



## RESIDENTIAL, NEW CONSTRUCTION, REMODELS AND REPAIRS

### Accessory Construction and Remodeling

Interior Remodeling and Foundation Repairs, Room Additions/Enclosures, Garages, Carports, Storage Buildings, Porches, Gazebos, Patio Covers, Decks and Docks, Swimming pools and Spas

Please Contact the Nueces County Water District # 3 at (361) 387-4549-will require approval letter

*Complete submission includes:*

- Building Permit Application
- Elevation Certificate if within a flood plain.
  - o Preliminary (To be submitted with building application prior to permit)
  - o Final (To be submitted prior to building final)
- Declared Occupancy Use and Type of Construction
- Site Plan
- Floor Plan
  - o Electrical Plan
  - o Mechanical Plan
  - o Plumbing Plan
  - o ResCheck (New Construction-lighting)
  - o Thermal Envelope
- Foundation Plan
  - o If foundation is 500 square feet or more, it will require it to be sealed by a Texas Licensed Engineer.
- Structural Plans (Framing)
- Completed Texas Department of Insurance WPI-1 Form from Windstorm Engineer/Inspector that will be inspecting and/or responsible for inspecting the structure for windstorm compliance. [www.tdi.state.tx.us/wind/downloads.html#eng-1](http://www.tdi.state.tx.us/wind/downloads.html#eng-1)
  - o Sealed windstorm plan for the entire new construction



### Roofing and Siding Permits

*Complete submission includes:*

- Building Permit Application
- A detailed scope of work which identifies roofing/siding method and materials
- Completed Texas Department of Insurance WPI-1 Form from Windstorm Engineer/Inspector that will be inspecting and/or responsible for inspecting the structure for windstorm compliance. [www.tdi.state.tx.us/wind/downloads.html#eng-1](http://www.tdi.state.tx.us/wind/downloads.html#eng-1)

## Accessory Construction and Remodeling

### Interior Remodeling and Foundation Repairs

*Complete submission includes:*

- Building Permit Application
- Elevation Certificate if within a flood plain.
  - Preliminary (To be submitted with building application prior to permit)
  - Final (To be submitted prior to building final)
- Declared Occupancy use and Type of Construction
- Floor Plan
  - Electrical Plan
  - Mechanical Plan
  - Plumbing Plan
  - ResCheck
  - Thermal Envelope
- Scope of work to be performed
- Foundation Repair requires an engineered sealed foundation plan for repairs
- Windstorm related repairs require an engineer.



#### Demolitions requirements

*Complete submission includes:*

- Site Plan-required
- Notice or letter from the tax accessor office current on taxes for the property in question
- Square footage of dwelling
- Commercial properties need to provide asbestos report.

#### Driveway and Sidewalk Permits: Street Department Submittal

*Complete submission includes:*

- Permit Application: No Fee Required
- Site Plan (existing & proposed)
- Only if work is located within the R.O.W.

#### Moving Structure permits-

*Complete submission includes:*

- Permit Application-Contractor's Registration
- Size of structure to be moved- there is no minimum size for permit( resident's property taxes include all structures on property).
- The destination of structure to be moved.

# *City of Robstown*

## Plan Review Submittal



*Plans and specifications for the initial plan review should be complete at the time of submittal. Use this guide as a check-list when submitting your plans for review. Please submit four (4) full size (24X36) signed and sealed sets of plans, four (4) full size if it is a good establishment.*

### **Code Information**

**2018 International Building Code**

**2018 International Mechanical Code**

**2018 International Plumbing Code**

**2017 National Electrical Code**

**2018 International Fire Code**

**2018 Energy Conservation Code**

**2018 International Fuel & Gas Code**

**Texas Food Establishment Rules (Food Service)**

For more information, please contact Department of Planning & Development Services

At (361)387-4589 OPT. 3, or visit our website [www.cityofrobstown.com](http://www.cityofrobstown.com)

# Development Plan Reviews

Your submittal package should consist of **four** full size sets( 24 in x36 in) of the design documents and **one** full set of the specifications unless your project includes the repair, alternation or construction of a new kitchen or dining facility, in which case **four** complete full size of the design documents and **one** full set of the specifications will be required. For planning purposes, our review will normally take 2 weeks, except for larger projects where a more detailed review is needed. **We will return incomplete packages without action.** If we require additional information for the review, we will immediately contact you.

At your request, we can subdivide the Plan Review process into two separate phases. It is impractical to split up a project design beyond that given the integration of the various building subsystem within a complete building design. We ask that you please identify your desires up front and clearly show that in your project summary information. The two submittal phases are:

**Phase I** is for an initial Site Plan and covers all of the items listed under the Phase I checklist. Phase II, III, IV and V will not be processed without Phase I being complete. *Full site plans will not be accepted at this time.*

**Phase II** is for a Development Plan and covers all of the items listed under the Phase II checklist.

**Phase III** is for the purpose of obtaining a partial permit for the footings and foundations. This phase is only used if the builder is seeking a partial permit for this work. In summary, we will require an approved site plan and all the information relating to the project summary, sealed and stamped structural drawings and calculations, geotechnical report, general building plans to include elevations as identified in these corresponding checklist.

**Phase IV** is for obtaining the balance of a building permit. Please review and complete the remaining checklists, not provided under Phase I, prior to submitting your design package for review.

