

I acknowledge that I have received the attached requirements for submitting a commercial / residential building permit.

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Printed Contractor Name

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Signature

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Date

**CITY OF ALVARADO  
REQUIREMENTS FOR SUBMITTING A  
RESIDENTIAL BUILDING PERMIT  
FOR NEW CONSTRUCTION, ALTERATIONS OR ADDITIONS**

We currently operate under the 2012 International Building Code, 2012 International Fire Code, 2012 International Mechanical Code, 2012 International Plumbing Code, 2011 National Electric Code and the 2012 International Energy Code.

1. Building permit application must be filled out completely and signed.
2. All permit fees must be paid before permit is issued.
3. One set of folded complete set of plans shall include:
  - a. Approved plat
  - b. Floor plans
  - c. Roof plans
  - d. Exterior elevations
  - e. Construction details
  - f. Structural plans (must include second floor framing plan when applicable)
  - g. Electrical plans (maybe combined with floor plan when applicable. Must have electrical legend)
  - h. Plumbing plans (maybe combined with floor plan)
  - i. Foundation plan (maybe combined with floor plan)
  - j. Square footage
4. Engineering letter for foundation design is required.
5. Landscaping plan – City of Alvarado Code, Section 42-831.
6. RES check report
7. Setbacks required:
  - a. 25 foot rear setback
  - b. 25 foot front setback
  - c. 8 foot side setback (Exception: Stonegate Manor Edition with 5 foot setbacks)
8. Engineer shear walls.
9. 4" house numbers.
10. A 2012 Energy Code Compliance Certificate must be provided that verifies blower door and duct blast testing is performed and that it passes state requirements.
11. A Certificate of Insulation must be provided that verifies exterior walls and attic are insulated to state requirements.

**No construction is to begin until porta potties are on the job site.**

**A trash bin (4-sided box or roll-off dumpster) must remain on the job site until the construction is complete. If using a roll-off dumpster, Republic Waste must be used for all solid waste disposal. Failure to contain construction debris/refuse in a trash bin will stop all inspections and could result in a fine up to \$500 (Ord. 14-127).**

**CITY OF ALVARADO  
INSPECTIONS FOR  
RESIDENTIAL BUILDING PERMIT**

1. Form board survey – this must be turned in before a plumbing rough-in inspection is requested.
2. Plumbing rough-in
3. Engineer report
4. Plumbing top-out
5. Framing
6. Electrical rough-in
7. Mechanical rough-in
8. Electrical for meter
9. Final

It shall be the builder's responsibility to get an approved location for the mailbox.

On the final for the Certificate of Occupancy, all of the above inspections must be done plus a Certificate of Insulation and a Certificate of Duct Blast Test. If an inspection fails, there will be a re-inspection fee. Re-inspection fees are as follows:

Electrical and Mechanical - \$60.00

Plumbing - \$76.92