

**COMMERCIAL BUILDING  
BUILDER INFORMATION PACKAGE**

**City of Anna, Texas  
3223 North Powell Parkway  
Anna, Texas 75409**

**Prepared By:  
City of Anna  
Planning and Development Department  
972-924-2616**

**Anna**

**CITY OF ANNA, TEXAS**

## Summary

This Commercial Inspection Requirements informational was prepared to assist builders and field supervisors. Builders are encouraged to share the content of this informational with their staff, architects, engineers, subcontractors, coordinators, and material suppliers. Periodically, the City of Anna will update this informational to reflect changes, codes, ordinances, and any other information pertinent to construction. All builders who build structures within Anna are encouraged to ensure they have the most recent publication.

### List of Materials Included

<b>Topic</b>	<b>Page</b>
Contact Information	3
Procedure for Creating Building Site/Lot	4
Site Plans	5
Submittal Requirements	6-8
Submittal Check list	9
Commercial Inspection Request	10
Contractor Registration	11
Fee Schedules for New Commercial Projects	12-15
Finish-Out Submittal Requirements for Commercial Construction Permit Application	16
New, Additions, Alterations, or Interior Finishes	17
Inspections Required On All Commercial Projects	18
Required Inspection's List	21
Adopted Codes	22
Installation of Radiation Equipment and Medical Gas Systems	24
Asbestos Related Statements	25
Asbestos Survey Certification	26
Builders Designated Wash-Out Pit Diagram	27
Building Lot Erosion & Debris Containment Plan	28
Building forms *	
Building Permit	
Contractor Registration	
Mechanical	
Electrical	
Plumbing	
Sign	
Fence	
Builders Water Application	
Application for Certificate of Occupancy	
* Click on form to view.	

**We look forward to working with you to ensure that the community is provided with a safe and durable build environment.**



# Bureau Veritas Contract Information

## **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

## **Plan review and Inspection Scheduling**

Please contact Bureau Veritas for the status of plan review and permits.

<b>Plan Review</b>	Joe Hysell	972-244-6934
--------------------	------------	--------------

<b>Permit Status</b>	Terri Reagan	972-244-6933
----------------------	--------------	--------------

## **Inspection Request**

Please contact Bureau Veritas to request inspections(s)

Inspections requested by 5:00 pm Monday – Friday will be performed the next business day.

<b>Inspection Scheduling</b>	Bonnie Holmes	972-244-6910
	Toll Free	877-837-8775

## **Bureau Veritas Director of Field Inspections:**

Ty Chapman Mobile – 469-853-9803



## PROCEDURE FOR CREATING BUILDING SITE/LOT

No permit for the construction of a Building or Buildings upon any tract or plot shall be issued until a Building site, Building tract, or Building Lot has been created by compliance with one of the following conditions:

- (a) The Lot to tract is part of a plat of record and filed in the plat records of the county or counties in which the Lot or tract is located.
- (b) The site plot or tract is all or part of a site plan officially approved by the City Council in a Planned Development District after recommendation by the planning and zoning commission.
- (c) The plot, tract or Lot faced upon a dedicated Street and was separately owned prior to the effective date of the ordinance from which this chapter derives or prior to annexation to the City of Anna, whichever is applicable, in which event a building permit from only one main Building conforming to all the requirements of this chapter may be issued on each such original separately owned parcel without first complying with either subsection 46.01(a) or subsection 46.01(b) preceding.
- (d) The plot or tract is a Lot of Record prior to the effective date of the Part of the Code or prior to annexation to the city, whichever is applicable, and the Building Official certifies that the plot or tract does not comply with setback and/or Lot size requirements but that the plot or track conforms with the provisions of this Part of the Code, as amended, relative to width of Street(s) on which the Lot is located, Street offsets, easement requirements, drainage and other considerations the Building Official believes to be relevant to the particular plot or tract. If the Building Official cannot make such certification, he shall refer the case to the Planning and Zoning Commission for consideration and resolution. The Building Official and Planning and Zoning Commission shall exercise discretion in making decisions in such cases but shall take care to respect the language and spirit of this Part of the Code, as amended.
- (e) The plot or tract is all or part of a site plan officially approved by the City Council and compliance have been made with provisions and improvements approved on such site plan for all utility and drainage easements, dedication of Streets, Alleys and other public improvements required to meet the standards established for the platting of land. Any and all plots, tracts, or Lots must be provided access via a public Street or drive.



## SITE PLANS

The planning and zoning commission shall review the proposed site plan and shall submit to the City Council a recommendation of approval, approval with conditions, or disapproval. Prior to consideration of a site plan, the planning and zoning commission may hold a public hearing, with notice given according to the procedure for a change in a zoning District location or boundary.

City council, planning and zoning commission, and staff consideration shall include paving and layout of Streets, Alleys and sidewalks, means of ingress and egress, provisions for drainage, Parking Spaces, protective screening and Open Spaces, as well as areas designated for landscaping, and any other aspect deemed necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity, and general welfare of the city.

If during the course of considering the site plan, conceptual site plan, or landscape plan, the planning and zoning commission is of the opinion that a proper recommendation cannot be made without additional information, the planning and zoning commission is authorized to request that the applicant submit said information and is further authorized to withhold action on the site plan until the submission of the information for the planning and zoning commission's consideration.

A site plan shall expire two years after its approval or amendment date if no building permits have been issued for the site, or if a building permit has been issued but has subsequently lapsed. Expiration shall not apply to site plans submitted for a Planned Development or specific use permit.

**It shall be unlawful to issue a building permit prior to the approval of the site plan by the City Council, planning and zoning commission and/or planning division, as appropriate. No building permit shall be issued except in conformity with the approved site plan, including all conditions of approval.**

During construction and upon completion, the project will be inspected to ensure that the approved site plan has been followed.





## **COMMERCIAL SUBMITTAL PACKAGE FOR NEW CONSTRUCTION PERMIT APPLICATIONS**

### **A. PROJECT REFERENCE:**

1. Copy of approved Civil final site plans. Essential to a valid application.
2. Copy of soil report.
3. Energy Code Tabulation (meeting or exceeding the minimum requirements of the 2006 IECC) with the thermal value summary of insulation provided for the building envelope. Commercial buildings should use 1" insulated safety glass system for all exterior glazing as much as possible unless otherwise permitted by IECC requirements.
4. When required, sight-line studies should be submitted to demonstrate that all mechanical items and other unsightly elements are completely screened from public view or architecturally concealed. Mechanical equipment, if placed on roof, must be accessible by internal steel ladder to a roof scuttle. Steel ladders are considered mechanical items not to be exposed to exterior view.
5. The project must show sufficient number of screened dumpsters, recycle bins, grease barrels, etc. for total refuse containment system. Designed systems must conform to City criteria.
6. Roof drainage calculations for buildings with parapets. The drainage system should be composed with internally storm-collected roof drains and a choice of overflow drains discharging to daylight through a brass nozzle at the bottom of the exterior wall or overflow scuppers.
7. Architectural Barriers Project Number of evidence of TDLR review application.
8. Applicable Asbestos Survey or Arch. /Engineer's Certification as per Senate Bill 509 and the Manufactures Materials Safety Data Sheets (MSDS) as per House Bill 1927.
9. Any other information specifically required for project description or clarification.

### **B. CONSTRUCTION DOCUMENTS:**

1. Three (3) bound sets of professionally sealed construction drawings, possibly sized 24" x 36", but not larger than 30" x 42", containing all the referential, architectural, structural, and MEP drawings. Additional drawings may be required for Health and Fire reviews.
2. One (1) set of project specifications.

NOTE: Architectural and MEP design drawings must include code required firestopping, fire resistive joint and fire barrier systems with corresponding ASTM, S and UL design reference numbers for contractors pricing and proper installation. Provide all related details as required.

All sets of construction documents must be signed and dated by the applicant.

