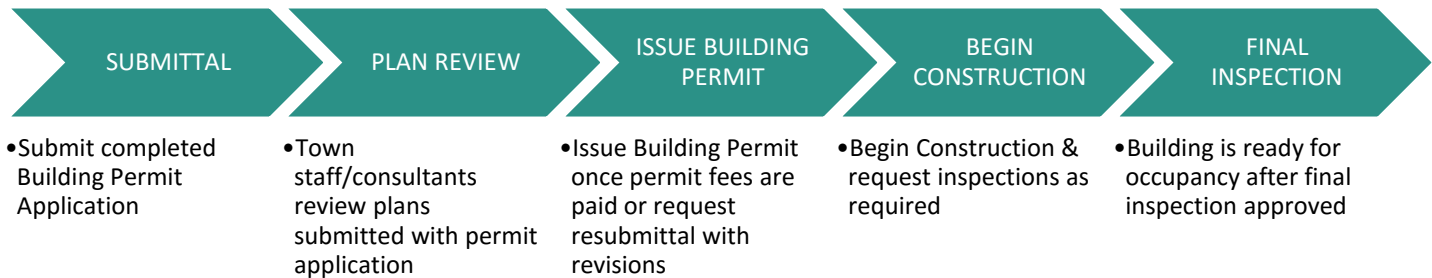


## RESIDENTIAL BUILDING PERMITS & INSPECTIONS PROCESS

This guide was prepared by the Town of Northlake to provide an overview of the requirements for construction of single-family residences and accessory uses. The construction process begins with the submittal of a building permit application and appropriate plans and documents for review. These applications are then reviewed for compliance with all applicable ordinances and adopted codes of the Town. Once the application is determined to be in compliance with these requirements, a building permit will be issued and construction may commence. Inspections are required at various stages of construction to verify that the adopted codes of the Town are being met. Upon completion of construction, a final inspection will be performed. If all code requirements and any other applicable ordinance requirements have been met, the final inspection shall be approved, and the completed building is then ready for occupancy.



## ADOPTED CODES

The Town of Northlake has adopted the following construction codes with local amendments. Amendments are listed in the Town's code of ordinances and also available upon request. Refer to the Unified Development Code (UDC) for zoning and design standards.

- 2006 International Building Code (IBC) and Amendments
- 2006 International Residential Code (IRC) and Amendments
- 2005 National Electrical Code (NEC) and Amendments
- 2006 International Mechanical Code (IMC) and Amendments
- 2006 International Energy Conservation Code (IECC) and Amendments
- 2006 International Plumbing Code (IPC) and Amendments
- 2006 International Fuel Gas Code (IFGC) and Amendments
- 2009 International Fire Code (IFC) and Amendments

## GENERAL BUILDING PERMIT INFORMATION

A building permit must be secured from the Town prior to the construction of any building or structure.

- Unless otherwise provided, no permit for the construction of a building or buildings upon any land shall be issued until a building site has been created by the land being a platted lot appearing on a subdivision plat properly approved by the Town and filed in the records of the County Clerk of Denton County or where a subdivision plat is not required by the Town, until a development plat has been approved by the Town.
- Further, no building permit shall be issued for any building or structure which is in violation of any provision of the Unified Development Code (UDC), including zoning and design standards.
- Exemptions from permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the codes adopted by the Town of Northlake or any other laws or ordinances of the Town of Northlake. Please contact the Town of Northlake if there are any questions about the necessity of a building permit. Permits shall not be required for the following:
  - Detached accessory buildings used as tool and storage sheds, playhouses, and similar uses provided the floor area does not exceed 120 sq. feet.
  - Minor repair and/or maintenance of building components.

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## BUILDING PERMIT SUBMITTAL REQUIREMENTS

### Format of all Building Permit Submittals:

- Electronic copy:** Email an electronic copy of the application and all plans and related documents as described below to Lora Hutchings at [lhutchings@town.northlake.tx.us](mailto:lhutchings@town.northlake.tx.us). An electronic copy of the plans in PDF format is required for all plans. Such plans may be emailed or submitted on a CD/Flash Drive.

### Requirements for New Single-Family Residential Buildings and Additions:

- Completed Residential Building Permit application
- One (1) set of building plans
- One (1) site plan showing location of all existing and proposed improvements with setbacks for any proposed new structures identified from each property line and from any other improvements on the site (site plan must be accurate and to scale)
- One (1) engineered foundation plan (signed and sealed by a professional engineer).
- One (1) energy code compliance worksheets.
- Payment of Plan Review Fee (\$100) with check payable to the "Town of Northlake" (All other permit fees due when permit is issued).

