



City of Henderson

Residential Construction Packet

I agree to allow no work for which separate permits are required until such permits are obtained from the City of Henderson. I have carefully read and examined the complete application and understand the same is true and correct and hereby agree that if a permit is issued, all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government both local and/or federal regulations.

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_

Phone Number ( ) \_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF HENDERSON**  
**RESIDENTIAL BUILDING PERMIT**

DATE: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Description of work: \_\_\_\_\_

Is this project \_\_\_\_\_ New Construction \_\_\_\_\_ Remodel/Addition \_\_\_\_\_ Zoning District \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Architect: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Engineer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**BUILDING DATA**

Sq Ft of Project: \_\_\_\_\_ Foundation type: \_\_\_\_\_ Pier/Beam: \_\_\_\_\_ Slab: \_\_\_\_\_ Other: \_\_\_\_\_

Roofing Materials: \_\_\_\_\_ Comp: \_\_\_\_\_ Wood: \_\_\_\_\_ Tile: \_\_\_\_\_ Buildup \_\_\_\_\_ Other: \_\_\_\_\_

Roof Design: \_\_\_\_\_ Truss: \_\_\_\_\_ Conventional Retaining Wall: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_

**BUILDING SETBACK LOCATIONS** (From Lot Lines): \_\_\_\_\_ Front: \_\_\_\_\_ Side: \_\_\_\_\_

Side Street: \_\_\_\_\_ Rear: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

**UTILITY INFO**

Public Utilities Data: Water Available Yes \_\_\_ No \_\_\_ Sewer Available Yes \_\_\_ No \_\_\_ Cost Estimate Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

Backflow Assembly Required: Yes \_\_\_ No \_\_\_ Type of Assembly \_\_\_\_\_ Directors of Utilities Sign: \_\_\_\_\_

**DIG TESS - By not calling, here's what you can be getting into.....** Personal injury, including loss of life – Damage to the environment – Costly property damage – Damage to these utility line – Communication (i.e. telephone, long distance communications, cable television, 911 emergency fire and police communications), electric, gas, pipelines, sewer, traffic signals, and water lines – Costly delays and expensive repairs – Legal problems – Civil penalties.

Owner/Contractor will be required to furnish a RES check form demonstrating compliance with the International Energy Conservation Code. (See [www.energycodes.gov/rescheck/](http://www.energycodes.gov/rescheck/)) I understand that all provisions of the City of Henderson's Codes, Ordinances, and regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

Signature of Applicant: \_\_\_\_\_

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

\_\_\_\_\_  
(Print)

**Inspector's Report**

Approval/Disapproval, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Inspector: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_ Fee: \_\_\_\_\_

Section 365.012 Texas Health and Safety Code state law requires that any litter or other solid waste be transported and disposed of in an approved solid waste site. The City of Henderson has a Municipal Waste Hauling contract for the disposal of any waste/refuse with IESI East Texas Regional Landfill located at 5155 FM 2867 E, Henderson, Texas.

**\*IF YOU DO NOT HAVE THESE REQUIREMENTS YOUR PERMIT WILL NOT BE SIGNED\***

**New Construction**

New Building:

-2 Complete Plan Sets - (including MEP)

-\*One (1) set will be returned to you and must be displayed on the project site for all inspections.

2 plot plans, separate from building plans, with exact dimensions showing all setbacks and distances from lot lines. Show all existing buildings and proposed building Setbacks included.

\*Check with Rusk County Appraisal District at [ruskcad.org](http://ruskcad.org) for descriptions and maps of your parcel. These can be printed to show the location and setbacks from the lot lines.

\*\* If you do not have a survey drawing this might supplement the requirements

**CHECK BELOW AND INITIAL**

\_\_\_\_ 2 sets of Builder Plans  
(Minimum 1/8" scale,) include Design Plan

2 Plot Plans (detached from Builder Plan, Minimum 1 to 30 scale) Show all existing structures and proposed structure with all setbacks required.

**Check in Date:**

**Initials:**

## \*\*\* ADOPTED CODES \*\*\*

International Building Code.....	2012
International Existing Building Code.....	2012
International Residential Code .....	2012
International Plumbing Code .....	2012
International Mechanical Code .....	2012
International Fuel Gas Code.....	2012
International Energy Conservation Code.....	2012
International Fire Code .....	2012
International Swimming Pool & Spa Code.....	2012
National Electrical Code.....	2011

### Time frame for permit submittal:

Residential--- For all new res. construction please allow 5 to 7 days for plan review.  
Commercial---For all new *commercial* construction allow 7 to 10 days for plan review.