### **C. APPLICATION FORMS:**

1. Application forms for General contractors and MEP Subcontractors are available at the City of Planning and Development Department. Only the original forms shall be used. Applications must be completed as required, signed and dated by the applicant. All MEP Subcontractors must register with the City of Anna prior to submitting permit applications.



## **D. ALTERATIONS:**

Same application rules apply for alterations or remodeling projects except for the additional document on the existing structures. Provide true-scale architectural and engineering plans. Plans of existing conditions must be included in the submittal package. Asbestos Survey by TDH licensed professionals is required for renovating or demolishing work of any public or commercial building before a permit is issued as per Senate Bill 509. Owner, Contractor, or other Owner Representative, must send notification to the Texas Department of Health (TDH) ten (10) working days prior to starting any demolition project, regardless of the site contains asbestos or not. If asbestos is not present and testing is not necessary, a statement from the architect/engineer or TDH licensed inspector could be used in lieu of an asbestos survey. The new construction or replacement part of the alteration or remodeling work may be permitted only upon submitting the Manufactures Material Safety Data Sheets as required by House Bill 1927.

## **E. GENERAL NOTES:**

1. Structural design must be based on the 2009 IBC and the City of Anna minimum requirements for basic 90 mph Wind, Exposure C, Seismic & Importance Factors, etc. as per Building Category.
2. Expect 1-2 weeks turnaround time for al full review of plans. Additional time may occur if the plans are rejected for non-conforming code issues requiring meetings and substantial revisions.
3. One review-stamped set of drawings, red lined with the reviewer's comments, shall be released to the applicant upon payment of the assigned fees. This set shall be the PERMIT SET and must be kept available on the jobsite for the Inspector.
4. For shell buildings or whenever necessary, one half size updated set of final drawings, integrating all the review comments, shall be required to be submitted as the FINAL RECORD SET to be used as reference for the future finish-out plans. All changes indicated therein must be only those pertaining to the review comments as permitted and shall be fully clouded and delta marked.
5. Any deviation from completing the Submittal Package as required may cause the application to be rejected. It is the applicant's responsibility to conform.
6. Record drawings are not kept indefinitely by the City of Anna. After the Certificate of Occupancy has been issued, records are temporarily archived as long as required until they will be finally discarded as deemed necessary. Applicants are encouraged to retain their own records for eventual future needs.



## COMMERCIAL SUBMITTAL CHECKLIST

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

Permit applications \_\_\_\_\_

(3) Site plan \_\_\_\_\_

(3) Energy Report to include Building Envelope, Electrical, Mechanical Compliance \_\_\_\_\_

(3) If a remodel or addition, Asbestos Compliance statement or report \_\_\_\_\_

(3) Texas Accessibility Survey – TDLR# Valuation over \$50,000 \_\_\_\_\_

(3) Sets of plans to include Electrical, Mechanical, Plumbing etc. \_\_\_\_\_

**THE RELEASE OF A BUILDING PERMIT IS CONTINGENT UPON FULL COMPLIANCE TO ALL CITY OF ANNA REQUIREMENTS AND ALL APPLICABLE STATE LAWS AND CODES.**





**BUREAU  
VERITAS**

### Commercial Inspection Request

Fax Request to: 817-335-8110      toll free 877-837-8859  
For Questions: 817-3358-8111      toll free 877-837-8775

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

Today's Date \_\_\_\_\_ Company \_\_\_\_\_

Project Address \_\_\_\_\_ Requestor's Name \_\_\_\_\_

City \_\_\_\_\_ Requestor's Phone \_\_\_\_\_

Project \_\_\_\_\_ Requestor' \_\_\_\_\_

Building Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> Pier       | <input type="checkbox"/> Framing           | <input type="checkbox"/> Veneer         |
| <input type="checkbox"/> Grade Beam | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Slab       | <input type="checkbox"/> Drywall           |   |

Comments \_\_\_\_\_

Mechanical Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Ceiling Mechanical | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Mechanical Rough       | <input type="checkbox"/> Duct Insulation    |   |

Comments \_\_\_\_\_

Electrical Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Ceiling Electrical | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Electrical Rough       |   |   |

Comments \_\_\_\_\_

Plumbing Permit # \_\_\_\_\_ Date Needed \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Gas Wrap/Underground Electric | <input type="checkbox"/> Plumbing Top-Out |
| <input type="checkbox"/> Water Service  | <input type="checkbox"/> Gas Rough                     | <input type="checkbox"/> Plumbing Final   |
| <input type="checkbox"/> Yard Sewer     |  |   |

Comments \_\_\_\_\_



## **CONTRACTOR REGISTRATION:**

All contractors who are required by state law or local ordinance to be licensed must register with the City of Anna before applying for permits or performing any work. A masters license in the specific trade is required to register as a contractor. License Journeyman, Wireman, Tradesman, or Apprentices, shall be listed on the contractor registration. All work shall be supervised by a licensed individual, and must be with (5) minutes of any job under his supervision. A licensed residential wireman may supervise (1) helper or apprentice. Any work discovered being performed without required licensed personnel shall be conspicuously identified to prevent reuse and shall be removed. Multiple violations of licensure requirements may result in suspension of the contractors registration, including the right to obtain permits to work in the city. Any individuals found performing work without the required license will be asked to leave the jobsite. A contractor is defined as a General, Electrical, Plumbing, Mechanical, Irrigation, Pool, Fence, Sign, Roofing, or Backflow Tester.

### **GENERAL CONTRACTORS, BUILDER REGISTRANTS:**

1. There is no fee at this time for general contractors.

### **ELECTRICAL REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely.
2. A valid "Masters License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card.
4. A valid certificate of liability insurance or bond.
5. All journeyman and wireman performing work must be registered and possess a current license.
6. A list of additional persons authorized to sign applications and pick up approved permits for your company.
7. \$50.00 registration fee.

### **PLUMBING REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely.
2. A valid "Masters License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card
4. A valid certificate of liability insurance or bond.
5. All journeyman, tradesman, and apprentices must be registered and possess a current license.
6. A list of additional persons authorized to sign applications and pick up approved permits for your company.

### **MECHANICAL REGISTRANT: (available at end of this document)**

1. Contractor registration application filled out completely
2. A valid "Master License" is required at the time of registration.
3. A valid State of Texas Drivers license or photo I.D. card.
4. A valid certificate of liability insurance or bond.
5. A list of additional persons authorized to sign and pick up approved permits for your company.
6. \$50.00 registration fee.



## **FEE SCHEDULES FOR NEW COMMERCIAL PROJECTS:**

These fees may be assessed with the application submittal:

BUILDING PERMIT FEE  
BUILDING AND MEP PLAN REVIEW FEE  
FIRE PLAN REVIEW FEE  
PLUMBING FEE  
MECHANICAL FEE  
ELECTRICAL FEE  
HEALTH FEE (IF APPLICABLE)  
METER FEE & SANITARY SEWER FEES  
IMPACT FEES

When submitting application for Shell only permit. Include only shell valuation. When building has more than one floor, separate permits per floor is required.

### BUILDING PERMIT:

\$7.50 PER \$1000 Valuation of work. Minimum \$20.00

### BUILDING AND MEP PLAN REVIEW FEE:

\$100 minimum plus \$.07 per square foot of building.

### FIRE PLAN REVIEW:

See Ordinance Number 548-2011

### MECHANICAL, ELECTRICAL, AND PLUMBING INSPECTION FEES:

Fees are separate ( i.e. \$60.00 plumbing, \$60.00 electrical, and \$60.00 mechanical.)  
These fees are calculated by square footage of floor area.

1-3,000 square feet	\$60.00
3,000 – 10,000 square feet	80.00
10,001 – 50,000 square feet	100.00
50,001 – 100,000 square feet	125.00
Over 100,000 square feet	150.00

This fee calculation is provided for information only.



