



# REMODEL OR ADDITION RESIDENTIAL BUILDING PERMIT APPLICATION

City of Pittsburg  
 200 Rusk Street  
 Pittsburg, TX 75686  
 Phone: 903-856-3621 Fax: 903-856-0544  
 Email: [acruz@pittsbrugtx.net](mailto:acruz@pittsbrugtx.net)

Application Date: \_\_\_\_\_

Permit # \_\_\_\_\_

### SITE INFORMATION

Street Address of Proposed Project/Lot No./Block No./Parcel ID	Apt./Bldg./Unit #	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition
Zone Classification: Building use/Description (Single Family Residence, Duplex, Apts., etc....)		<input type="checkbox"/> Primary Dwelling	<input type="checkbox"/> Other

### PROPERTY OWNER INFORMATION

Owner / Tenant:	Phone Number	Business Name:	Phone Number
Address	City	State	Zip code
			Email

### CONTRACTOR INFORMATION

Business Name	Phone Number			
Supervisor or Contact Person	Cell Number			
Address	City	State	Zip code	Email

### SUBCONTRACTORS

License Electrician	Phone No.	License No.
License Plumber	Phone No.	License No.
License Mechanic	Phone No.	License No.

### IF OTHER PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT

<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> DECKS	<input type="checkbox"/> PATIOS COVE	<input type="checkbox"/> SIDEWALKS
<input type="checkbox"/> CARPORT	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> RETAINING WALL	<input type="checkbox"/> SWIMMING POOL / SPA
<input type="checkbox"/> CURB CUTS	<input type="checkbox"/> FENCE	<input type="checkbox"/> ROOF	<input type="checkbox"/> OTHER: _____
Building area (sq. feet):	Living area (sq. feet):	Estimated Job Cost:	<input type="checkbox"/> Applicant will comply with EPA Rule regarding Lead- Based Paint Renovation, Repair and Painting (RRP) rule in structure.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant is: Owner Contractor Other Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

APPORVED       DENIED       CONSTRUCTION PLANS       SITE PLANS



## RESIDENTIAL SUBMITTAL PROCEDURE

City of Pittsburg  
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Pittsburg, TX 75686  
Phone: 903-856-3621 Fax: 903-856-0544  
Email: [acruz@pittsburgtx.net](mailto:acruz@pittsburgtx.net)

- **All Buildings are to comply with the IBC 2015 Codes, Electrical Code 2017 & Plumbing Code 2015**
- **All residential construction requires construction plans**
- **All residential construction plans should be scaled drawings prepared by a professional residential house planer designer or similar (no hand drawn plans)**
- **All additions require site plans (site plans not required for remodels)**
- **Statement on plans that the construction plans meet 2015 International Building Code**

### Requirements for Site Plans

1. Two sets of Site Plans with a plan size not smaller than 18" x 24" and not larger than 36 inches to be submitted to the building inspection department.
2. Proposed use(s), north arrow, graphic scale and date of plan preparation
3. Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor (additions only)
4. Legal description, address, property lines and dimensions of the property.
5. Zoning Classification
6. The name, address, and phone number of the individuals responsible for the project
7. Location, setback lines, dimensions and square footage of existing building and proposed addition. Location and other existing buildings on site.
8. Location of proposed utilities, drainage easements, and public utility easements.
9. Location of driveways, off-street parking, and number of parking spaces.
10. Location of proposed utilities including sewer stub out sewer clean out, water stub out and water meter.

### Requirements for Residential Construction Plans

1. Two sets of Site Plans and two complete sets of working drawings with a plan size not smaller than 18" x 24" and not larger than 36 inches to be submitted to the building inspection department.
2. Statement by a plan designer stating that construction plans are designed to meet Building Code 2015, Electrical Code 2017 and Plumbing Code 2015
3. Foundation Plan (for additions or foundation repair if applicable)
4. Architectural scale drawing
5. Dimensions & identification of all rooms & spaces
6. Location, size and types of all windows & doors
7. Smoke and Carbon Monoxide detectors locations
8. Roof framing plans indicating all beams, rafters, trusses & columns
9. Floor framing plans indicating all joists, beams & columns
10. If trusses are being used, truss package shall be submitted
11. Typical exterior & interior wall sections and building height
12. Exterior elevations showing the front, right, left & rear of structure
13. Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
14. Electrical riser diagram, load calculations, panel location and wiring diagram (done by a license electrician)
15. Plumbing riser diagram, and plumbing fixtures listed (done by a license plumber)
16. HVAC diagram and calculations



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**Incomplete applications will not be processed.**

