



RESIDENTIAL BUILDING PERMIT GUIDELINES

To help expedite the plan review and permitting approval process, the following general guidelines are provided. Please feel free to contact the Building Services Dept. at 512-272-5555 for specific questions.

Residential Projects: All plans & documents must be submitted in PDF format and uploaded through the online submittal portal.

Check your plans! Be certain your submittal includes the following information:

- Apply online at www.mygovernmentonline.org
- Complete and with an accurate address
- Zoning must be verified
- Plot plan of the lot (this can be obtained at www.traviscad.org)
 1. Must indicate the location of the building on the lot and set back dimensions, all easements affecting the lot, proposed parking and drainage details.
- Site plan and details (to include landscape plan)
- ResCheck Form (Energy Conservation Code)

Submittal Requirements (1st time submittals and re-submittals) Upload (1) PDF w/full set of plans

Include the following:

- Foundation plan and details (signed and sealed by engineer)
- Floor plan and details
- Wall construction plan or Cross Section and Details
- Fire rated eave detail if Eaves encroach into 5 ft side building setback line
- Roof plan and details or truss specifications
- Other pertinent structural details
- Elevations
- Electrical plan & details
- Plumbing plan & details
- Mechanical Plan & Details
- Masonry Calculations

Depending upon the project, additional data may be required (details, computations, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculation/analysis, etc.)

TYPES OF BUILDINGS THAT REQUIRE A PROFESSIONAL ENGINEER’S STAMP

- Buildings over 5,000 sq ft or with clear span greater than 24 feet.
- Other than standard construction.
- All foundations

***** FLOOD ZONE – Must comply with City and Federal Regulation, if applicable*****

RESIDENTIAL – ELECTRICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- Electrical Service Load Analysis per adopted National Electrical Code.
- Plans shall clearly indicate the location of Electrical Distribution Equipment.
- Power, Lighting, and Equipment Layout.
- Locate GFCI receptacles.
- Electrical Notes on plans to substantiate items.
- Locate smoke detectors.
- All documentation shall be submitted as an integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer’s Stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped glued, clipped, etc..., to the plans as documentation.)

RESIDENTIAL – PLUMBING SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- Show Plumbing Layout
- Water Meter Size and Water Service Line Size
- Water Heater Size and Type (gas/electric)
- Type of materials to be used.

RESIDENTIAL – MECHANICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- HVAC locations

- Indicate Gas or Electric
- Type and Size of Unit
- System Distribution

PERMIT FEE EXAMPLE

[Fee Schedule](#) (Ordinance 447)

Minimum square footage required in R-1 zones is 1,500 square feet.

- 1,500 square feet x \$0.60/square foot = \$900
 - 8 inspections x \$60/inspection = \$480
 - Technology fee = \$30
 - Water and Wastewater Tap fees
 - \$750/each *if needed* = \$1,500
 - Water Impact fee *if needed* = \$2,121
 - Wastewater Impact fee *if needed* = \$2,323.50
- TOTAL Permit fee for 1,500 sq. ft. = \$7,354.50**

- If the property has previously had water and wastewater service, no impact fee is necessary
- Impact fees in subdivisions are based on [platting dates](#)
- Public works can verify water and wastewater taps to determine the condition of existing taps

City Ordinance Links:

- [Building Regulations](#) (Ordinance 165E)
- [Zoning, Height, Setbacks, and Lot Requirements](#) (Ordinances 185 A-P)
- [Tree & Landscape Requirements](#) (Ordinances 365 & 365A)
- [Masonry Requirement](#) (Ordinance 366 A)
- [Development Services Related Fees](#) (Ordinance 447)