The City of Anna Planning and Development Department will calculate and assess all fees.

HEALTH PLAN REVIEW FEE:

\$300.00 (Paid to Collin County Health Services) Meter &

Meter & Sewer Fees:

WATER TAP FEES

3/4" – 1"	\$	750.00
1 1/2"	\$	950.00
2"	\$	1,000.00
2" Compound	\$	1,500.00

SEWER TAP FEES

4"	\$	750.00
6"	\$	1,000.00

WATER DEPOSITS

3/4"	\$	150.00
1"	\$	200.00
1 1/2"	\$	350.00
2"	\$	500.00
Fire hydrant meter	\$	1,500.00

METER INSTALL FEES

3/4"	\$	315.00
1"	\$	410.00
1 1/2"	\$	650.00
2"	\$	850.00

IMPACT FEES:

Please contact the City of Anna Permit Department for additional Impact fees. Fees will be paid to the City of Anna Permit Department.

Water Meter Size	Water Impact Fee	Wastewater Impact Fee
3/4"-1"	\$2,000.00	\$2,000.00
1 1/2"	\$4,500.00	\$4,500.00
2"	\$ 8,000.00	\$8,000.00

See Anna Code for larger line sizes.



## MISC. COMMERCIAL FEE SCHEDULES:

### PLUMBING:

1. Plumbing fixtures or traps:	First 10 fixtures	\$60.00
	Each additional	2.00
2. Boilers / Water heaters:	Replaced	50.00
3. Fuel gas piping:	First 5 openings	60.00
	Each additional	3.00
4. Irrigation		75.00

Any additional plumbing work not listed above will be subject to a minimum \$ 60.00 fee. Contact the City of Anna Building Official for specific fee assessments.

### MECHANICAL:

1. Furnaces and/or Air Conditioner Units:		
A. Furnaces up to 100,000 BTU/H and Air Conditioner units up to 5 Tons.		
	First Unit	\$60.00
	Each additional	5.00
B. Furnaces greater than 100,000 BTU/H and Air Conditions units greater than 5 Tons		
	First Unit	\$80.00
	Each additional	8.00
2. Commercial Hoods/Kitchen Ventilation:		
A. Type 1 Commercial Hood	First Unit	\$50.00
	Each additional	20.00
B. Type 11 Commercial Hood	First Unit	35.00
	Each additional	15.00
3. Misc. Ductwork	Minimum Fee	\$20.00
4. Other:		
For each appliance or piece of equipment not specifically shown above.		
	First unit	50.00
	Each additional	5.00



DEMOLITION: \$50.00

Must Provide Lead Based Paint verification documentation.  
Must provide Asbestos Letter with Application for Permit.

DUMPSTER ENCLOSURE: \$50.00

FENCE: \$100.00

RE-ROOF: \$100.00

RETAINING WALLS \$100.00

SIDEWALK OR APPROACH \$100.00

CONSTRUCTION TRAILER: \$200.00  
Included all required inspections.

## **NEW, ADDITIONS, ALTERATIONS, OR INTERIOR FINISHES**

### **1. FOUNDATION PERMIT ONLY:**

- A. An additional 25% of building permit fee, max. \$2500 / min. \$20.00
- B. All permit fees must be paid prior to issuing foundation only permit.

### **2. BUILDING PERMIT:**

- A. \$7.50 per \$1000 valuation of project. Minimum \$20.00

### **3. PRIORITY PROCESSING:**

- A. \$10.00 per \$1000 valuation of project. Minimum \$350.00



## FINISH-OUT SUBMITTAL REQUIREMENTS FOR COMERCIAL CONSTRUCTION PERMIT APPLICATION

1. Completely filled-out G.C. and Subcontractors building permit application forms, signed and dated by applicant. If the signature is illegible, the full name should be printed underneath it. Also, it should be indicated who is the signer, Architect, Owner, Contractor, etc. Only original forms are accepted.
2. Three (3) bound set of code-conforming Construction Documents (working drawings and specs.) Additional drawings may be required for Health and Fire review if necessary. Drawings must be legible and suitable for construction. Plans with only conceptual design sketches will be rejected.
3. Projects full address, suite number, and gross square footage to be indicated on the drawings in addition to the Tenants name and type of business.
4. Information on existing plans and conditions. Professionally certified Asbestos Survey must accompany projects involving any renovating or demolishing (State Bill 509).
5. Building Site Plan and/or updated Key Plan of the building floor on which the project is located. (All servicing exit corridors leading to exit discharge should be shown).
6. Construction Plan with labeled rooms identifying areas according to their use. Omitted area identification will stop review process. Open-Plan areas must show the location of all office cubicles clearly indicating the circulation pattern. Stock shelving systems to be shown on plans, must be of all metal or metal frame and fire-resistant shelves are required.
7. Architectural working drawings with all the necessary construction details and corresponding UL design reference numbers for rated walls (such as exit corridors, demising walls, separation walls, etc.), partition and door schedules, safety glazing, interior elevations, reflected ceiling plan, etc. Building insulation or glazed storefronts included as part of the finished-out scope of work when not provided by the shell must meet or exceed minimum requirements of the 2009 IECC.
8. Basic furniture plan and finish schedule. Flame spread and smoke-density values of all finish materials must be referenced and made available to the inspector.
9. Engineered MEP plans with schedules, quantities, riser diagrams, etc. are required. Electrical upper-level floor outlets must be UL-listed fire-rated poke-thru type for core drilling only. If structural alteration work is necessary for additional finis-out loads, the Owner is responsible for providing the alteration drawings as designed by a structural Engineer.
10. Three copies of a "COM" check form.



## **INSPECTIONS REQUIRED ON ALL COMMERCIAL PROJECTS:**

1. T-Pole
2. Piers (if required by engineer)
3. Plumbing ground rough (includes water and sewer tie ins)
4. Foundation
5. Paving / Flatwork
6. Framing / Electrical wall rough / Plumbing rough walls
7. HVAC duct rough
8. Insulation
9. Drywall screw inspection
10. Above ceiling inspection
11. Utility release (electric and gas)
12. Electric, Plumbing, and Mechanical Finals.
13. Fire final
14. Building Final /CO.

## **HELPFUL REQUIREMENTS ON REQUIRED INSPECTIONS:**

### **T-POLE:**

1. Address and permit posted.
2. Ground fault protection on all 20 and 30 amp circuits.
3. Pole must be braced and grounded.
4. Plugs and breakers in weather proof enclosure.

### **PLUMBING GROUND ROUGH:**

1. Address and permit posted.
2. Proper fittings used in system.
3. No short sweep fitting permitted under slab.
4. Properly size vents, traps, and trap arms.
5. Minimum 3/4 inch water service with cut-off valve.
6. Hose bibb with tamper proof vacuum breaker installed. Water shall be on to building or be air tested at 50 psi.
7. Copper lines must be sleeved, taped, or painted where exposed to concrete.
8. All buildings sewers (yard lines) shall be minimum 4" with a 4" double or two way cleanout.
9. Turns in sewers shall be made with 1/8 or 1/16 bends only. No short radius fittings permitted.
10. Water and sewer lines shall be in separate trenches or in a common trench with water line placed on a solid shelf 12" above the sewer line.
11. All underground pvc and copper shall be bedded with sand.
12. Form board survey will be picked up at this inspection.



## **FOUNDATION:**

1. Address and permit posted.
2. Post tension or other engineered plans must be on jobsite at time of inspection.
3. Minimum 4" depth on concrete.
4. Beam width and depth must comply with approved engineer designs.
5. Chairs must be under reinforced steel and tendons.
6. Exposed copper must be sleeved and protected.
7. Forms must be adequately braced, with brick ledge installed if applicable.
8. Blockouts for tubs and showers must be in place,
9. Must have approved engineer inspection report on site.
10. Rough grading for positive drainage away from slab must be done after concrete placement and removal of forms.