**Please email plans to [acruz@pittsburgtx.net](mailto:acruz@pittsburgtx.net)**

**Building Official will issue permit once plans have been checked and approved by all departments.**

**Building Official has 14 days to review plans.**

**To request inspections a 24-hour notice is required on all inspections.**

**We can't always accommodate same day inspections.**

**To schedule inspections please call 903-856-3621 or email [acruz@pittsburgtx.net](mailto:acruz@pittsburgtx.net)**

**BUILDERS, DEVELOPERS, AND PERMIT  
HOLDERS PLEASE HAVE ALL PERMITS  
AND APPROVED PLANS  
POSTED/AVAILABLE ON THE JOB SITE**

**INSPECTIONS WILL NOT BE APPROVED UNLESS PLANS AND PERMITS ARE ON THE JOB SITE**

### HOMEOWNER PERMIT EXEMPTION

**A HOMESTEAD EXEMPTION PERMIT MAY BE ISSUED TO NON-LICENSED INDIVIDUALS TO PERFORM PLUMBING, ELECTRICAL AND MECHANICAL WORK WITHIN THE DWELLING PREMISES THAT THEY OWN AND OCCUPY. BEFORE BEGINNING ANY WORK, THE UNLICENSED PERSON MUST FIRST SIGN AN AFFIDAVIT STATING THAT THE APPLICANT OWNS AND OCCUPIES THE STRUCTURE AND IS RESPONSIBLE FOR CONDUCTING THE WORK TO CODE SPECIFICATIONS, PROVIDE PROOF OF OWNERSHIP FROM CAMP COUNTY APPRAISAL DISTRICT AND PAY ALL REQUIRED PERMIT FEES. HOMEOWNER EXEMPTIONS DO NOT APPLY TO RENTAL OR COMMERCIAL PROPERTIES.**



**Homeowner's Exemption Certificate  
Electrical, Plumbing and Mechanical Permits**

**City of Pittsburg**  
200 Rusk Street  
Pittsburg, TX 75686  
Phone: 903-856-3621 Fax: 903-856-0544

Permit No. \_\_\_\_\_

I \_\_\_\_\_ do hereby affirm that I am the homeowner of the residential structure located at: \_\_\_\_\_

I also affirm that I occupy this residential structure and claim it as my homestead in compliance with all applicable local and state licensing laws for obtaining trade permits in order to perform electrical, plumbing and mechanical work. All work will be performed by me and will be performed in compliance with all local and applicable building codes. I do acknowledge that if I am in violation of this Homeowners Exemption Certificate I will be held responsible for all violations of local and state licensing requirements as required by law.

I further acknowledge that knowingly providing false information to the City of Pittsburg, Texas could result in additional fines and cease of all work.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement:**

**THE STATE OF TEXAS COUNTY  
OF CAMP**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to in the foregoing instrument, and having been by me first duly sworn on oath, acknowledged that he/she executed the same for the purposes and consideration therein expressed, and that the foregoing statements are true and correct.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public in and for Camp County, Texas.

\_\_\_\_\_  
Signature of Notary



# Remodel or Addition Engineer Checklist

City of Pittsburg  
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## Site Plans – for Additions

- Proposed use(s), north arrow, graphic scale
- Date of plan preparation
- Platted boundary survey must be signed & sealed
- Legal description
- Address
- Property lines
- Dimensions of the property
- Zoning Classification
- Location of addition
- Setback lines
- Dimensions
- Square footage of existing building
- Proposed addition
- Other existing buildings on site
- Location of proposed utilities
- Drainage easements
- Public utility easements
- Location of driveways
- Off-street parking
- Number of parking spaces
- Location of proposed utilities including sewer stub out sewer clean out, water stub out and water meter

## Construction Plans

- Foundation Plan (for additions or foundation repair if applicable)
- Dimensions & identification of all rooms & spaces
- Location
- Size and types of all windows & doors
- Smoke and Carbon Monoxide detectors locations
- Roof framing plans indicating all beams, rafters, trusses & columns
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- If trusses are being used, truss package shall be submitted
- Typical exterior & interior wall sections
- Building height
- Exterior elevations showing the front, right, left & rear of structure
- Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
- Electrical riser diagram, load calculations, panel location and wiring diagram (done by a license electrician)
- Plumbing riser diagram, and plumbing fixtures listed (done by a license plumber)
- HVAC diagram and calculations

I, \_\_\_\_\_ the professional construction planer/designer certify that the prepared site plans and construction plans were completed according to the International Building Code and I have include all of the items listed above in the plans.

\_\_\_\_\_  
Engineer Signature

I, \_\_\_\_\_ the home owner(s) understand that construction will be completed according to the International Building Code and that all of the items listed above are included in the plans.

\_\_\_\_\_  
Signature

SEAL