**Phase V** is for shop drawings. This phase is not always necessary, however it provides us with an opportunity to identify and agree with the submittal of show drawings for specific building items or systems after the normal plan review has been accomplished. Submit shop drawings after design approval and issuance of building permits but before any work actually starts on these specific work areas or systems. Examples of these would be the sprinkler piping shop drawings, lightning protection shop drawings, steel supported systems, etc.

Note: All references to "sealed" shall mean signed and sealed by a registered Architect or Professional Engineer currently licensed by the State of Texas and in good standing.



City of Robstown  
Plan Requirements  
For Residential/Commercial  
Construction

CITY OF ROBSTOWN  
BUILDING INSPECTION DEPARTMENT  
REQUIREMENTS FOR RESIDENTIAL BUILDING PERMIT  
(NEW CONSTRUCTION)

- 1) Property must be platted.
- 2) Must provide adequate fire protection
- 3) Provide a Preliminary Elevation Certificate.
- 4) Completed Application Form
  - \*Must include: Complete names, addresses, and phone numbers of property owner and contractor; address of project with legal description if known; complete description of project; complete costs of project; signature and I.D. of person applying for the permit.
- 5) Two full sets of standard size blueprints
  - \*Each full set should include: Site plan showing property lines, dimensions, and relationship of proposed project to those lines; complete accurate floor plan with all necessary dimensions and labels; elevation and framing detail plan; description of materials and finishes; foundation plan. Foundation plans for projects having 500 or more square feet of area must be engineered, and the plan must have the original stamp and signature of the designing engineer.

The above required items are necessary for the efficient processing of permits and inspections. Failure to provide them as requested may result in the delay of permit issuance or requested inspection.

\*Projects such as roofing with no structural changes, or general repairs to existing structures may not require drawings but will still require proof of compliance with T.D.I. requirements as outlined above. Ask to speak with the Building Official if you have any questions.

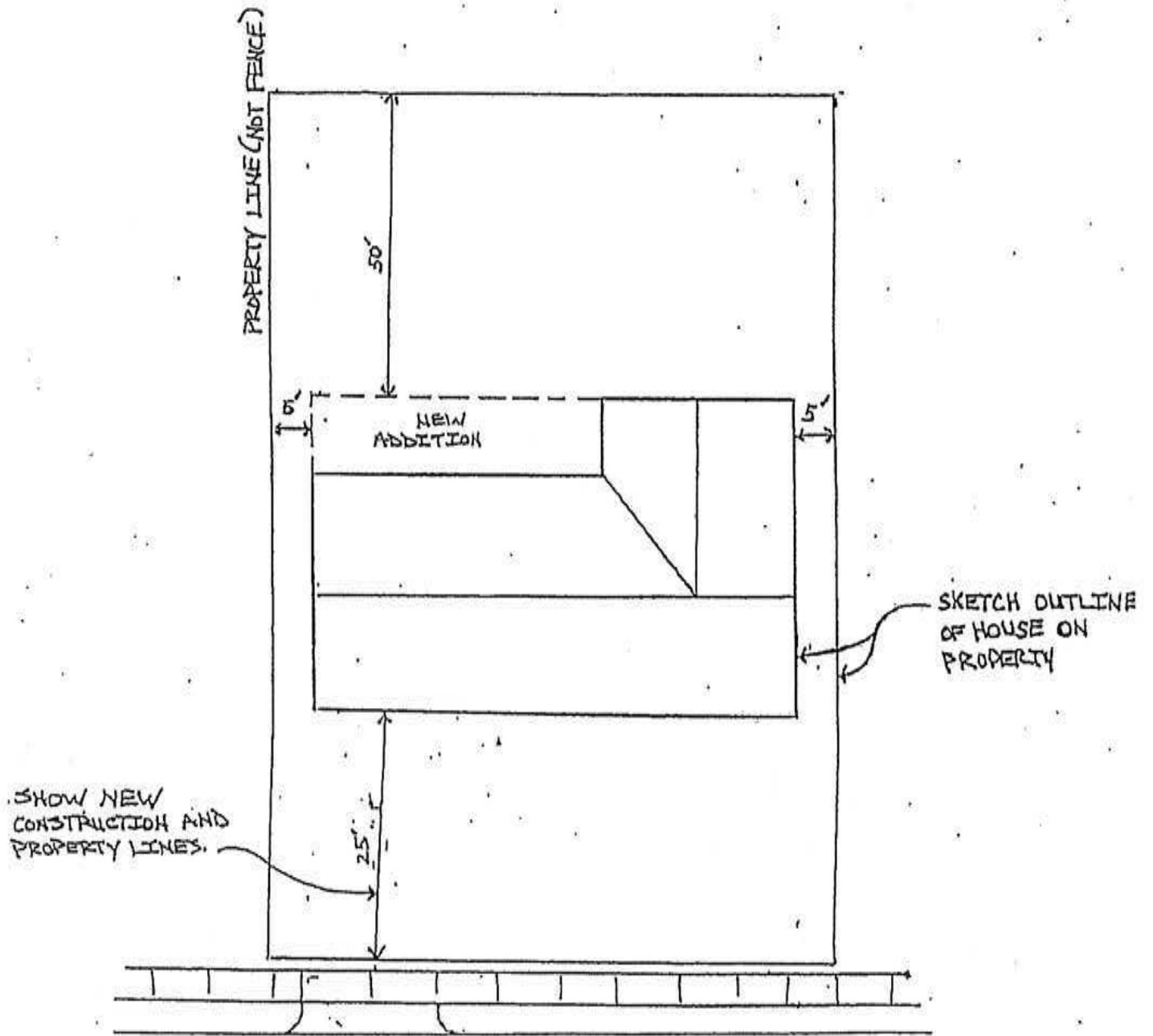
CITY OF ROBSTOWN  
BUILDING INSPECTION DEPARTMENT  
REQUIREMENTS FOR RESIDENTIAL BUILDING PERMIT  
(ADDITIONS, REMODELS, ACCESSORY STRUCTURES)