## **FLATWORK:**

1. City sidewalks shall be minimum 4" wide with 1/4" per foot slope from property line to street.
2. Expansion joints installed where abutting existing concrete and every 20 feet.
3. Reinforcement shall be #3 bars at 18" on center each way.
4. Sidewalk marking for control joints 5 feet on center.
5. Drive approaches shall be 6" depth and reinforced with #3 rebar dowelled into existing concrete at 18" on center placed on compacted soil.
6. Water meter boxes must be flush to final grade, and meters and fittings must be fully accessible.
7. Water meters in flatwork must be protected with metal enclosure and steel lid.
8. Handicap ramps must conform to the American with Disabilities Act (ADA)
9. All fire hydrant and main line cut-off valves must be clearly located and be flush to final grade.

## **PLUMBING TOP OUT:**

1. All vents must extend through roof minimum 6" with flashings properly installed.
2. Properly size vents, traps, and trap arms.
3. No horizontal vents below 42" above the floor.
4. All plumbing shall be stack vented. Flat venting will not be permitted.
5. All water pipes in exterior walls shall be insulated.
6. All copper lines and stub outs shall be strapped and supported.
7. All plumbing walls will require minimum 2 x 6 framing.
8. All water heaters must be in an approved drip pan. T & P lines and drain lines must terminate to the exterior of the building.
9. A water test will be required on all plumbing above slab regardless if single story or two story residence
10. Cleanouts must be installed above arm tie ins.
11. Approved shower pans must be installed and tested.
12. All shower valves risers must be capped and tested.
13. All exterior hose bibs shall be frost proof and protected where passing through masonry material.
14. Water heater installations shall comply with 2009 IECC requirements.



## **MECHANICAL ROUGH:**

1. Flex duct shall be properly supported and turns made in a manner that will not restrict air flow.
2. Approved splice connectors must be used at joints in duct work.
3. All duct insulation shall be minimum R6.
4. Primary condensate drains must tie into a wet trap.
5. Bath exhaust fans must terminate to the exterior of structure.
6. Dryer vent shall be metallic duct with maximum length of 25 feet, with only 2 90 degree bends. 2 feet shall be deducted for each 90 degree Fitting.
7. Insulation on A/C refrigerant lines shall comply with the 2009 IECC.
8. All seams and joints in metallic duct boots shall be sealed with mastics.
9. Mechanical storage equipment areas shall comply with 2009 IECC.
10. All plenum spaces shall be in compliance with 2009 IRC requirements.
11. All wood burning or gas Fireplaces shall have fresh air intake from outside of the structure.

## **FRAMING:**

1. All bottom plates on masonry or concrete shall be pressure treated. Plates will be secured in compliance with the 2009 IRC.
2. Wind bracing must comply with the 2009 IRC. Nailing per schedule.
3. Joist and rafter spans will be installed per span charts.
4. Valleys, hips, and ridges must be no less than 2" nominal thickness and not less in depth than the end cut of the rafters.
5. Purlins must be at least the same size as the rafter, with struts 4 feet on center.
6. Joists over 4 feet in length that terminate other than on a bearing wall, must be pressure blocked or joist hangers must be installed.
7. Fur downs, chimneys, ceilings of different heights, vertical wall spaces over 10 feet in height, roof lines, and open risers on stairs must be Fire blocked.
8. Stairs, landings, handrails, and guardrails must comply with the 2009 IRC
9. Metal Fireplaces shall be installed according to manufactures specifications.
10. Vapor barrier must be installed at brick ledge behind sheathing.
11. Brick ties must be in place where applicable.

## **ELECTRICAL ROUGH:**

1. Panel must be grounded to cold water piping and supplemental ground rod.
2. Binding strap or screw must be installed.
3. Receptacles must be installed per 2009 IRC requirements.
4. All romex in return air spaces must be sleeved.
5. All branch circuits that supply 125 volt 15 & 20 amp receptacles in dwelling unit bedrooms shall be Arc Fault protected.
6. Smoke detectors shall be installed per 2009 IRC requirements and manufactures installation instructions.
7. All romex extending through masonry shall be protected.
8. Minimum 12 gauge wiring required



**INSULATION:**

1. All insulation in walls, ceilings, ductwork, and windows shall comply with the 2009 International Energy Conservation Code.

**ELECTRICAL FINAL FOR METERS:**

1. Conduit and disconnect must be installed for A/C condensers.
2. Connections must be made up at meter base and panel.
3. Cold water and ground rod clamps must be secured in place
4. All receptacles, switches, and fixtures must be in place or blacked off.
5. BV AC equipment must be installed and wiring in place.



# REQUIRED INSPECTION'S LIST

## **( ) PLAN REVIEW**

**( ) T-POLE (PLEASE BRING THE GREEN TAG TO CITY HALL SO THAT WE CAN CALL THE ELECTRIC COMPANY TO RELEASE)**

**( ) PLUMBING ROUGH**

## **( ) FOUNDATION**

**( ) FRAME**

**( ) ROUGH ELECTRIC**

**( ) ROUGH MECHANICAL**

**( ) ROUGH H.V.A.C.**

**( ) PLUMBING TOPOUT**

**( ) ELECTRIC TOPOUT**

**( ) H.V.A.C. TOPOUT**

**( ) FINAL ELECTRICAL (PLEASE BRING THE GREEN TAG TO CITY HALL SO THAT WE CAN CALL THE ELECTRIC COMPANY TO RELEASE)**

**( ) FINAL MECHANICAL**

**( ) FINAL H.V.A.C.**

**( ) FINAL BUILDING**

**( ) BRICK TIE INSPECTION CA BE CALLED ANYTIME**

**\*PLEASE GIVE A 24 HR. NOTICE FOR ALL INSPECTION\***

1<sup>st</sup> Inspections are highlighted in gray

2<sup>nd</sup> Inspections are highlighted in green

3<sup>rd</sup> Inspections are highlighted in blue

4<sup>th</sup> Inspections are highlighted in red



## ADOPTED CODES

**Construction projects must adhere to the following:**

**2009 International Energy Conservation Code with amendments.**

**2011 National Electrical Code with amendments.**

**2009 International Residential Code with amendments.**

**2009 International Fire Code with amendments.**

**2009 International Mechanical Code with amendments.**

**2009 International Plumbing Code with amendments.**

**2009 International Building Code with amendments.**

**2009 International Fuel Gas Code with amendments**

**2009 International Property Maintenance Code with amendments.**

**Any adopted City of Anna Zoning, Subdivision, and Building Ordinances.**

**The focus of plan review and building inspections is to ensure quality construction. You, as a builder must require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations listed above. Your best effort, along with ours, will achieve the goals of life safety, energy efficiency, and quality construction.**

### **2009 INTERNATIONAL ENERGY CONSERVATION CODE COMPLIANCE**

**All residential construction shall comply with the following simplified energy requirements. These are minimum code requirements.**

- 1. Attic Insulation (blown) = R38**
- 2. Exterior Slope Ceilings (blanket) = R19**
- 3. Floor insulation (blanket) = R19**
- 4. Exterior Wall Insulation = R13**
- 5. Environment Air Duct in unconditioned Spaces = R6 (supply & return)**
- 6. Windows = U.65 (amended from U.60) SHGC = .40**
- 7. A/C systems efficiency minimum of 12 SEER.**

**Each window assembly is required to display at the time of insulation a certificate rating label indicating the National Fenestration Rating Council has tested the assembly. The label shall not be removed until after insulation inspection has been complete and approved. Window assemblies, which do not bear a certification rating will be failed and removed from the mullion opening.**



## **ENERGY STAR HOMES:**

**Requires third part rater plan review and inspection/testing by RESNET agency certified for the State of Texas. Both voluntary and mandatory compliance will require two completer copies of rater analysis with building plan submission for building permit. Raters A/C must be with 1% of plan/permit area. Builders shall employ the same rater for plan review, inspection, and testing.**

**A Third Party verification form must be completely filled out, indicating final “HERS” rating score prior to the builders request for final inspection and certificate of occupancy.**

**To verify compliance with EPA, the City of Anna will not issue a certificate of occupancy until all required documentation has been submitted and approved. This will only apply to homes that fall under this category.**



## **INSTALLATION OF RADIATION EQUIPMENT AND MEDICAL GAS SYSTEMS**

### **A.) RADIATION EQUIPMENT:**

The Bureau of Radiation Control of the Texas Department of Health (TDH) has issued general provisions and standards for protection against machine-produced radiation under the Texas Regulations for Control of Radiation (TRCR) – Title 25 Texas Administrative Code (TAC), Chapter 289. Those rules establish that the total effective dose equivalent (TEDE) to individual members of the public from exposure to radiation from radiation machines does not exceed 0.5 rem in a year and 0.002 rem in any one hour.

