



# TOWN OF PROVIDENCE VILLAGE

1745 FM 2931

Providence Village, Texas 76227  
(940) 365-9333 Fax (940) 365-9273

## Residential Alteration Permit Packet and Information

Use for: Residential Remodels and Additions: Garages, Sheds, Patios, Cabana, Pergolas, Decks, Retaining Walls, Foundation Repair, Window Replacement, Roofing Etc.

### **Residential Addition/Remodel Plans**

Required plans (2 sets), application, details, reports, and engineering that should be submitted when applying for a building permit to remodel, renovate, or enlarge an existing residential structure

#### ❑ **Site Plan (for additions only)**

- Drawn to scale
- Dimensions (including dimensions between structures)
- North arrow
- Easements and building set-back lines
- Driveway location
- Include all structures on site including: accessory buildings, fences, sidewalks (include width), retaining walls, air conditioning unit with screening, etc.
- Identify location of proposed addition
- Legal lot description and lot address
- Include % of lot coverage by impervious surface (area not landscaped)

#### ❑ **Foundation Plan**

- Show depth and thickness of foundation and footings
- Show rebar size and spacing in foundation and footings
- Show rebar size and spacing or welded wire mesh in slab
- Foundations 400 S.F. or larger require an Engineer's seal
- Foundation less than 400 S.F. shall match size and depth of existing foundation

#### ❑ **Floor Plans**

- Drawn to scale
- Dimensions
- Door and window sizes including windows and doors to be removed or covered
- Rooms adjacent to addition

- Room descriptions and ceiling heights
- 20 min. or solid core door between house and attached garage

#### ❑ **Elevation Plans (for additions only)**

- All sides of structure affected by the addition, show all architectural features – exterior finishes, windows, and doors
- Roofing finishes
- Roof pitch
- Overhangs (including depth)
- Floor elevations and over-all house height
- Photos of existing structure

#### ❑ **Electrical Plans**, to include all new installation of:

- Lights
- Switches
- Electrical panel location
- Smoke detectors
- Receptacles
- Arc-fault protection in sleeping rooms
- GFCI protected receptacles in garage, bathrooms, kitchen counters, exterior locations
- Exhaust fans
- Meter base location
- Furnace and air conditioning unit location

#### ❑ **Roof, Ceiling, & Floor Framing Plans**, to include all new:

- Rafter and joist sizes and lumber grade or span chart
- Rafter and joist lay-outs
- Beams and header sizes

#### ❑ **Stairway Section (if applicable)**

- Rise and run of stairs
- Handrail and guardrail height
- Baluster spacing

- Headroom
- 5/8" type x sheetrock on ceiling and walls of storage area located under stairs

□ **Wall Section**

- Anchor bolt size, spacing and treated sill plate
- Wall stud spacing and wall top plates
- Exterior sheathing
- Brick tie spacing and weephole spacing
- Footing and slab
- Exterior vapor retarder/house wrap
- Interior wall finish
- Siding
- Joists size, spacing, and rim joist size
- Rafter size and spacing
- Roof type and felt type
- Purlin size and brace spacing
- Attic ventilation specifications and soffit vent sizes and spacing
- Wall and ceiling insulation with R-values

□ **Braced Panel or Wind Bracing Plans**

- Braced wall panel types and locations
- Alternate braced wall panel design and hardware and specifications

□ **Energy Code Compliance**

- Use the following minimum requirements for R-values, U-values, and SHGC
- Glazing = U-factor 0.450 or less
- Solar Heat Gain Coefficient = SHGC - 0.300 or less
- Attic Insulation = R-value 38 or more
- Cathedral Ceiling with no attic = R-value 19 or more
- Wall Insulation = R-value 13 or more
- Floor Insulation = R-value 19 or more
- Slab Perimeter = R-value 0 or more
- Crawlspace Wall = R-value 10 or more
- Gas Furnace/AC = AFUE-.8/SEER-13 or more
- Electric Heat pump/AC = HSPF-10/SEER-14 or more
- Gas water heater = Energy Factor-.7 or better
- Electric water heater = Energy Factor-.9 or better

## New Residential Accessory Structure Plans

Required plans (2 copies), application, details, reports, and engineering that should be submitted when applying for a building permit to build a new accessory structure (over 120 SF) which may include: detached garage, shed, shop, gazebo, cabana, detached carport, detached patio cover, pergola, etc.