- 1) Proof of intent to Comply with T.D.I Code.  
May be in the form of a W.P.I-1 form filled out and stamped "received" by the T.D.I office, or it can be a letter from a T.D.I-approved engineer stating that he will be performing the inspections and submitting the paperwork for T.D.I.
- 2) Completed Application Form  
Must include: Complete name, address, and phone number of property owner and contractor (if different); address of the project (with legal description if known); complete description of project; complete costs of project; signature and I.D. of person applying for the permit.
- 3) Two copies of all necessary drawings\*  
Drawing should include; Site plan showing property lines, dimensions, and relationship of proposed project to those lines; complete accurate floor plan with all necessary dimensions and labels; elevation and framing detail plan; description of materials and finishes; foundation plan. Foundation plans for projects having 500 or more square feet of area must be engineered, and the plan must have the original stamp and signature of the designing engineer.

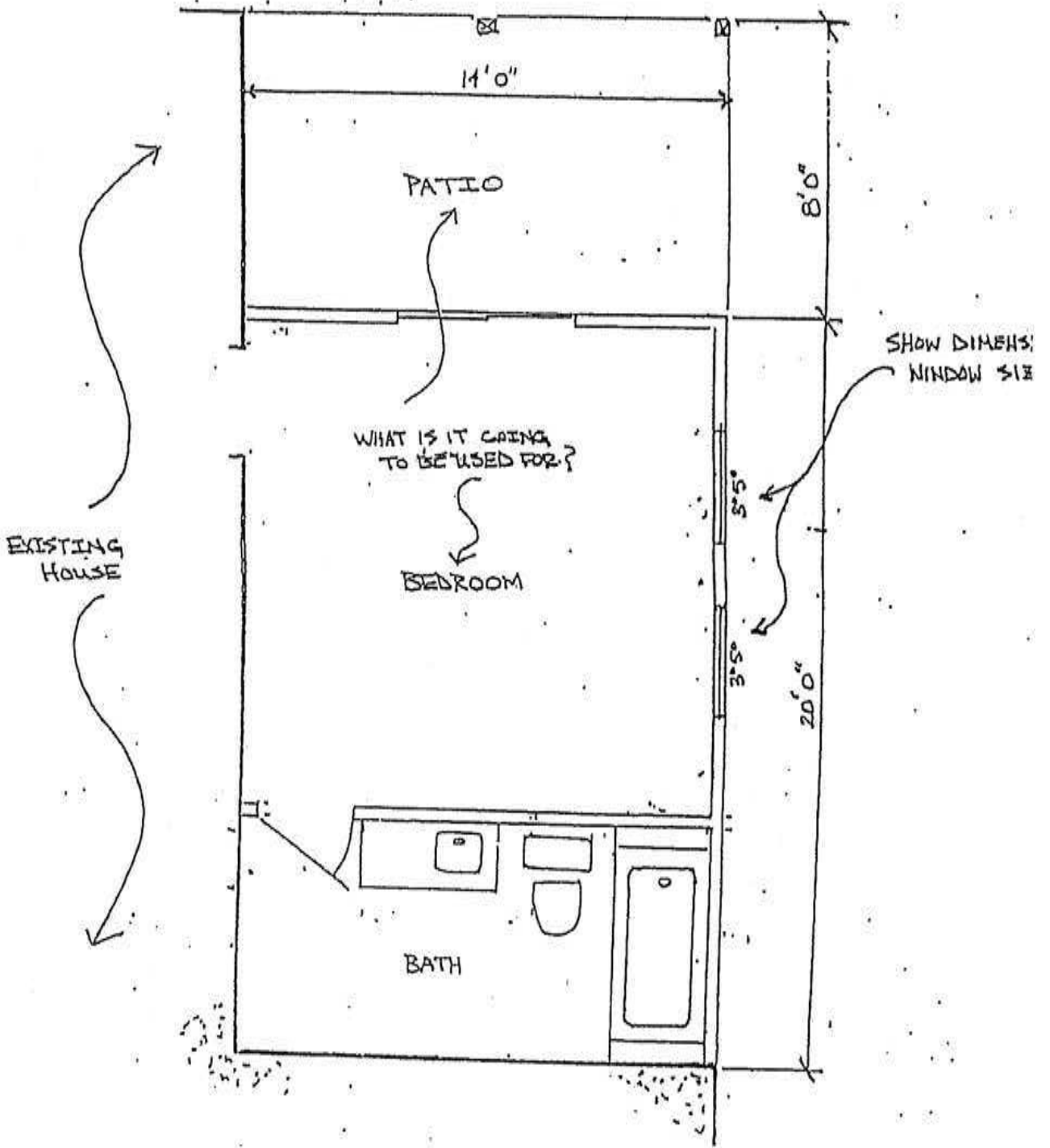
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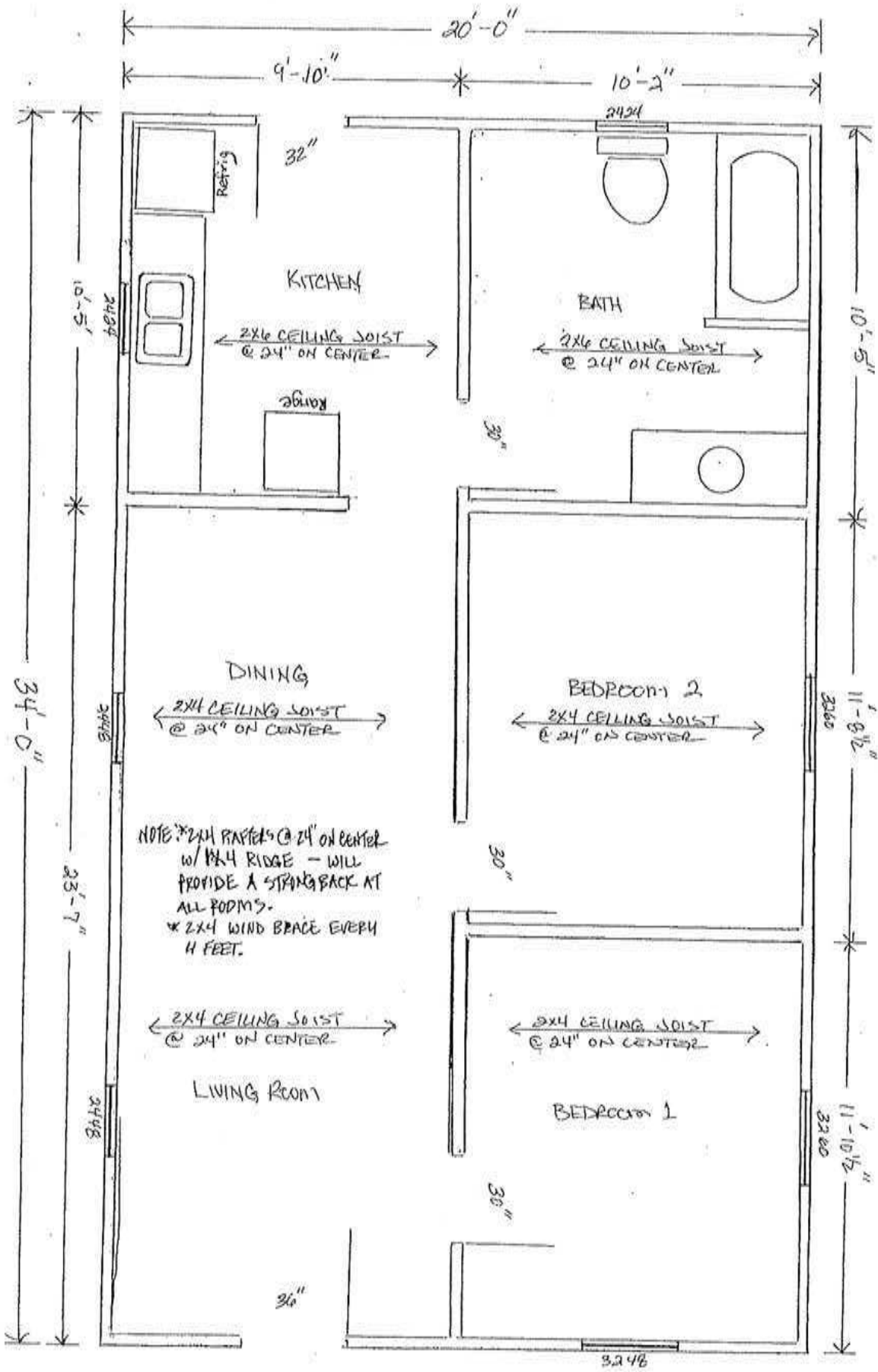