In conformance, the City of Anna requires that all spaces where radiation equipment is to be installed (e.g. hospitals, offices for medical doctors, chiropractors, podiatrists, dentists, veterinary clinics, etc.) be designed and provided accordingly with all the architectural and engineering construction elements that may be necessary. A report from a TDH licensed Professional Medical Physicist must accompany the project's permit application indicating all the special protective construction that the Physicist has recommended to be included in the construction documents.

Dental offices equipped with minimal-treat-radiation machines do not need to submit the Physicist's report provided that the Doctor is assuming all responsibility for TRCR compliance and the safety of the equipment is documented with submitted manufacture's catalog information.

### **B.) MEDICAL GASES:**

Compressed gases at hospitals and similar facilities intended for inhalation or sedation including, but not limited to, analgesia systems for dentistry, podiatry, veterinary and similar uses shall be stored and distributed in accordance with all pertinent code requirements and related legislation.

Plans must clearly indicate location of tank rooms with the required fire-protection rating of walls and doors, required room ventilation and distribution system details.

Separate handout information on special dental office requirements is available upon request.



# ASBESTOS RELATED STATEMENTS

PROJECT: \_\_\_\_\_  
(Name and Location)

## 1) ASBESTOS SURVEY

In accordance with the Texas Asbestos Health Protection Rules (TAHPR), the National Emission Standards for Hazardous Air Pollutants (NESHAP) and Asbestos Hazard Emergency Response Act (AHERA), as applicable, I hereby certify that an asbestos survey

Has been done ( ) (Date of survey: \_\_\_\_\_ TDH-Inspector License No. \_\_\_\_\_  
Shall follow ( ) (Senate Bill 509 states that a permit may not be issued without copy of Asbestos Survey or Architect/Engineer's stating that the project does not contain asbestos). For the area(s) planned to be renovated and/or demolished. I understand that it is my responsibility to have this asbestos survey conducted prior to a permit being issued by the City of Anna and to notify the Texas Department of Health (TDH) not later than 10 working days, as required, before starting any demolition project, regardless of whether the site contains asbestos or not.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Owner, Owner's Agency or Authorized Representative)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print:

AND/OR

## 2) ARCHITECT/ENGINEER CERTIFICATION

A) ( ) Having reviewed the Material Safety Data Sheets (MSDS) for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with this Act; and,

B) ( ) In accordance to the Senate Bill 509 regulations, to the best of my knowledge, information and belief, I certify that all part of the buildings affected by the alteration, renovation and demolition or all the materials planned for the new construction do not contain asbestos.  
And,

C) ( ) The above referenced project is designed, specified and intended to be constructed using asbestos-free materials in accordance to the Texas Asbestos Health Protection Act. It shall be the responsibility of the undersigned to procure and verify that all the MSDS are conforming to the House Bill 1927 regulations and transmit approved copy to the building department.

It is also stipulated that the contractor shall provide the Building Official, upon project completion, with final documentation stating that no prohibited asbestos-containing materials have been installed in the project.

Arch/Engr. \_\_\_\_\_ Date and Seal:

Company \_\_\_\_\_

Phone # \_\_\_\_\_ Ext. \_\_\_\_\_



## ASBESTOS SURVEY CERTIFICATION

I hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (HESHAP) for the area(s) being renovated and/or demolished.

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

Print Name: \_\_\_\_\_

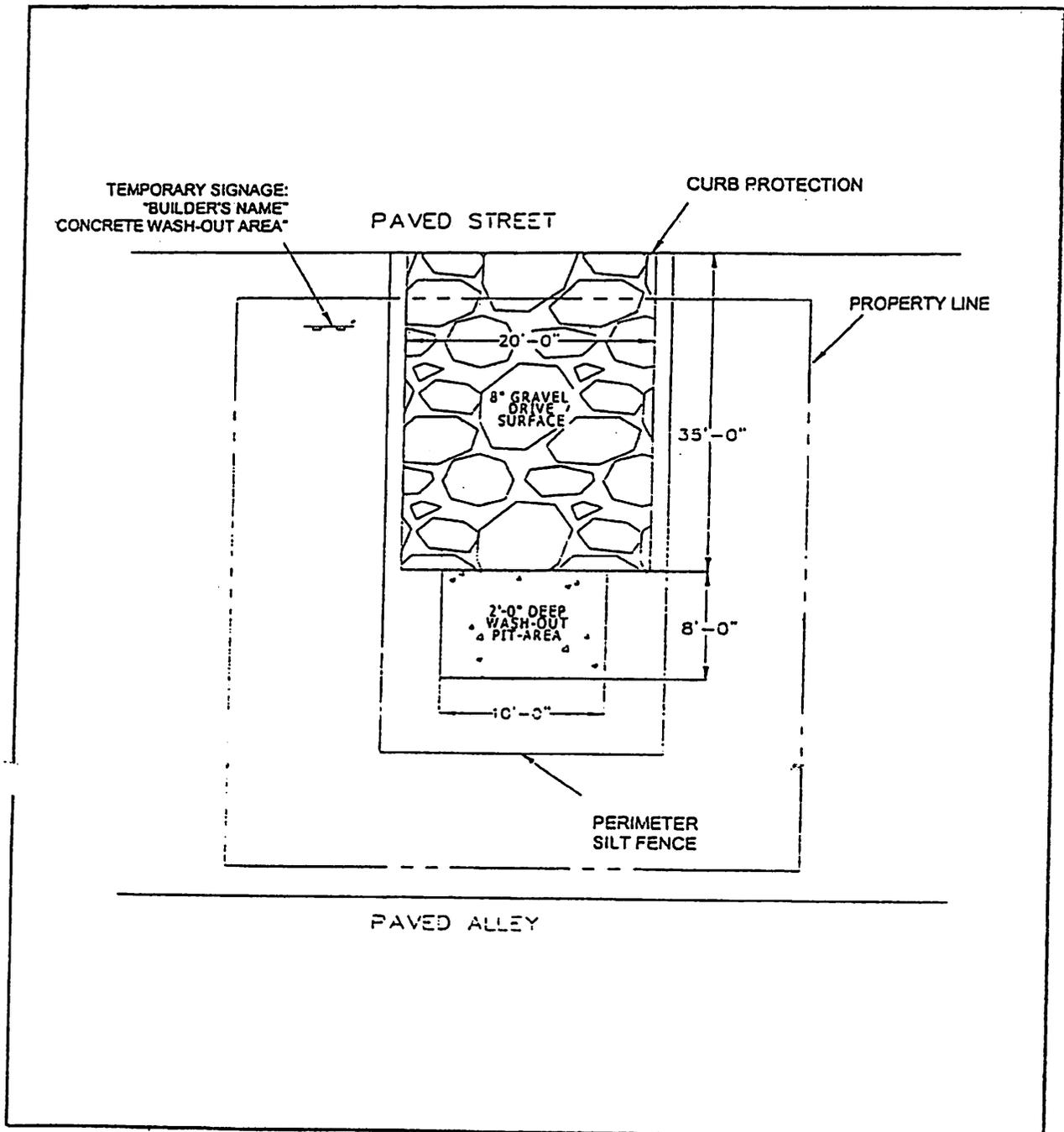
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ DL Number: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

