



CITY OF TYLER
BUILDING INSPECTION DEPARTMENT

SUBMITTAL PROCEDURE FOR RESIDENTIAL CONSTRUCTION

NEW CONSTRUCTION

1. Two site plans to scale. (See attached ordinance Sec. 6-11a.)
These must contain an erosion control plan.
2. Two full sets of working plans. (We will keep one set on file).
 - a) Floor plan
 - b) Door & window schedule (Please include the Solar Heat Gain Co-Efficiency and U-Factors on this)
 - c) Front-back-side elevations
 - d) Foundation details
 - e) Wall sections
 - f) Maximum height not to exceed 42'
3. Fill out application with initial information required by the Building Inspection Department.
4. We require two copies of either the completed Residential Energy Code Compliance (RES Check) form or the City of Tyler Simplified Prescriptive Approach. One copy is to be attached to a set of plans, the other submitted with the application. RES Check forms are available for download at www.energycodes.gov/rescheck/download.stm
The Simplified Prescriptive Approach forms are available for printing under "Printable Forms" on our website, or in our office.
5. The plans and application are then sent to the Planning & Zoning Department for a check on platting, zoning, lot and block number, and address.
6. The Engineering Department reviews them next for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines.
7. Once the plans have been checked and approved by all applicable departments the Development Services Inspection/Permits Division issues the permit.
8. Minimum fee for new construction is \$30.00. All fees are to be paid when permit is issued. For our new schedule of fees please visit our website at www.cityoftyler.org then click City Departments / Development Services.

RESIDENTIAL REMODELS

1. Two sets of plans are required for residential remodels and additions or accessory buildings. A site plan is also required for additions or accessory buildings. Please see site plan requirements in item number 1, above.
2. The plans are to be drawn to scale and a minimum size of eleven (11) inches by seventeen (17) inches.
3. If a residence was built prior to 1978, and work is being done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with. You must provide the owner and/or tenant with the EPA-approved lead information pamphlet.

INSPECTION PROCEDURES

1. New construction or remodeling must have a building permit before any plumbing, electrical, or mechanical permits can be issued.
2. New construction or remodeling must have a building permit card posted the building site in order to receive inspections.
3. Structural and framing inspections will be made AFTER the electrical, plumbing and mechanical inspections have been made without any insulation installed. Foam insulation, wall insulation, and framing will all be inspected at the same time. The framing to foundation anchors inspection will be made at time of the plumbing top-out.
4. Inspections must be called in the day before they are needed. Emergency situations will be handled as needed.
5. All new residential construction must receive a final inspection and a Letter of Completion issued prior to anyone moving in.
6. It will be the responsibility of the Contractor to see that a permanent address is in place before a Building Final Inspection is made.
7. Construction debris must be kept to a minimum and contained on the construction site.
8. All excavated soil must be prevented from entering the street, gutter, or storm sewers.
9. All construction sites must have sanitary facilities available prior to a temporary power pole release.
10. Pull string on property lines from pins before calling for a foundation inspection.

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Sec. 6-10. Site Plan required.

A Site Plan is a scaled drawing of a lot or tract of land on which a major building project is proposed. A Site Plan shall be filed with the Building Official for every major building project. For this purpose, a major building project is:

1. Construction of a new building;
2. Building additions which add to the height or area of a building, but not including alterations consisting solely of wiring, heating or air-conditioning, or re-roofing;
3. Remodeling for a new or expanded use; and
4. Constructing or removing a driveway or parking lot. (Ord. No. 0-97-29, 6-18-97) (Ord. No. 0-98-31, 4/15/98) (Ord. No. 0-2000-90, 11/15/00)

Sec. 6-11. Site Plan requirements.

a. In this section, a **residential** lot is a lot developed or to be developed with either a single-family housing unit or a duplex. Site Plans submitted to the Building Official for a residential lot shall include:

1. Lot and block number;
2. Platted boundaries of the lot;
3. Street address;
4. Zoning classification;
5. All setbacks;
6. All easements on the lot;
7. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway;
8. Finished floor elevations and location of any designated floodplains or floodways within the boundaries of the lots;
9. Location of all drainage swales and berms on the lot and arrows showing the direction of the drainage flow on the lot;
10. Name, address, and phone number of the individuals responsible for the project;
11. The minimum Plan size shall be eleven (11) inches by seventeen (17) inches. The Plan shall be drawn to scale in the scale shown;
12. Door and window schedule;
13. Floor plans drawn to scale with all required doors and windows properly sized;
14. Two complete sets of drawings.

b. In this section, a **commercial** project includes multifamily residential developments larger than duplex. Site Plans submitted to the Building Official for commercial projects shall include:

1. Lot and block number;
2. Platted boundaries of the lot;
3. Exterior dimensions of lot drawn to scale;
4. Street address;
5. Zoning classification;
6. All setbacks;
7. Total number and location of off-street parking spaces provided;
8. Garbage dumpster location with a concrete pad;
9. Total area of lot and building;
10. All easements on the lot;
11. Location of curbs, storm sewers, on-premise signs, light-poles, adjacent street and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and location of storm sewer drainage systems;
12. A grading, drainage and erosion control plan with all pertinent topographic information on lot and surrounding lands;
13. Finished floor elevations;

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14. Topographic contours taken from City flood control maps;
15. Location of any designated floodplains or floodways within the boundaries of the lots;
16. Name, address, and phone number of the individuals responsible for the project;
17. Three (3) sets of Site Plans, two (2) complete sets of working drawings, and one (1) set of specifications, with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than twenty-four (24) inches by thirty-six (36) inches to be submitted to the Building Inspection Department;
18. Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal;
19. Specify type of construction based on the current edition of the Building Code;
20. Elevation drawings indicating structure height;
21. Foundation drawings including beam and footing specifications;
22. Fire walls and draft stopping;
23. Location of building sprinkler and stand pipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm system, and fire hydrants;
24. Fire lane locations and markings;
25. All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, and size and location of service lines.
(Ord. No. 0-97-29, 6-18-97) (Ord. No. 0-98-31, 4/15/98) (Ord. No. 0-2000-90, 11/15/00)

Sec. 6-12. Maintenance of facilities in accordance with Site Plan.

- a. After construction of facilities described by an approved Site Plan, drainage facilities, driveways, parking facilities, and building locations shall be maintained in serviceable condition and in conformance with locations shown on the Site Plan.
- b. If the City Engineer determines that such facilities have been altered from specifications required in the Site Plan, or that the location has been changed so as not to comply with the Site Plan, or that drainage and parking facilities have not been maintained in serviceable condition, then the City Engineer shall notify in writing the owner of such facility, detailing the alleged noncompliance.
- c. Failure of the owner to comply within thirty (30) days is unlawful. Each day of noncompliance following the thirty-day notice period shall be deemed a separate offense. (Ord. No. 0-97-29, 6-18-97) (Ord. No. 0-98-31, 4/15/98) (Ord. No. 0-2000-90, 11/15/00);

Sec. 6-13. Alternate means of enforcement by City Council.

- a. If the City Council determines that a deviation exists between the existing condition of facilities located on a lot and the facilities shown on the Site Plan, and that such deviation from the Site Plan has created a condition harmful to the public health, safety, or welfare, then the City Council may order that City personnel enter upon the property and bring such conditions into compliance with the Site Plan.
- b. The City Council shall assess the owners of the property with all costs incurred in correcting the deficiencies remedied in accordance with this section.
- c. Before any order pursuant to this section is entered, a hearing shall be held before the City Council. The owners of property subject to such order shall be given notice of the hearing at least one (1) week before the hearing. (Ord. No. 0-97-29, 6-18-97) (Ord. No. 0-98-31, 4/15/98) (Ord. No. 0-2000-90, 11/15/00)