SITE PLAN (EXAMPLE)



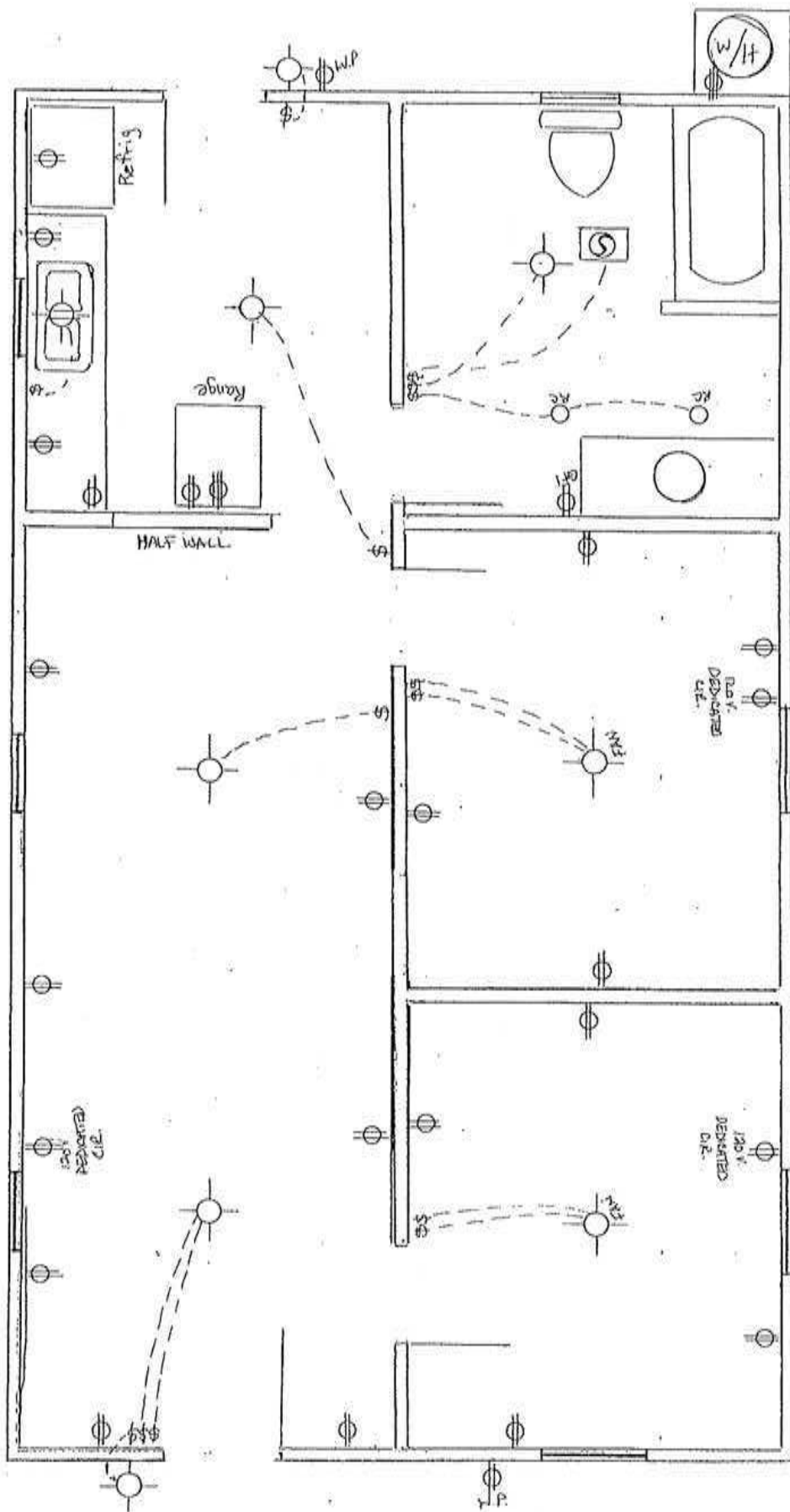
FLOOR PLAN (EXAMPLE)



EXISTING  
FLOOR AND STRUCTURAL PLAN

FLOOR PLAN

(sample)



ELECTRICAL PLAN (Sample)

2X RAFTERS O.C.

FLAT ROOF  
1/2" DECK (MIN.)



(2) 2X BEAM

ROOFING  
APPLIED TO MANUFACTURER'S  
SPCS. FOR HIGH WIND AREA.

1X6 COLLAR  
TIE - 4' O.C.

GABLE/HIP ROOF  
1/2" DECK (MIN.)

2X RAFTERS

2X JOISTS AT O.C.

VENTS

DOUBLE TOP PLATE

2X STUDS AT O.C.

STRAP BOTTOM - TOP  
PLATES TO STUDS  
YEL. PINE/DOUG. FIR - 16" O.C.

2X JOISTS AT O.C.