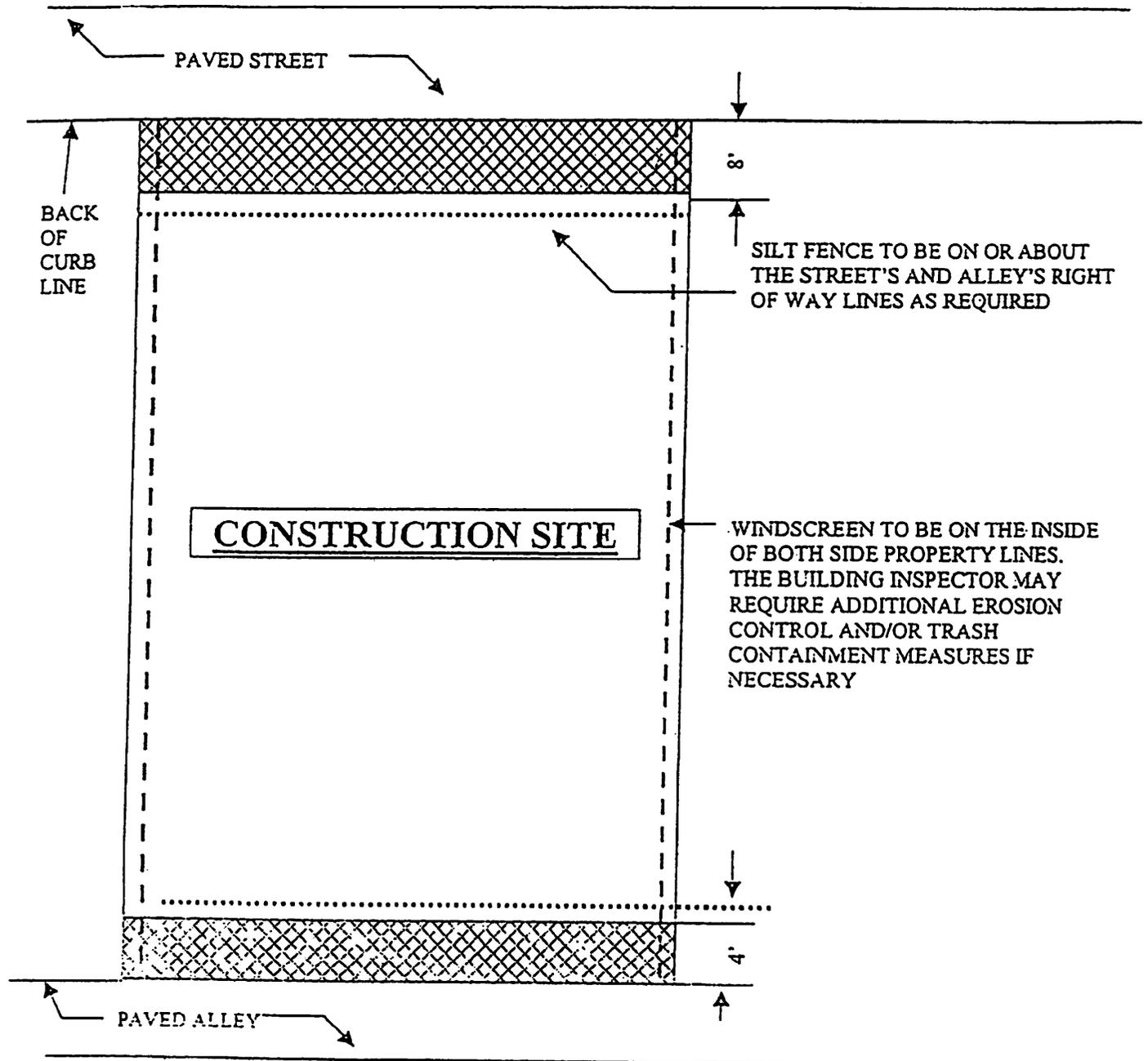


# XI. BUILDERS DESIGNATED SUBDIVISION WASH-OUT PIT



1. Necessary compliance with EPA requirements will require each builder to direct transit ready-mix concrete trucks to a designated wash out area.
2. This area will be a centrally located building lot that is owned, maintained, and returned back to building pad state after subdivision is built out.
3. Waste from the site will require legal disposal.
4. It is the building contractors responsibility to direct the concrete truck drivers to the designated wash out area for his subdivision.

# XI. BUILDING LOT EROSION & DEBRIS CONTAINMENT PLAN



**LEGEND:**



CURLEX OR EQUAL GROUND COVER



4' HIGH WINDSCREEN FENCE



2' HIGH SILT FENCE (WHERE REQUIRED BY SLOPE CONDITIONS)

**NOTE:** AREAS COVERED WITH CURLEX MUST BE CLEAR OF OBSTRUCTION AND CONSTRUCTION MATERIALS AT ALL TIMES AND CONSTANTLY MAINTAINED IN GOOD CLEAR ORDER FOR THE ENTIRE DURATION OF CONSTRUCTION ON THE LOT.



# BUILDING PERMIT APPLICATION

3223 North Powell Parkway, Anna Texas 75409 972-924-2616 Fax 972-924-2620

New Submittal  Resubmittal

Permit No. \_\_\_\_\_

B.V. Project No. \_\_\_\_\_

For Inspections Call 877-837-8775

Project Address \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Contractor Address \_\_\_\_\_

City State & Zip \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Water Available  yes  no Sewer Available  yes  no

Flood Prone Area  yes  no Drainage / Utility Easements  yes  no

## TYPE OF PERMIT APPLIED FOR

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Residential           | <input type="checkbox"/> Demolition              | <input type="checkbox"/> Below Ground Pool |
| <input type="checkbox"/> Multi-family          | <input type="checkbox"/> Temporary Trailer       | <input type="checkbox"/> Spa               |
| <input type="checkbox"/> New Construction      | <input type="checkbox"/> Special Event Structure | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Addition / Alteration | <input type="checkbox"/> Above Ground Pool       |  |

### BUILDING DESCRIPTION

### MATERIALS DESCRIPTION

Total AC Space \_\_\_\_\_

Type Foundation \_\_\_\_\_

Total Area \_\_\_\_\_

Exterior Walls \_\_\_\_\_

No. Stories \_\_\_\_\_

Roofing \_\_\_\_\_

No. Dwelling Units \_\_\_\_\_

Fireplace \_\_\_\_\_

Estimated Value \_\_\_\_\_

Plan # \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING DEPARTMENT USE ONLY

Type of Construction \_\_\_\_\_

Zoning \_\_\_\_\_

Occupancy \_\_\_\_\_

Green Building  Energy Star

Max Occupancy Load \_\_\_\_\_

Fire Sprinkler Required  yes  no

No. Req'd ParkingNo. \_\_\_\_\_

Building Set Backs Front \_\_\_\_\_

Exits Req'd \_\_\_\_\_

Front/Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Plans Approved By (Plan Reviewer) \_\_\_\_\_

Min. Floor Elev Req'd  yes  no

Plans Approved By (City) \_\_\_\_\_

Fence Included \_\_\_\_\_

Date \_\_\_\_\_

Irrigation Included \_\_\_\_\_

Valuation \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Based on current Building Standards Valuation Data

Special Conditions (Building Department use only) \_\_\_\_\_

The undersigned applicant certifies that the project described herein will be built in accordance with plans and specifications submitted at time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. When a permit has not been issued within 180 days following the date of application, the application and plan review will expire. The city will not assume responsibility for workability of sanitary sewer on all lots. A Certificate of Occupancy must be applied for and issued before any building is occupied.

