



CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION  
NEW RESIDENTIAL PERMIT APPLICATION & SUBMITTAL CHECKLIST  
(Single-family, Duplex and Townhouses)

**PROPERTY INFORMATION: (Please PRINT or TYPE)**

Project Address \_\_\_\_\_ Zoning Designation \_\_\_\_\_

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

Description of Project \_\_\_\_\_  
(i.e. New Home, Renovation, Duplex, Townhouse)

Purposed use of Project \_\_\_\_\_

Building Square Footage Area \_\_\_\_\_ Type of Const. \_\_\_\_\_ Occ. Class \_\_\_\_\_

Is the project a Landmark property (West Floral Heights Neighborhood)?      **Yes**      **No**  
(If "yes", project may require Landmark Comm. approval prior to permit issuance)

Is the property platted?      **Yes**      **No**

(if property is not platted, platting may be required prior to permit issuance; contact the Planning Division at (940) 761-7451 if unplatted)

Is the property located at Lake Kickapoo or Lake Arrowhead?      **Yes**      **No**

**OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)**

General Contractor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address (for project correspondence only): \_\_\_\_\_

Contact Name \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Owner Email Address (for project correspondence only): \_\_\_\_\_

Estimated Project Cost: \$ \_\_\_\_\_

**SUBMITTAL CHECKLIST**

**Complete**

Residential Building Permit Application and Submittal Checklist Completed.

Copy of Final Plat for property.

Copy of Property Survey.

Site plan on each plan set showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines, and (2) sidewalks, if applicable (generally, sidewalks are required for new home construction)

**DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:**

- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2015 International Fire Code
- 2015 International Plumbing Code
- 2017 National Electrical Code
- City's Zoning Ordinance (**Zoning Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**)
- City's Subdivision Ordinance (**Subdivision Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**)
- City's Flood Plain and Drainage laws

Floor plan showing: (1) all rooms of the building, (2) window sizes, (3) the locations of all electrical devices such as plugs, lights, switches, ceiling fans, smoke detectors, sub-panels, and service panel, (4) locations of all plumbing fixtures, and (5) the location of heating and A/C units and appliances (such as water heater, and washer and dryer)  
 Foundation plans and details  
 Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction, noting proposed finished floor elevation, and once construction is completed noting that actual finished floor elevation.  
 Door and window schedule/size and notations.  
 Wall section, joist, and rafter details.  
 Exterior elevations with plate heights

**Important Notes**

- The City cannot issue construction permits if the property is not zoned for single-family or duplex construction (whichever is applicable to the project). Do not assume the property is "grandfathered".
- The City cannot issue construction permits if the property is not platted in accordance with the City's subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- The City strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the City.
- ***It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections (approved building permit plan must be on-site for all inspections):***
  - Erosion Control (call Environmental Service Department 940-761-7820) Secured Portable Toilet Facility onsite prior to commencement of construction and before any building inspection is conducted;
  - Pre-Pour (i.e. Form-Board) Survey must be submitted and approved prior to the next inspection;
  - Plumbing under slab (must be done before steel);
  - Steel rebar (done before pour);
  - Nail pattern (all exterior walls);
  - Rough/In (all subs must be ready at the same time: framing, plumbing, electrical, and mechanical);
  - Firewalls (Pre-drywall and post-dry wall)
  - Insulation (before sheet-rock)
  - Driveway/Curb/Approach (done before pour)
  - Yard line/Sewer Tap
  - Final/Certificate of Occupancy (C.O.) (***RESIDENCE CANNOT BE OCCUPIED WITHOUT FINAL INSPECTION AND C.O.***)
- **All re-inspection fees are due prior to any re-inspection/further inspections being conducted.**
- **Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.**
- **Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.**

***I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.***

**Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

*(i.e. Design Professional, Contractor, other Project Representative)*

**\* Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

*(i.e. Property Owner)*

*\*Property Owner's Signature Required.*



## Development Review Team – Staff Contact List

### Staff Contacts for Development/Permitting Inquiries

#### **Building Inspections Division**

Ricky Horton  
Chief Building Official  
Phone: (940) 761-7460  
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Brandon Petersen  
Plans Examiner  
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#### **Public Works Engineering Division**

Shanice Robinson, P.E.  
Engineer Manager  
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Rick Branum  
Development Review and Utility Coordinator  
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#### **Planning Division**

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Planning Manager  
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#### **Health Department**

Samantha Blair  
Environmental Administrator  
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#### **Fire Department**

Craig Berend  
Fire Marshal  
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#### **Traffic Engineering Division**

Larry Wilkinson  
Superintendent  
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#### **Property Management Division**

Pat Hoffman  
Property Management Administrator  
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#### **Legal Department**

James McKechnie  
Deputy City Attorney  
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#### **Historic Preservation**

Karen Montgomery-Gagné  
Principle Planner  
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#### **Administration**

Terry Floyd  
Director of Development Services  
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#### **For Any Other Questions**

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