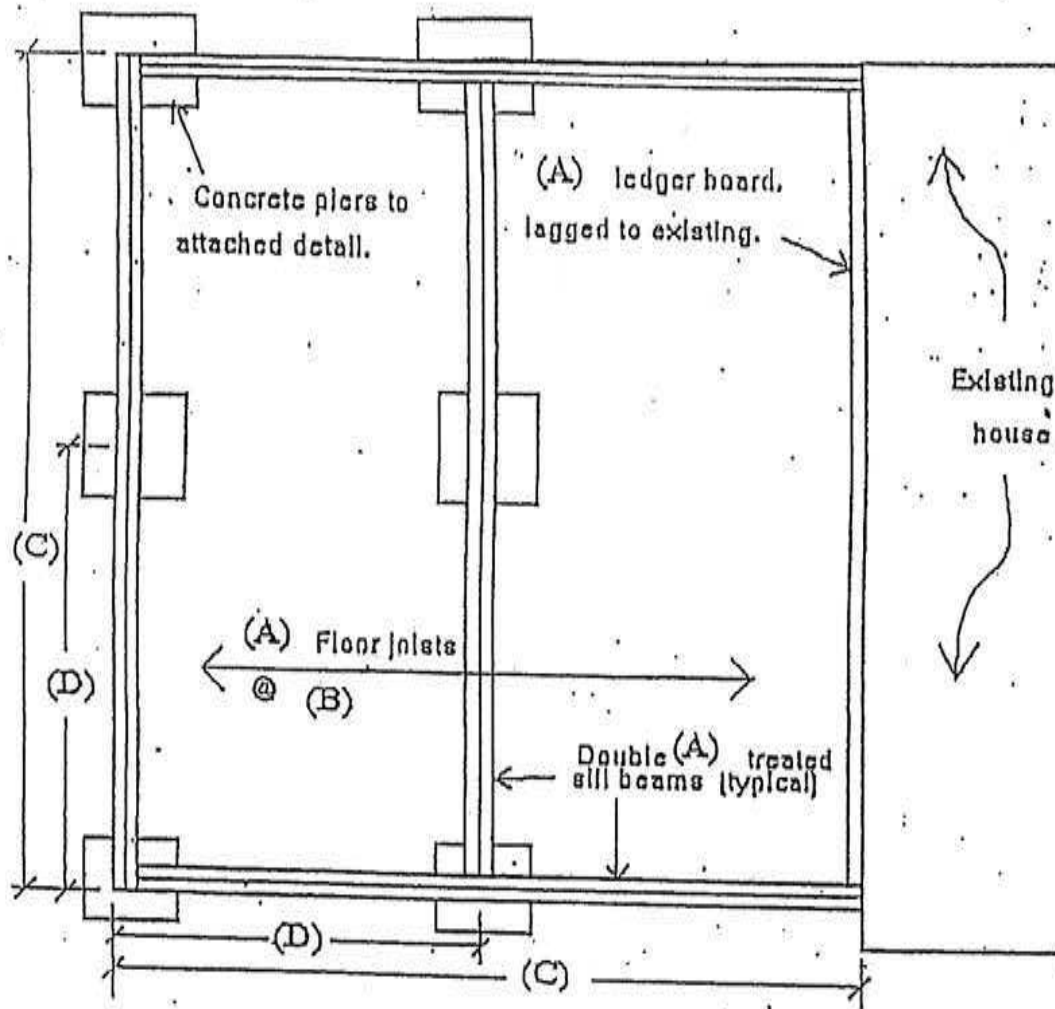
DOUBLE BEAM

FOUNDATION

SLOPE TO DRAIN

TYPICAL WALL SECTION  
(FILL IN THE BLANKS!)





## Sample Foundation Plan \*

For an addition using a Pier and Beam Foundation

- Notes:
- (A) Give lumber dimension (example: "2 x 8")
  - (B) Give spacing layout (example: "16 in. on center")
  - (C) Give outside dimension
  - (D) Give spacing (no more than 8' on center)

\* Foundation plans must be stamped and signed by a Texas certified engineer if the floor area exceeds 500 square feet.

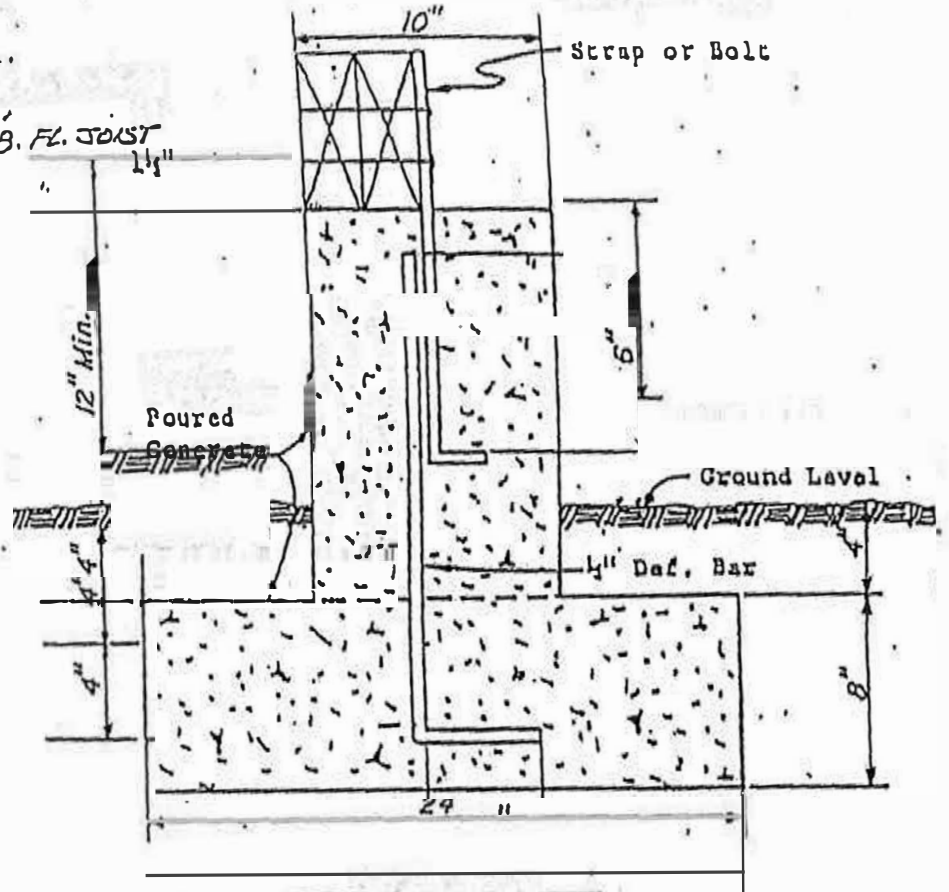
**NOTES:**

1. All Concrete must be 2500 p. s. i.
2. Bolts or scraps mandatory only exterior piers.
3. Maximum pier spacing 8'-0" = 2x8 FL. JOIST on centers.