Printed Name

Signature

Date

## CONTRACTORS REGISTRATION APPLICATION

**PLEASE FILL OUT FORM COMPLETELY**

**Please check only one (1) of the following:**

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> Sign Contractor           |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> H. E. R. S. Provider      |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> General (Including Pools) |
| <input type="checkbox"/> Irrigation | <input type="checkbox"/> Certified Backflow Tester |

**In addition to the information below, all applicants will provide the following:**

1. A copy of each valid master license, journeyman license, wireman, or certificates of applicable trade, with a copy of valid Texas driver's license or photo I.D. and proof of liability insurance in the amount of \$500,000 or a bond in the amount of \$500,000.
2. Proof of Insurance
3. Registration fee or renewal fee of \$50 per year

*Exceptions:* General and fence contractors do not have a fee at this time

Company Name _____	Responsible Individual _____
Address _____	Address _____
City, State, Zip _____	City, State & Zip _____
Phone _____	Phone _____
Email _____	

1. Registration must be renewed annually within thirty days of its expiration. Permits will not be issued to any individuals or companies who do not have a current registration with the City of Anna.
2. I also acknowledge that any trash removed from the city of Anna will be transported to a North Texas Municipal Water District Land Fill for disposal.
3. I hereby acknowledge that I have read and examined this Application and know the same to be true and correct.

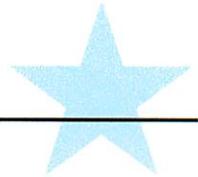
**Acknowledgement:**

\_\_\_\_\_  
Signature

<b>Office Use Only:</b>
Date _____
Cash, Check# _____
Receipt # _____
Amount PD _____

# City of Anna

3223 N. Powell Pkwy PO Box 776 Anna, TX 75409  
972-924-2616 fax 972-924-2620



## MECHANICAL PERMIT APPLICATION

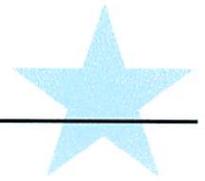
For Inspections Call Bureau Veritas at 877-837-8775

Permit No. \_\_\_\_\_

Jurisdiction \_\_\_\_\_

**Applicant to complete numbered spaces only**

1	Legal Desc.	Lot No.	Block	Tract
2	Owner	Mail Address		Zip Phone
3	Contractor	Mail Address		Phone License No.
4				
5				
6	Use of Building			
7	Class Work	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration <input type="checkbox"/> Repair
8	Describe Work			
9				
		Approved by		Type of Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Nat. Gas <input type="checkbox"/> LPG
SPECIAL CONDITIONS		Permit Fees		
	No.	Equipment		Fee
		Air cond. Units-H. P. ea		
		Registration Units – H. P. ea		
		Boilers – H. P. ea		
		Gas Fired A. C. Units – Tonnage ea		
		Forced Air Systems – B. T. U.	M ea	
		Gravity Systems – B. T. U	M ea	
		Floor Furnaces – B. T U	M	
Application approved by	Plans checked by	Approved for issuance by		Wall Heaters – B. T. U M
<p><b>NOTICE</b></p> <p>This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction of work is suspended or abandoned for a period of 6 months an any time after work is Commenced.</p> <p>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 here- In 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 performances of construction.</p>		Unit Heaters – B. T. U M		
		Evaporative Coolers		
		Clothes Dryer		
		Ventilation		
		Range Hood		
		Air Handling Unit - C.F.M.		
		Incinerator		
		Misc. Duct Work		
Signature of Contractor or Authorized Agent				Permit \$
Signature of Owner (if owner building)				TOTAL FEE \$



**ELECTRICAL PERMIT APPLICATION**

For Inspections Call Bureau Veritas at 877-837-8775

Permit No. \_\_\_\_\_

Jurisdiction \_\_\_\_\_

**Applicant to complete numbered spaces only**

1	Legal Desc.	Lot No.	Block	Subdivision/Tract		
2	Owner	Mail Address		Zip	Phone	
3	Contractor	Mail Address		Phone	License No.	
4						
5						
6	Use of Building					
7	Class Work <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair					
8	Describe Work					
9						
			Approved by		Permit Fees	
SPECIAL CONDITIONS			No.	Equipment	Fee	
Application approved by		Plans checked by		Approved for issuance by		
<b>NOTICE</b>						
This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction of work is suspended or abandoned for a period of 6 months an any time after work is Commenced.						
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 here- In 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 performances of construction.						
_____ Signature of Contractor or Authorized Agent						
_____ Signature of Owner (if owner building)						
					Permit \$	
					TOTAL FEE \$	

# City of Anna

3223 N. Powell Pkwy. PO Box 776 Anna, TX 75409  
 972-924-2616 Fax 972-924-2620



## PLUMBING PERMIT APPLICATION

For Inspections Call Bureau Veritas at 877-837-8775

Permit No. \_\_\_\_\_

Jurisdiction \_\_\_\_\_

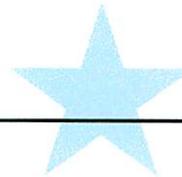
**Applicant to complete numbered spaces only**

1	Legal Desc.	Lot No.	Block	Tract
2	Owner	Mail Address		Zip Phone
3	Contractor	Mail Address		Phone License No.
4				
5	Registration No.			
6	Use of Building			
7	Class Work	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration <input type="checkbox"/> Repair
8	Describe Work			
9				

		Approved by	Permit Fees		
			No.	Type of Fixture or Item	Fee
Special Conditions				Water Closet (Toilet)	
				Bathtub	
				Lavatory (wash basin)	
				Shower	
				Kitchen Sink & Disposal	
				Dishwasher	
				Laundry Tray	
Application Accepted by	Plans checked by	Approved for Issuance by		Clothes Washer	
Notice				Water Heater	
This permit becomes null and void or construction authorized is				Urinal	
Not commenced within 6 months, or if construction or work				Drinking Fountain	
Is suspended or abandoned for a period of 6 months at any time				Floor Sink or Drain	
After work is commenced.				Slop Sink	
				Gas Systems: No Outlets	
				Water Piping & Treatment Equip.	
				Waste Interceptor	
				Vacuum Breakers	
				Lawn Sprinkler System	
				Hose Bib	
				Sewer	
				Septic Tank & Pit	
				Sewer Camera Fee	
Signature of Contractor or Authorized agent					
Signature of Owner (if owner building)					
				Permit	\$
				Total Fee	\$

City of Anna

3223 N. Powell Pkwy PO Box 776 Anna, TX 75409
972-924-2616 fax 972-924-2620



SIGN PERMIT APPLICATION

For Inspections Call Bureau Veritas at 877-837-8775

Permit No. \_\_\_\_\_

Project Address \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

APPROVED SIGN COORDINATION PLAN INCLUDED

Must include Site Plan or Plot Plan for Sign Location and 1 (one) Set Sign Drawings for each application submission

BANNER OR INFLATABLE (BALLOON)

Total Square Footage of Sign \_\_\_\_\_ Requested Dates \_\_\_\_\_
(Example 20 sq ft or 2x10) (Example: June 1-June 14 20\_\_)

MONUMENT (INDIVIDUAL) MONUMENT (INTERNAL) MONUMENT (UNIFIED)

PANEL KIOSK SANDWICH BOARD WOOD FRAME PROJECTING

REAL ESTATE TEMPORARY PROMOTIONAL

Total Square Footage of Sign \_\_\_\_\_ Sign Height \_\_\_\_\_
(Example: 20 sq ft or 2x10)

WALL PROJECTING AWNING ROOF (SECONDARY)

Total Square Footage of Sign \_\_\_\_\_
(Example: 2 sq ft or 2 x 10)

Height of Building \_\_\_\_\_ Length of Building \_\_\_\_\_

The undersigned applicant certifies that the project described herein will be built in accordance with plans and specifications submitted at time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. When a permit has not been issued within 180 days following the date of application, the application and plan review will expire. The city will not assume responsibility for workability of sanitary sewer on all lots. A Certificate of Occupancy must be applied for and issued before any building is occupied.

