

**CITY OF OLD RIVER-WINFREE
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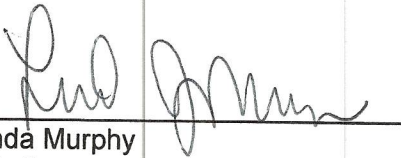
Building Permit Checklist

- Completed permit application.
- Permit fee - Based on building cost
- Review fee - 50 % Permit fee
- Site plan or survey showing all building locations, building set back lines and all easements. Survey must verify that the property does not encroach on the FEMA regulated 100 year floodplain.
- If site encroaches on the FEMA flood plain and elevation survey will be required indicating the proposed finished floor elevation. This information must appear on the site plan.
- Building plans including floor plan, elevations and roof plan.
- Sealed structural drawings indicating compliance with structural provisions of the International Building Code indicating clipping, strapping, holdowns, and lateral loading. (Windstorm analysis signed and sealed by a licensed professional engineer is acceptable.
- Foundation design and plan signed and sealed by a licensed professional engineer.
- Mechanical, electrical, and plumbing plans.
- All MEP subcontractors must make permit application prior to beginning work.

Permit fees are based on submitted building cost estimates. Estimates that appear to be out of line with current residential building cost may require verification prior to issuance of an occupancy permit. Please note that a septic design and installation must be approved by Chambers County and documentation submitted to Old River Winfree prior to occupancy. All provisions of the IRC must be met including energy requirements. Owner must verify that construction will not impound impede, or block the natural flow of water across on the building site. Drainage from the property must be managed and not directed to any adjacent property.

Should you have any questions feel free to contact me at the above telephone number?

Sincerely,



Linda Murphy
City Secretary

Att:
Permit fee schedule

Old River Winfree Permitting Process

1. Permit applications and fee schedule.
2. Permit Fee.
3. Plan Review Fees.
4. Inspection process and inspection fees.
5. Contractor Registrations.
6. Occupancy permit

I. Residential & commercial building construction permitting submittals.

1. Site plan with utilities and drainage.
2. Current property survey.
 - a. Needs to show all easements and setbacks
 - b. Flood plain statement.
3. Floor plan with plumbing fixtures and riser diagram (must have if commercial).
4. Building elevations.
5. Structural plan.
 - a. Sealed engineered foundation plan.
 - b. Sealed framing plan and details.
6. Electrical plan with load analysis.
7. Mechanical Plan.

II. Development permitting submittals should include:

1. Boundary survey and platting, topographic survey.
2. Site plan.
3. Paving, grading, and drainage plan.
4. Utility plan
5. Engineered foundation design and structure.

III. Issuance of Permit includes:

1. Orange Permit Card – to be displayed visibly at all times.
2. Contractor Registration
3. Electrical Permit
4. Mechanical Permit
5. Plumbing/Gas Permit

Contractor permits are to be filled out including all licenses, registrations, and certification numbers and verified to be valid and active with the State of Texas prior to the beginning of any construction.

The inspection process should be supplied to the permit holder at the time of permit issuance. It should include the contact name, number and stages the inspections are needed to insure that the responsibility of the request of the inspections lies with the permit holder.

The permit will expire after 160 days of the issued date. The permit maybe extended for 30 days at a time for up to an additional 160 days upon written request. This request will include details of the delays in completion of construction and be up for review.