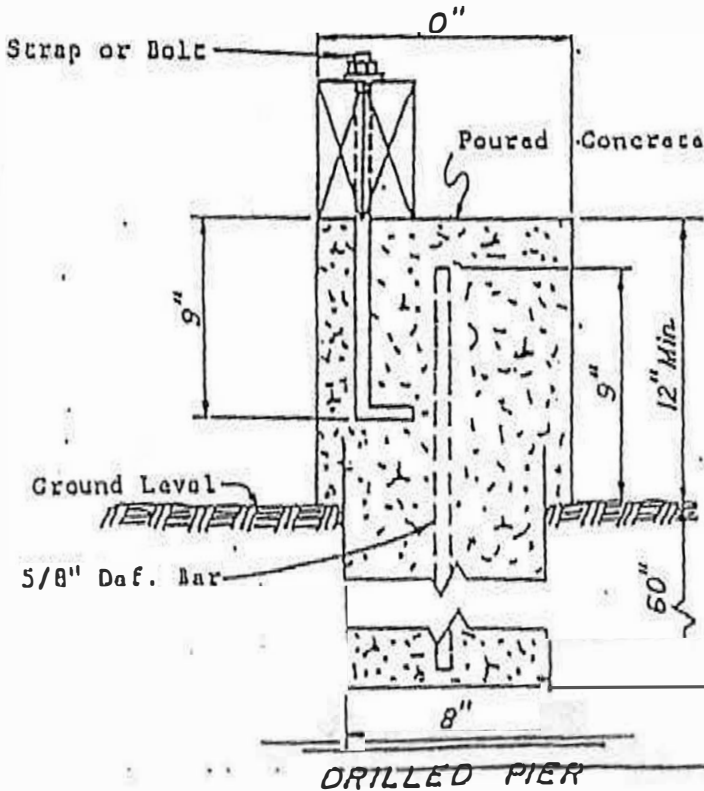
FOR 6'-0" OC. 2x8 FL. JOIST

RESIDENCES AND OTHER LIGHT FRAME STRUCTURES.

Pour Block and Pad together



**FOOTING PIER**



For One and Two Story Residences and Other Light Frame Structures

**FIGURE 1312.3 (A)**  
**TYPICAL PIER FOUNDATION**  
**DETAILS**



# CONTRACTOR REGISTRATION

## Building Inspections Department

101 E. Main Robstown, TX 78380 | Phone 361.387.4589 opt 5 | qc\_hub@cityofrobstown.com

Date \_\_\_\_\_  New Registration  Renewal

### License Holder Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Company Information:

Company Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Type (select one):

General Contractor (\$75.00 Fee)  Copy of Driver's License

\*A responsible contractor may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive building permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Mechanical Contractor (\$75.00 Fee)  Copy of drivers License  Copy of State Master License  
 Certificate of Liability (Must show City of Robstown as certificate holder)

\*A person licensed as a Mechanical Contractor by the State of Texas may file an Affidavit with the Inspections department authorizing a designated agent to apply for and receive mechanical permits in said person's behalf, and affirming that said licensed person assumes all responsibility for any permit obtained by said agent.

Electrical Contractor (No Fee)  Copy of Driver's License  Copy of State Contractor's License  
 Copy of State Master License  
 Certificate of Liability (Must show City of Robstown as certificate holder)

\*A responsible Master Electrician may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive electrical permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Plumbing Contractor (No Fee)  Copy of Drivers's License  Copy of State Plumbing License

\*A responsible Master Plumber may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive plumbing permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Irrigator License  Copy of Driver's License  Copy of State Irrigators License

\*A responsible irrigation contractor may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

I Hereby affirm under the penalty of perjury that all of the acts, statements, and answers contained herein are true. My signature below is also a binding agreement to comply with all local, state, and federal ordinances as required by the City of Robstown

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_





# Building Permit Application

101 East Main St.  
Robstown, Texas 78380  
Phone (361) 387-4589 Opt.5

Building Inspection Department  
P.O. Box 892  
Robstown, Texas 78380  
Email: qc\_hub@cityofrobstown.com

Date \_\_\_\_\_ Owner \_\_\_\_\_ Phone \_\_\_\_\_

(Check One)  Residential  Commercial (Check One)  New Bldg.  Existing Bldg.

Address \_\_\_\_\_ Fire Zone \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Zoning \_\_\_\_\_ Platted (Y/N) \_\_\_\_\_ Lot Size (LxW) \_\_\_\_\_ Lot Sqft \_\_\_\_\_

(Check One)  New Construction  Addition  Remodel  Pool/Spa

Foundation Repair  Patio/Carport  Deck  Detached Garage

Solar Panels  Shed/Storage  Siding  Other

No. Baths \_\_\_\_\_ No. Bedrooms \_\_\_\_\_ No. of Stories \_\_\_\_\_ Bldg Height \_\_\_\_\_

Distance from Property Line F. \_\_\_\_\_ L.S. \_\_\_\_\_ R.S. \_\_\_\_\_ Rear \_\_\_\_\_

Foundation \_\_\_\_\_ Interior Walls \_\_\_\_\_ Floors \_\_\_\_\_

Ceilings \_\_\_\_\_ Exterior Walls \_\_\_\_\_ Roof Type \_\_\_\_\_ Yrs \_\_\_\_\_

Scope of Work: (required):

**NOTICE: THIS IS NOT AN ELECTRICAL OR PLUMBING PERMIT**

Plumbing Cost \$ _____	Electrical Cost \$ _____
Air Cond. & Heating Cost \$ _____	Total Building Cost \$ _____
Public Water Supply <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Costs \$ _____
Public Sewage Disposal <input type="checkbox"/> Yes <input type="checkbox"/> No	
Air Conditioning type _____	
NO OFF ST. PARKING _____	
Number of Elevators _____	
Owner: _____	Phone: _____
Address: _____	Zip Code: _____
Contractor: _____	Phone: _____
Address: _____	Zip Code: _____
Architect: _____	Phone: _____
Address: _____	Zip Code: _____
Time of Completion: _____	

Upon obtaining such permit, I am agreeing to comply with OED.904, which states: All construction and debris will not be place in my property or City's right-of-way. I will dispose of such materials in a proper disposal site. The foregoing is a true and correct description of the improvement contemplated by undersigned applicant and the applicants states that he will have full authority over the construction of same and hereby agrees to comply with all ordinances of the city applicable to building and zoning and assumes all responsibility for such compliances. Permit valid for six months.