Printed Name

Signature

Date

BUILDING DEPARTMENT USE ONLY

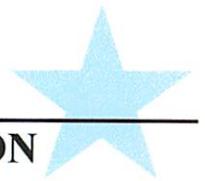
Plans Approved by \_\_\_\_\_ Date \_\_\_\_\_

Expiration Date \_\_\_\_\_
(For Banners and Inflatable's)

SPECIAL CONDITIONS

Fee \$ \_\_\_\_\_

FEES: Except for signs described in Part III-D, Article 4, Classification, Section 5(c), the fee for permits for Class 1,2,3 and 4 signs shall be \$50 for each permit. The permit fee for Class 4 signs described in Part III-D, Article 4, Classification, Section 5© shall be \$25 for each permit. The fee for permits for Class 5, 6, 7 signs shall be \$150 each permit.



**FENCE/SCREENING WALL PERMIT APPLICATION**

For inspections call 877-837-8775

Permit No. \_\_\_\_\_

Project Address \_\_\_\_\_

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Fence encloses a swimming pool or spa  Yes  No

**TYPE OF PERMIT APPLIED FOR**

- |   |   |
|---|---|
| <input type="checkbox"/> Residential                | <input type="checkbox"/> Metal          |
| <input type="checkbox"/> Residential Screening Wall | <input type="checkbox"/> Chain Link     |
| <input type="checkbox"/> Commercial Fence           | <input type="checkbox"/> Masonry/ Brick |
| <input type="checkbox"/> Commercial Screening Wall  | <input type="checkbox"/> Wright Iron    |
| <input type="checkbox"/> Wood                       |   |

**DESCRIPTION**

**MATERIALS DESCRIPTION**

Total Linear Feet \_\_\_\_\_

Type Foundation \_\_\_\_\_

Height \_\_\_\_\_

Materials \_\_\_\_\_

Estimate Value \_\_\_\_\_

\*\*\*\*\*Please attach Plot Plan\*\*\*\*\*

**BUILDING DEPARTMENT USE ONLY**

Plans Approved by \_\_\_\_\_

Date \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

**SPECIAL CONDITIONS**

All fences and walls must meet all Anna V.A. M. requirements. All fences must be on or inside the property line. Maximum height of fence in rear is 8' from grade. Maximum height for fences placed in front of building line is 4'. Fences on shared property lines shall not disrupt existing drainage. Retaining walls over 3' in height must have engineered design.

The undersigned applicant certifies that the project described herein will be built in accordance with plans and specifications submitted at time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. When a permit has not been issued within 180 days following the date of application, the application and plan review will expire. The city will not assume responsibility for workability of sanitary sewer on all lots. A Certificate of Occupancy must be applied for and issued before any building is occupied.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

# WATER APPLICATION FOR BUILDERS



Planning and Development Department  
3223 North Powell Parkway  
Anna, Texas 75409

ACCOUNT NUMBER \_\_\_\_\_

METER NUMBER \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

COMPANY PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

BUILDERS NAME \_\_\_\_\_

BUILDERS PHONE NUMBER \_\_\_\_\_

TYPE OF SERVICE:     RESIDENTIAL                       COMMERCIAL

THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT. I HEREBY AGREE TO PAY BILL IN FULL; FAILURE TO DO SO WILL CAUSE SERVICES TO BE DISCONTINUED. THERE WILL BE ADDITIONAL COSTS ADDED TO HAVE SERVICES RE-CONNECTED AT MY EXPENSE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CITY OF ANNA, TEXAS

## SERVICE AGREEMENT

- I. **PURPOSE.** The City of Anna Water System is responsible for protecting the drinking water supply from contamination or pollution, which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing standards and restrictions, which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Anna Water System will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **PLUMBING STANDARDS AND RESTRICTIONS.** The following unacceptable plumbing practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection, which allows water to be returned to the public drinking water supply, is permitted.
  - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection, which provides water for human use.
  - E. No solder or flux, which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection, which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the City of Anna and "Name of Customer".
- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises are connected to the Water System.
  - B. The Customer shall allow his property to be inspected for possible cross-connections and other unacceptable plumbing practices. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is a reason to believe that cross-connections or other unacceptable plumbing practices exist; or after any major changes to the private plumbing facilities. The inspections shall be conducted during the Water System's normal business hours.
  - C. The Water System shall notify the Customer in writing of any cross-connection or other unacceptable plumbing practice, which has been identified during the initial inspection or the periodic re-inspection.
  - D. The Customer shall immediately correct any unacceptable plumbing practice on his premises.
  - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device require by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

---

SIGNATURE

---

DATE

**APPLICATION FOR CERTIFICATE OF OCCUPANCY PERMIT**  
**CITY OF ANNA, TEXAS**  
**3223 N POWELL PARKWAY**  
**(972) 924-2616 OR FAX (972-924-2620)**



**PERMIT FEE - \$100.00**

**For Inspections Call: Bureau Veritas at 877-837-8775**  
**And Fire Marshall James Dockray at 972- 924-2143**

Address \_\_\_\_\_ Permit No. if applicable \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_ Zoning \_\_\_\_\_

Water Available YES NO Size \_\_\_\_\_ Sewer Available YES NO Size \_\_\_\_\_

Type of Business \_\_\_\_\_ Name of Business \_\_\_\_\_

Sq. Ft. Living Area \_\_\_\_\_ Lot Width \_\_\_\_\_ Total Bldg. Sq. Ft. \_\_\_\_\_

Value of Construction \_\_\_\_\_ Lot Length \_\_\_\_\_ Off Street Parking Spaces \_\_\_\_\_

No. of Stories \_\_\_\_\_ Side Yard \_\_\_\_\_ Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

Setbacks: Side \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_

Fire Sprinklers Required YES NO Occupancy Use Requested \_\_\_\_\_

**OTHER DATA – SPECIAL CONDITIONS**

---

---

Owner/Tenant Information \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone No \_\_\_\_\_ Mobile No \_\_\_\_\_

Email \_\_\_\_\_

**NOTICE**

A Certificate of Occupancy must be applied for and issued before any building is occupied. This permit becomes null and void if work or construction authorized is commenced within 60 days, or if construction or work is suspended or abandoned for a period of 120 days at any time after work is commenced.

I here by certify that I have read and examined this application and know the same to be true and correct. All provisions or laws and ordinances governing this type of work will be complied with whether specified herein 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 \_\_\_\_\_

Date Approved \_\_\_\_\_ Building Official \_\_\_\_\_

Anna Fire Department  
Fire Marshal's Office  
(972- 924-2143)

General check sheet for new tenant C.O. / Fire final Inspection

1. Address (numbers) posted on front and back doors, min. 4" numbers; they shall contrast with their background.
  2. Address (numbers) posted on electric and gas meters outside.
  3. Emergency contact number posted on front door.
  4. Fire Extinguisher, minimum (1) 2A10BC per 3000 sq ft. mounted on wall no more than 5' to top of extinguisher above finished floor or no lower than 4" above floor.
  5. Exit signage as needed.
  6. Emergency lights as needed (frog eyes)
  7. Fire Alarm installed and tested as needed.
  8. Fire Sprinkler system installed and tested as needed.
  9. Slots in electrical panels must be filled and labeled.
  10. Fire lanes marked if applies to you.
  11. If a Knox box is in place, supply a key that opens front and back doors
- .

This is a general list of items that are required for a C.O. inspection / Fire inspection. Any questions about the inspection requirements, please contact James Dockray with the Fire Marshal's office.