

Residential Building Permit Application Submittal Procedure



300 Greenville Hwy Mineola, TX 75773 903.569.2535 903.569.8186 fax www.mineola.com

Requirements for New Residential Projects:

1. A completed residential building permit application.
2. Two site plans to scale (minimum size 11" x 17"). These must contain an erosion control plan, easements and location of underground utility lines in regard to the pad site.
3. Two full sets of working plans (We will keep one set on file) including the following information:
 - Floor plan
 - Survey with all setbacks from property lines
 - Door and window schedule (Please include the Solar Heat Gain Co-efficiency and U-factors on this)
 - Front-back-side elevations & Finished Floor elevation
 - Foundation details
 - Wall sections
 - Building height
 - Mechanical, Electrical, & Plumbing design
4. The plans and application are then sent to the Building Inspection Department for verification on platting, zoning, lot and block number, and address. A plan review fee must be paid at this time before the review process shall begin.
5. The City Engineer, Public Works Department and Code Enforcement will review them as necessary, for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines. All easements must show on plans. (Driveways accessing State Highways require TXDOT permit)
6. Once the plans have been checked and approved by all applicable departments; the Building Inspection Department issues the permit and the applicant then pays the permit fee.
7. Fee for new construction is determined by valuation in accordance with Table 3-A Building Permit Fees. Fee is to be paid when permit is issued.

Requirements for Residential Remodel Projects:

One set of plans is required for residential remodels, additions, swimming pools and accessory buildings. A survey / site plan is also required for additions, fences, accessory buildings and swimming pools.

Plans will be drawn to scale on a minimum of 8-1/2" x 11" sheets.

If a residence was built prior to 1978, and work is being done by anyone other than the homeowner, on his or her own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with. You must provide the owner and/or tenant with the EPA approved lead information pamphlet.