□ **Residential Alteration Permit Application**,

- complete as much information as possible, including owner's name, builder's name, subcontractor information, etc.
- Available at Providence Village Town Hall
  - Available at <http://www.townofprovidencevillage.com>

□ **Site Plan**, includes:

- Drawn to scale
- Dimensions (including dimensions between structures)
- Drainage direction arrows
- North arrow
- Easements and building set-back lines
- Include all structures on site including: accessory buildings, fences, sidewalks (include width), retaining walls, air conditioning unit with screening, etc.
- Legal lot description and lot address
- Include % of lot covered by impervious surface such as patios, sidewalks, driveways, concrete slabs, structures, etc.
- Show that accessory structure is not located in the front or side yards

□ **Foundation Plan**

- For slab on grade applications: provide foundation details such as: size, width, depth of footings, and reinforcement type and location
- For non-slab on grade applications: show post hole size and depth and post anchoring information

If floor area is over 400 sf, submit an engineered foundation plan

- **Floor Plans**, includes:
  - Drawn to scale
  - Dimensions
  - Door and window sizes
  - Room descriptions and ceiling heights
  
- **Elevation Plans**, includes:
  - Roofing finishes
  - Wall finishes
  - Roof pitch
  - Overhangs (including depth)
  - Floor elevations and over-all structure height
  - Show the accessory building is architecturally compatible with primary structure or will be screened from public rights of way and abutting properties.
  
- **Electrical Plans**, (if applicable) includes:
  - Lights
  - Switches
  - Electrical panel location
  - Receptacles (outlets)
  - GFCI protected receptacles in garage, bathrooms, exterior locations (receptacle in exterior locations shall have weatherproof covers)
  - Exhaust fans
  - Meter base location
  - Furnace and air conditioning unit location
  
- **Roof, Ceiling, & Floor Framing Plans**, includes:
  - Rafter and joist sizes and lumber grade or span chart
  - Rafter, joist lay-outs, and sheathing type
  - Beams and header sizes
  - Post sizes and material type
  
- **Stairway Section**, (if applicable) includes:
  - Rise and run of stairs
  - Handrail and guardrail height
  - Baluster spacing
  - Headroom
  - 5/8" type x sheetrock on ceiling and walls if storage area under stairs
  
- **Wall Section**, includes:
  - Anchor bolt size, spacing and treated sill plate

- Wall stud spacing and wall top plates
- Exterior sheathing
- Brick tie spacing and weep hole spacing
- Footing and slab
- Exterior vapor retarder/house wrap
- Interior wall finish
- Siding
- Joists size, spacing, and rim joist size
- Rafter size and spacing
- Roof type and felt type
- Purlin size and brace spacing
- Attic ventilation specifications and soffit vent sizes and spacing
- Wall and ceiling insulation with R-values

- **Braced Panel or Wind Bracing Plans**, includes:
  - Braced wall panel types and locations
  - Alternate braced wall panel design, hardware, and specifications
  
- **Energy Code Compliance Report (if conditioned space)** – IC3 (<http://ic3.tamu.edu/>), REScheck (<http://www.energycodes.gov/software.stm>), Energy Star, etc.
  - Pass the International Energy Conservation Code (IECC) requirements by 10%

## Window Replacement Plans

- Floor Plan/Window Rating

- Window locations and sizes
- Window U-factor rating must be .45 or lower
- Window SHGC shall be .3 or lower

## **Retaining Walls Plans**

For walls retaining a sloped grade (all walls retaining a sloped grade or surcharge shall require a permit) or walls which are over 4' tall that are retaining a level grade (4' tall measured from the bottom of the footing to the top of the wall)

- Site Plan
  - Drainage arrows
  - All structures
- Engineering specifications

## **Foundation and Footing Repair Plans**

- Site and Floor Plan
  - All structures
  - Location of foundation repair
- Engineering specifications