



Permits & Inspections  
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# PERMITS & INSPECTIONS

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

## CONSTRUCTION OF A NEW RESIDENCE

Before our plan reviewers can start a review for a permit you must submit the following 10 items:

1) A completed building application, 2) a site plan or survey drawing, 3) a floor plan, 4) a construction detail, 5) an elevation plan/drawing, 6) a foundation plan, 7) a REScheck report, 8) a mechanical plan, 9) an electrical plan, and 10) a plumbing plan.

*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 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 residence with all 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 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 residence 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 and to ensure that you are using the proper material and size that meets the building code.
- **Elevation Plan/Drawing:** A drawing, to scale, showing the all external walls of the residence with all heights labeled i.e. roof, doors, windows, porches etc.

- **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 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.
- **Foundation Plan:** A drawing of the baseline of the entire structure. It represents the view of the structure that looks as if it was planned on a horizontal plane. It should show the type of foundation (concrete slab, raised pier and beam, etc.), cross sections, footings, anchor points, grade, load calculations, etc. It is used to show the design and how constructors anticipate building it. Due to the soil composition and other environmental factors, the foundations plan may need to be engineer designed, stamped, and signed.
- **Mechanical Plan:** A drawing that shows a layout of *all* HVAC equipment, piping, ductwork, heating/cooling load calculations, exhaust system for kitchen, baths and dryer, and venting systems.
- **Electrical Plan:** A drawing that shows the wiring plan or layout components of the building's electrical system; such as, receptacle outlets, switches, lighting fixtures, other wiring devices, and the electrical system connections.
- **Plumbing Plan:** A drawing that shows the building's system of piping for fresh water going into the building and waste going out, their connections to sinks, toilets, and applicable appliances, any cleanouts, and connections to city sewer lines or private septic systems.

**Note:** You will need to have separate licensed contractors who are registered with the City of San Angelo do all electrical, plumbing, and mechanical work. These contractors will need to obtain their own permits.

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.