirements for High Density Residential, Commercial and Industrial construction (see City Storm Drainage Policy):
- a. Provide topographic survey of existing property conditions showing ground elevation contours at two foot intervals, natural and man-made drains, key elevations along property lines, curbs, roadside ditches, culverts etc.
  - b. Show all proposed elevation contours at on foot intervals, slopes retaining walls, site drainage patterns and drainage improvements.  
Collection and piping systems to handle the site runoff should be located on private property. All public facilities or connections to public facilities shall be in accordance with City standards and specifications.
  - c. Show proposed elevation for all finished floors, ground elevations  
At building corners and key elevations of other proposed structures.
  - d. If 14,000 sq. ft. or more of impervious area is proposed, the drainage plan and supporting calculations, must be prepared and sealed by a registered engineer in the state of Texas.



## Driveway Construction Permit

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City Block: \_\_\_\_\_ Lot #: \_\_\_\_\_

Subdivision: \_\_\_\_\_

The City of Nacogdoches hereby authorizes you to construct a driveway approach for the purpose of providing access to your property from a public thoroughfare. The proposed driveway approach shall conform to City Codes and the construction shall meet the minimum specifications as shown on the attached standard driveway detail.

Maintenance and repair of the proposed driveway approach shall be the property owner's responsibility and it shall be maintained for the safety and protection of the public.

The property owner shall hold harmless the city of Nacogdoches and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.

The City Building Inspection Department for residential (telephone: 559-2551) or Engineering Department for commercial (telephone: 559-2521) must be notified for an inspection at least 24 hours prior to pouring concrete for this driveway approach. Sub-grade, forms and reinforcing must be complete and the driveway ready to pour before calling for an inspection. Any approach constructed without a prior City inspection should be removed. If more than one inspection is required for any approach, a re-inspection fee of \$25.00 will be charged to the applicant for each inspection.

City of Nacogdoches

Approved By: \_\_\_\_\_

I (We), the undersigned, hereby agree and comply with the terms and conditions set out in this permit for construction of a driveway access from a public thoroughfare.

Signed: \_\_\_\_\_

\*Fee= Number of driveway approaches \_\_\_\_\_ x \$25.00 = \$ \_\_\_\_\_

Building Permit # \_\_\_\_\_