Owner or Agent \_\_\_\_\_ PRINT: \_\_\_\_\_

Approved for Issuance: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Issued By: \_\_\_\_\_

TYPES OF PAYMENT: CHECK OR MONEY ORDER ONLY

Building Permits are valid for 6 Months, and require all inspections before completed



# Electrical Permit Application

Permit for Installation of Electric Wiring and Electrical Equipment

101 East Main St.  
Robstown, Texas 78380  
Phone (361) 387-4589 Opt.5

Building Inspection Department  
P.O. Box 892  
Robstown, Texas 78380  
Email: qc\_hub@cityofrobstown.com

Date \_\_\_\_\_  
 (Check One)  Residential  Commercial (Check One)  New Bldg.  Existing Bldg.  
 Owner of Property \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Location of Work at building site: \_\_\_\_\_  
 Scope of Work: (required):  
 \_\_\_\_\_  
 Name of Business \_\_\_\_\_  
 Master Electrician \_\_\_\_\_ Phone \_\_\_\_\_  
 State Master License # \_\_\_\_\_ exp date: \_\_\_\_\_  
 Contractor Email \_\_\_\_\_

Minimum Permit Fee	\$9.00	\$9.00
Single Pole Circuits (over 1 @ .75)	_____	\$ _____
1 220 V Circuits 1 or 3 phase	_____	\$ _____
Outlets (over 5 at .75)	_____	\$ _____
Meter Loop	_____	\$ _____
Motors (Fractional H.P.)	_____	\$ _____
Motors Horsepower or ton of A/C	_____	\$ _____
Misc.	_____	\$ _____
Total Permit and Inspection Fee		\$ _____

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct.

**FINAL INSPECTION REQUIRED TO CLOSE PERMIT**

License Holder/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 License Holder/Owner Print Name \_\_\_\_\_  
 Electrical Inspector \_\_\_\_\_ Date \_\_\_\_\_



# Plumbing Permit Application

101 East Main St.  
 Robstown, Texas 78380  
 Phone (361) 387-4589 Opt.5

Building Inspection Department  
 P.O. Box 892  
 Robstown, Texas 78380  
 Email: qc\_hub@cityofrobstown.com

Date \_\_\_\_\_  
 (Check One)  Residential  Commercial (Check One)  New Bldg.  Existing Bldg.  
 Owner of Property \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Scope of Work: (required):

Name of Business \_\_\_\_\_  
 Master Plumber \_\_\_\_\_ Phone \_\_\_\_\_  
 State License # \_\_\_\_\_ exp date \_\_\_\_\_

_____ Water Closets	_____ Water Heaters	_____ Showers
_____ Grease Trap	_____ Baths	_____ Urinals
_____ Sumps	_____ Mud Trap	_____ Lavatories
_____ Floor Drains	_____ Laundry Trays	_____ Air Conditioners
_____ Sinks	_____ Slop Sinks	_____ Foundation
_____ Addition	_____ Misc.	

Fixture Fee \$ \_\_\_\_\_ No. of Fixtures \_\_\_\_\_  
 Sewer Connection \$ \_\_\_\_\_ Tap in (Street) (Easement) (Extension) (Cess Pool)  
 Gas Fee \$ \_\_\_\_\_ Number of Meter loops \_\_\_\_\_  
 Water Service \$ \_\_\_\_\_ Gas Outlets \_\_\_\_\_ Furnaces \_\_\_\_\_  
 Total \$ \_\_\_\_\_

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct  
Grease interceptors, sand trap/oil sand separator and storm drains require shop drawings- Intake 1 day review

**FINAL INSPECTION REQUIRED TO CLOSE PERMIT**

License Holder/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 License Holder/Owner Print \_\_\_\_\_  
 Plumbing Inspector \_\_\_\_\_ Date \_\_\_\_\_



# Mechanical Permit Application

Application for permit to install air conditioning-refrigeration heating or duct work

101 East Main St.  
 Robstown, Texas 78380  
 Phone (361) 387-4589 Opt.5

Building Inspection Department  
 P.O. Box 892  
 Robstown, Texas 78380  
 Email: qc\_hub@cityofrobstown.com

Date \_\_\_\_\_  
 (Check One)  Residential  Commercial (Check one)  New Bldg.  Existing Bldg.  
 Owner of Property \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Scope of work: (required):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Business \_\_\_\_\_  
 Mechanical Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
 State Contractor License # \_\_\_\_\_ exp date: \_\_\_\_\_

_____ Sq. ft	Minimum Permit Fee	\$9.00	\$9.00
_____ Sq. ft	New Construction of 1 and 2- family and multifamily residence.	Three Cents (\$0.03) / sq. ft living area (Min. \$25.00)	\$ _____
_____ Sq. ft	Existing Dwelling – new installation	Four Cents (\$0.04) /sq. ft living Area (Min. \$25.00)	\$ _____
\$ _____	All other new commercial construction	\$30.00 plus \$2.00/\$10.00	\$ _____
_____	Repairs, alterations, and additions to an existing system (Residential or Commercial)	\$7.00	\$ _____
_____	Re-Inspection Fee	\$9.00	\$ _____
Total Fee			\$ _____

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct.  
**Roof top unit replacements for commercial buildings are required to have a WPI-1 submitted with application**  
**Type 1 or 2 hoods require shop drawings. Intake-1 day review**

**FINAL INSPECTION REQUIRED TO CLOSE PERMIT**

License Holder/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 License Holder/Owner Print Name \_\_\_\_\_  
 Inspector \_\_\_\_\_ Date \_\_\_\_\_