Applications will be reviewed in a timely manner and the above time frames do not necessarily reflect the time required for approval. **NO WORK SHALL BE STARTED PRIOR TO APPROVAL; THIS INCLUDES DIRTWORK.**

# PERMIT CHECKLIST

If you are unsure on any of the following please refer to the COH Zoning Ordinance  
[www.cityofhenderson.tx.us](http://www.cityofhenderson.tx.us)

ZONING DISTRICT \_\_\_\_\_

ZONING SETBACKS \_\_\_\_\_

PARKING \_\_\_\_\_

SIGNAGE (Commercial) \_\_\_\_\_

SITE PLAN REQUIRED \_\_Y/N\_\_

PLANS \_\_\_\_\_

STREETS – City of Henderson (City approval)

STREETS – STATE (Approval with TXDoT)

WATER AVAILABLE \_\_\_\_\_ ( Do not assume that water is always available; please verify)

SEWER \_\_\_\_\_ (Do not assume that sewer is always available; please verify.)

ENERGY CODE COMPLIANCE \_\_\_\_Y/N\_\_\_\_ (Did you submit a REScheck)

ESTIMATE TIME OF CONSTRUCTION \_\_\_\_\_

FIRE PROTECTION – FIRE HYDRANTS WITHIN 200 FEET \_\_\_\_Y/N\_\_\_\_

FIRE PROTECTION \_\_\_\_SPRINKLERS \_\_\_\_ SMOKE DETECTORS

SUB CONTRACTORS \_\_\_\_Y/N\_\_\_\_ (Are they listed on the application)

FEES

LOCATION OF GAS (HAVE YOU CONTACTED CENTERPOINT) \_\_\_\_Y/N\_\_\_\_

LOCATION OF POWER LINES (HAVE YOU CONTACTED SWEPCO)\_\_\_\_Y/N\_\_\_\_

## **Scheduling Inspections**

**Permit first, then set up a time for inspection with secretary. This should be done 24 hours in advance of inspection needing to be completed. If the work will not be done by the set time you will need to call and reschedule prior to inspector's arrival. If a second trip is necessary another permit fee will be assessed.**

**Please provide information: Name, correct address, renter/owner and the work that is being done.**

**Permit applications must be completed as to each project. Permits WILL NOT BE ISSUED IF SOMETHING IS OMITTED.**

**\*Applications for water and sewer must be made prior to issuing a permit and a licensed plumber calling for a permit at which point, the plumber takes responsibility for the job.**

**Digitess must be called prior to digging in the ROW.**

**All new jobs must have a port-a-john. Fire extinguishers shall be on jobsite. Silt fencing shall be installed prior to grading.**

**Other subjects:**

**\*Asbestos survey**

**\*Res/Com Check**

## **CONTRACTORS INFORMATION**

### **JOBSITE REQUIREMENTS**

- 1. Contractors must check in with the City of Henderson before any construction commences (includes dirt work)**
- 2. Plans are to be submitted including structural drawings (side view with foundation)**
- 3. Application for permit to be filled out showing setbacks from property lines, sub-contractors and water and sewer tap information.**
- 4. All projects must have silt fencing, port-a-potties, address, and fire extinguishers on jobsite.**
- 5. A site plan may be required. Check with the Codes Department.**

## **CITY OF HENDERSON, TEXAS**

### **SUBMITTAL PROCEDURES**

#### **New Residential Construction**

**Two complete sets of plans are required. Each set must contain the following data:**

- **Site plan drawn to scale**
- **Lot and block number**
- **Platted boundaries of the lot**
- **Street Address**
- **Zoning Classifications**
- **All setbacks**
- **All easements on the lot**
- **Erosion control plan**
- **Arrow showing direction(s) of the drainage flow on the lot**
- **Plan size and blue print size shall be a minimum of 18” by 24”. Plan shall be drawn to scale.**
- **Two copies of the completed Residential Energy Code Compliance (RES CHECK) RES Check forms are available for download at [www.energycodes.gov/rescheck/download.stm](http://www.energycodes.gov/rescheck/download.stm)**
- **Foundation details**



## CONTRACTOR INFORMATION

### Web Sites:

[www.license.state.tx.us/](http://www.license.state.tx.us/)

A/C & Refrigeration  
Architectural Barriers (Handicap)  
Electricians

[www.tsbpe.state.tx.us/](http://www.tsbpe.state.tx.us/)

Texas State Board of Plumbing Examiners

[www.dshs.state.tx.us/asbestos/rules.shtm](http://www.dshs.state.tx.us/asbestos/rules.shtm)

Texas Asbestos Health Protection Rules

## CITY CONTACTS

<b>Building Official</b>	<b>Brandon Scarborough</b>	<b>903-657-6551 ext 265</b>
<b>Water and Sewer</b>	<b>Randy Boyd</b>	<b>903-657-6551 ext 227</b>
<b>Streets</b>	<b>Davis Brown</b>	<b>903-657-6551 ext 230</b>
<b>Fire</b>	<b>Rusty Chote</b>	<b>903-657-6551 ext 229</b>