



**FARMERS
BRANCH**

PERMIT SUBMITTAL CHECKLIST

SUBMIT TO CITY HALL
13000 WILLIAM DODSON PARKWAY
FARMERS BRANCH, TX 75234
M - TH, 8 AM TO 6 PM
FRI, 8 AM TO 5 PM

NEW CONSTRUCTION: 2 STAPLED SETS + A PDF (ON DRIVE OR CD)

RESIDENTIAL

- CO APPLICATION
- PROPERTY SURVEY
- FOUNDATION PLAN
- FLOOR PLAN
- EXTERIOR ELEVATIONS
- ROOF W/ FRAMING DETAIL PLAN
- WALL FRAMING DETAIL PLAN
- ENERGY CODE CALCULATIONS
- GRADING & DRAINAGE PLANS
- MASONRY CALCULATIONS

COMMERCIAL

- CO APPLICATION
- SITE PLAN
- FOUNDATION PLAN
- FLOOR PLAN
- EXTERIOR ELEVATIONS
- ROOF W/ FRAMING DETAIL PLAN
- WALL FRAMING DETAIL
- ENERGY CODE CALCULATIONS
- MEP PLANS
- SEPARATE CIVIL ENGINEERING PLANS

OTHER SUBMISSION REQUIREMENTS: 1 STAPLED SETS + A PDF (ON DRIVE OR CD)

COMMERCIAL REMODEL

- FLOOR PLAN (BEFORE & AFTER)
- ROOF PLAN
- ENERGY CALCULATIONS
- MEP PLANS

*****CO REQUIRED FOR TENANT FINISH OUT**

RESIDENTIAL INTERIOR REMODEL

- FLOOR PLAN (BEFORE & AFTER)
- STRUCTURAL ENGINEER EVALUATION — IF REMOVING A LOAD-BEARING WALL

RESIDENTIAL ROOM ADDITION

- SURVEY PLOT PLAN
- FLOOR PLAN (BEFORE & AFTER)
- EXTERIOR ELEVATION
- ROOF W/ FRAMING DETAIL PLAN
- WALL FRAMING DETAIL PLAN
- FOUNDATION PLAN
- MEP PLANS

RESIDENTIAL PATIO COVER (ATTACHED)

- SURVEY PLOT PLAN
- EXTERIOR ELEVATION
- FOUNDATION PLAN
- DESCRIPTION/LIST STRUCTURAL MATERIAL

ACCESSORY BUILDING (DETACHED)

- SURVEY PLOT PLAN
- EXTERIOR ELEVATION
- ROOF PLAN (IF LARGE — EX: GARAGE)
- FOUNDATION PLAN (IF LARGE)

FENCE REPLACEMENT OR ADDITION

- SURVEY PLOT PLAN

FLATWORK/DRIVEWAY

- SURVEY PLOT PLAN
- FOUNDATION PLAN — IF SUPPORTING A STRUCTURE
- APPROACH PERMIT FROM PUBLIC WORKS DEPT — IF ADJUSTING WIDTH

FOUNDATION REPAIR

- ENGINEER'S LETTER
- DETAIL FOUNDATION SYSTEM
- FOUNDATION SYSTEM LAYOUT

ROOF REPLACEMENT

- SCOPE OF WORK
- # OF LAYERS, ROOF TYPE, SQUARE FEET
- STRUCTURAL ENGINEER REPORT - IF AN OVERLAY
- HOTWORK PERMIT FROM FIRE DEPT - IF FIRE/HEAT INVOLVED

SIGN INSTALLATION

- SURVEY PLOT PLAN - IF FREESTANDING
- EXTERIOR ELEVATION - IF ON BUILDING
- SIGN RENDERING (GRAPHICS & SIZE)

SWIMMING POOL/SPA

- SURVEY PLOT PLAN - SHOW EASEMENTS, PROPERTY LINES, POOL, FENCES, DECKS, BUILDINGS, OVERHEAD ELECTRICAL LINES, EQUIPMENT LOCATION
- APPROVAL FROM UTILITY SERVICE PROVIDER(S) — ONCOR, ATMOS

WINDOW REPLACEMENT

- HOUSE LAYOUT, w/ WINDOWS MARKED
- ENERGY RATINGS (U-FACTOR / SHGC)