



RESIDENTIAL

**IRC Code
Datasheet
Application**

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING PERMITS & INSPECTIONS DIVISION**

Case # _____
(Not to be filled out by applicant, assigned by BP & I)

1. PID # _____ (Central Appraisal Tax ID Number)

2. Address _____ Space _____
Zoning Section of Planning, if Address has not been Designated, 541-4931

3. Legal Description: Subdivision/Survey _____
Lot _____ Block _____
Verify Flood Zone in Subdivision Plan Review, 5th Floor, City Hall, 915-541- 4823

4. Architect/Contractor _____ Phone _____
Architect _____ Engineer _____

5. Scope of Work _____
New _____ Addition _____ Remodel _____
Valuation: \$ _____

6. Zone: _____ If SP or SC then provide Copy of Contract

7. Parking Provided: Spaces _____

8. Area Square Footage: (Remodel) _____ S.F.

9. New Square Footage: (Heated Area) _____ S.F.

10. 1st. Floor _____ S.F.

11. 2nd. Floor _____ S.F.

12. Porch/Patio Square Footage: _____ S.F.

13. Garage Square Footage: _____ S.F.

14. Flood Plain ZONE: Yes _____ NO _____

15. Basement: Yes _____ NO _____

16. Sprinklers: Yes _____ NO _____

SUB-CONTRACTORS LIST FOR THIS PROJECT

ELECTRIC _____ Phone _____

MECHANIC _____ Phone _____

PLUMBING _____ Phone _____

“ALL HIGHLIGHTED AREAS MUST BE “COMPLETELY FILLED”

DOCUMENTS \ DRAWINGS \ VERIFICATIONS

✓ Civil Drawings (Plot Plan w/ Elevations): Yes _____ NO _____

✓ Architectural Drawings: Yes _____ NO _____

✓ Envelope Energy Code Compliance: Yes _____ NO _____

✓ Door Sizes Noted: Yes _____ NO _____

✓ Window Sizes Noted: Yes _____ NO _____

CPR / PBA PLAN REVIEW: I am requesting an expedited plan review, I understand additional fees will apply

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

AFFIDAVIT: I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas “one call” system before starting any excavation or digging work.

Must Be COMPLETELY Filled Out



Residential Building

**Two (2) complete plan sets and an electronic copy of all plan sets will be required.
Applicant will need the following information:**

1. IRC Code Data Sheet / Residential Building Permit Application, available at www.elpasotexas.gov
2. Legal description of property, (lot, block, subdivision, tract or survey), available at www.elpasocad.org
3. Complete address of property
4. Total square footage for all:
 - a. Living areas
 - b. Garages & carports
 - c. Covered porches, patios & balconies
5. Dimensioned site plan drawn to scale. The site plan drawing requires the following information:
 - a. The property lines
 - b. All setback lines
 - c. Bearing dimensions
 - d. Survey or meets and bounds, either must have professional seal
 - e. Cross sections where required
 - f. Flood zone designation and elevation certificate when required
 - g. All utility easements
 - h. Any inlets for drainage when fronting the proposed lot
 - i. All proposed and/or existing structures on the site
 - j. The Finished Grade, Finished Floor & Top of Curb elevations
 - k. Sidewalks, driveways, parkways & curbs dimensions
 - l. On-site ponding requirements
 - m. All proposed & existing fences
6. Architectural scale drawing of the structure which shows the following:
 - a. Floor plan which indicates:
 - 1) Dimensions & identification of all rooms & spaces
 - 2) Location, size and types of all windows & doors
 - 3) Smoke detector locations
 - 4) Residential fire sprinkler systems if required
 - b. Roof framing plans indicating all beams, rafters, trusses & columns
 - c. Floor framing plans indicating all joists, beams & columns
 - d. Foundation plans indicating the type of foundation and footing details
 - e. Typical exterior & interior wall sections
 - f. Electrical riser diagram, load calculations & panel location required for all structures over 2500 gross square feet
 - g. Exterior elevations showing the front, right, left & rear of structure

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

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Susannah M. Byrd

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Emma Acosta

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Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Development Services Department

Victor Q. Torres - Director

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S E R V I C E S O L U T I O N S S U C C E S S



- h. Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
 - i. Retaining wall details when there is a difference of elevation over 3 feet up to 4 feet
 - j. Walls retaining more than four (4) feet of soil require Professional Engineer' seal
7. International Energy Code Compliance report. Compliance can be shown by either using the REScheck form that is available at www.energycodes.gov or by using an International Energy Conservation Code Prescriptive Package form available at www.elpasotexas.gov .
8. For help in obtaining information or to contact the Building Permits & Inspection Department, please call (915) 541-4788 or email at: permits@elpasotexas.gov .

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