### Requirements for Single-Family Residential Remodels and Interior Finish Outs:

- Completed Residential Building Permit application.
- One (1) set of any of the applicable requirements for New Buildings and Additions listed above (i.e. Site plan and foundation plan are unnecessary if all construction is on interior and there will be no changes to the site or foundation).
- Payment of Plan Review Fee (\$100) with check payable to the "Town of Northlake" (All other permit fees due when permit is issued).

### Requirements for Accessory Buildings/Structures (accessory to primary uses of agriculture or single-family residential):

- Completed Residential Building Permit application.
- One (1) set of building plans.
- One (1) site plan showing location of all existing and proposed improvements with setbacks for any proposed new structures identified from each property line and from any other improvements on the site (site plan must be accurate and to scale).
- One (1) energy code compliance worksheets if accessory building is to be conditioned.
- Payment of Plan Review Fee (\$100) with check payable to the "Town of Northlake" (All other permit fees due when permit is issued).

## BUILDING PERMIT FEES

### Residential Building Permit Fees

Includes Single-Family and Two-Family Residential new construction and additions which include conditioned heat and air.

- |                     |   |
|---------------------|---|
| (a) Plan Review Fee | \$100 (non-refundable fee due with application)                         |
| (b) Permit Fee      | \$0.80 per sq. ft. under heat/air; \$1,000 minimum for new construction |

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## Accessory Building Permit Fees

Includes new construction, additions, remodels, and interior finish outs of accessory buildings, including agricultural structures, and remodels and additions of areas not to include conditioned heat and air to single-family and two-family residential dwellings.

- (a) Plan Review Fee                    \$100 (non-refundable fee due with application).
- (b) Permit Fee                            \$50 for premanufactured; \$150 for constructed.

## Construction Value Fee Schedule

All permit fees based on value of construction shall use the following schedule to determine the fee. Applicants shall provide the actual value of construction on the permit application. However, the Town Building Official will make the final determination of construction value if the value provided on the application is unreasonable and/or no documentation for the value is provided.

| Total Valuation        | Fees   |
|------------------------|--|
| \$1 to 500.00          | \$23.50  |
| \$501 to 2,000         | \$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000             |
| \$2,001 to 25,000      | \$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000       |
| \$25,001 to 50,000     | \$391.75 for the first \$25,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$50,000      |
| \$50,001 to 100,000    | \$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000      |
| \$100,001 to 500,000   | \$993.73 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000     |
| \$500,001 to 1,000,000 | \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 |
| \$1,000,001 and up     | \$5,608.75 for the first \$1,000,000 plus \$3.65 For each additional \$1,000 or fraction thereof                             |

*Please consult the Town's fee schedule for a full listing of fees that may be required.*

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## BUILDING INSPECTIONS

Inspection requests may be emailed to Countywide Inspections: [inspections@cwistx.com](mailto:inspections@cwistx.com) for inspections to be conducted on the next business day. The following is the typical schedule of inspections (some inspections listed below may not apply depending on the type of project):

1. T-pole
2. Plumbing Rough
3. Foundation
4. Seconds (Includes Electrical rough, Plumbing Stackout, Mechanical Rough, Framing)
5. Insulation
6. Drive Approach
7. Temporary Utilities (This is an optional inspection)
8. Finals

## CONTRACTOR REGISTRATION

All electrical, mechanical, plumbing and irrigation contractors must be registered with the Town of Northlake before obtaining a permit or performing work within the Town. See the contractor registration application for the registration requirements. Registration is good for one (1) year from the date of registration.

## ADDITIONAL PERMITTING

**Electrical, Mechanical & Plumbing Permits** Typically, a master building permit is issued which covers the permits for each trade (electrical, mechanical, and plumbing). The sub-contractors for each trade must be registered with the Town and listed on the permit. Individual trade permits, if necessary, may be obtained by completing the Miscellaneous Permit application.

**Other Permits** Separate permits may be required for the installation of culverts/drive approaches, irrigation, fencing, swimming pools & spas, water wells, and on-site sewage facilities (OSSF). Please see the appropriate application for more information on obtaining these permits.

**Water/Sewer Service** For new water service, the Water Service application must be completed. A water service deposit, tap fee, meter placement fee, and cost recovery fee or impact fee may apply.

## CONTACTS

Building permits and inspections are coordinated by the Development Services Department. The Town contracts with Countywide Inspection Services for plan review and inspection services.

*Contact for questions related to application, process, fees, etc.*

**Development Services Department contact:**

Lora Hutchings

**Permit Technician**

[lhutchings@town.northlake.tx.us](mailto:lhutchings@town.northlake.tx.us)

Phone (940) 648-3290 Ext. 272

Fax (940) 648-0363

*Contact for questions related to specific code requirements*

**Countywide Inspection Services**

**Building Official for Town of Northlake**

[inspections@cwistx.com](mailto:inspections@cwistx.com)

Phone (940) 521-0470

Fax (855) 220-0192

**Inspection Line (940) 521-0470**