



Permits & Inspections
Division

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PERMITS & INSPECTIONS
Permits & Inspections is a Division of the Department of Planning & Development Services

RESIDENTIAL ADDITIONS & RENOVATIONS

Before a permit can be issued to build an *addition* on your residence you must provide our plan reviewers with a completed building application, a site plan or survey drawing, a floor plan, a construction detail, and a REScheck report.

What are these items and what are they used for?

- **Site Plan/Survey Drawing:** A **Site Plan** is a drawing that shows all the buildings on a lot, including the proposed addition, from a “birds-eye” perspective (as if you were looking down on it from above). The site plan must be to an architects or engineers scale and it must be displayed on the drawing. It must show property lines, curb lines, existing driveways, existing fences, and the square footage of all existing and proposed buildings. A **Survey Drawing** is essentially the same thing as a site plan but is completed by a licensed surveyor. These are used to ensure that the proposed building would meet required setbacks and the maximum lot coverage specified in the Zoning Ordinance. Both need to be to scale and referenced on the drawings.
- **Floor Plan:** A drawing of the residence as if you lifted the roof off and you were looking down at it. The proposed addition and all adjacent rooms will need to be labeled along with all windows and doors in these areas showing their sizes. The floor plan is used to ensure that the addition and adjacent rooms are all of adequate size according to the building code and also meet emergency egress requirements. It also needs to be to scale and referenced on the drawings.
- **Construction Detail:** A drawing of the addition as if you had cut it in half and were looking at all of its members to include the foundation. It will need to show all the materials that will be used, labeled with their type and size. If you feel that you cannot adequately draw a construction detail you are welcome to complete the blank construction detail that we have available here. This is used to show the building inspectors how you are proposing to build the addition and to ensure that you are using the proper material and size that meets the building code.
- **REScheck Report:** This program calculates whether new homes, additions, or alteration meet the requirements of the International Energy Conservation Code (IECC) and state energy codes using specific building material criteria entered by you. It will also show where you may fail in

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

energy requirements and options on how to correct them. Download the free software at <https://www.energycodes.gov/rescheck> (a plan reviewer can assist you with this if needed). Please submit a copy of your REScheck report with your permit application.

What items are required for a home renovation/alteration?

Before a permit can be issued for a *renovation/alteration* to your residence you must provide our plan reviewers with a completed building application, a floor plan, and a construction detail. A REScheck report would be dependent on the scope of the project.

For more information or if you have any additional questions please contact us. We are more than happy to assist you in any way that we can.