



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

New, Remodels, Additions – Checklist

PROPERTY INFORMATION	
Name:	
Address:	
Telephone number:	
Type of Project:	

CHECKLIST	
Note: Plans must refer to the 2018 IBC/ICC and 2017 NEC Codes	
<input type="checkbox"/>	Building Permit Application
<input type="checkbox"/>	Contractor Registration (If not Registered) Additional Fee Applied (If Applicable)
<input type="checkbox"/>	Property Survey / Site Plan ** Must include the initial and proposed structure plans** Drawn to scale 1" = 20'. Must show lot dimensions, footprint of building and distance from building to property lines, driveways, all easements, and the address with legal description of lot.
<input type="checkbox"/>	Stamped Engineered Construction Plans (including all structural, mechanical, electrical, and plumbing) Drawn to a scale of ¼" = 1'. Must show second floor framing, ceiling framing, roof framing, headers, and beams.
<input type="checkbox"/>	Stamped Engineered Foundation Plans / Letter
<input type="checkbox"/>	Stamped Engineered Floor Plans Drawn to a scale of ¼" = 1'. Must show all dimensions, room names, size and type of windows, doors, cabinets, fixtures, and ceiling heights.
<input type="checkbox"/>	Stamped Exterior Elevation Plans Drawn to a scale of ¼" = 1'. Must show exterior materials, windows, doors, roof slopes, chimneys, and overhangs.
<input type="checkbox"/>	Stamped Energy Reports Wind Bracing Report / Energy Efficiency Report
<input type="checkbox"/>	Landscaping / Stamped Irrigation Plans Licensed Irrigator
<input type="checkbox"/>	Mechanical, Electrical, and Plumbing Validations All sub-contractors must validate by filling out a building permit application with their company information and specific scope of work
<input type="checkbox"/>	Impact Water / Sewer / Meter Fees
<input type="checkbox"/>	Plan Review 10 -15 Business days
<input type="checkbox"/>	Building Permit / Plan Review Fees Plan review fee must be received before submitting to inspection team.
<input type="checkbox"/>	Approved Plans Date: _____