



Town of Addison
 16801 Westgrove Rd
 Addison, TX 75001
 Ph. (972) 450-2880

Additions to Single-Family Dwellings

Building Guide for Property Owners

What you need to apply for a building permit:



<input type="checkbox"/>	Site Plan	Page 2
<input type="checkbox"/>	Floor Plan	Page 2
<input type="checkbox"/>	Construction Details	Page 3
<input type="checkbox"/>	Additional Requirements	Page 3
<input type="checkbox"/>	Permit Application	Page 4

Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It's the Law

Permits are required by ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips For Hiring Contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a final inspection approval
- ◆ **Verify that the contractor applies for the required permits. Ask to see a copy of the permit *before* you allow work to begin.**



DID YOU KNOW?

- If you obtain a "homeowner" permit you are the responsible party of record for the permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits.
- If you plan to do your own work, including all of the trade work, then you may apply for the permit.
- Unlicensed contractors often request the homeowner to obtain a "homeowner" permit. This could be dangerous. The unlicensed contractor may not have the skill and experience to properly perform the work you are paying them to do.
- It would benefit you to hire a licensed contractor to perform the mechanical, electrical and plumbing work.
- Permits are valid for work to begin within six months. After 6 months, permits expire and must be reapplied for.

What is a Site Plan?

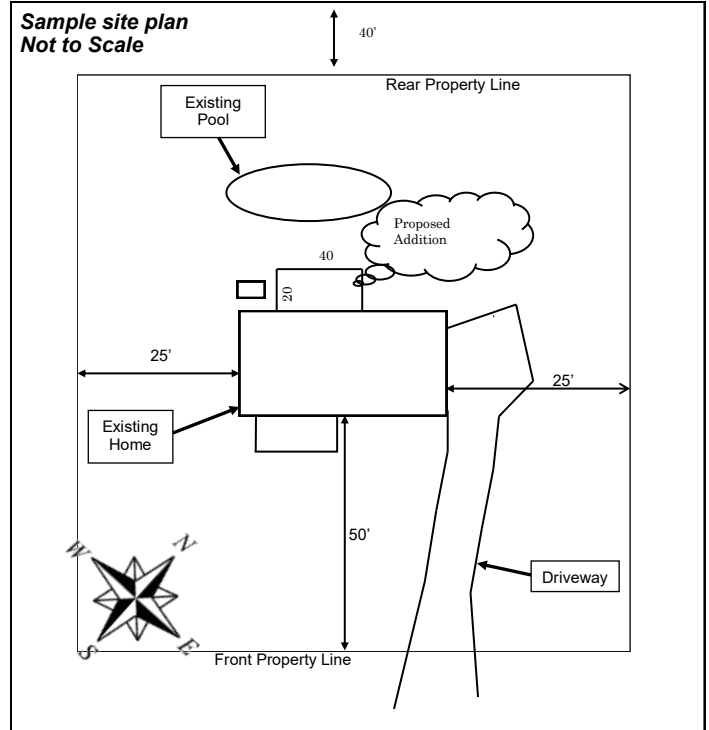
A site plan is a detailed drawing of your property. One type of site plan is a survey of your land drawn by a licensed land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

Requirements for a permit:

- Provide copies of the SITE PLAN for the building site.

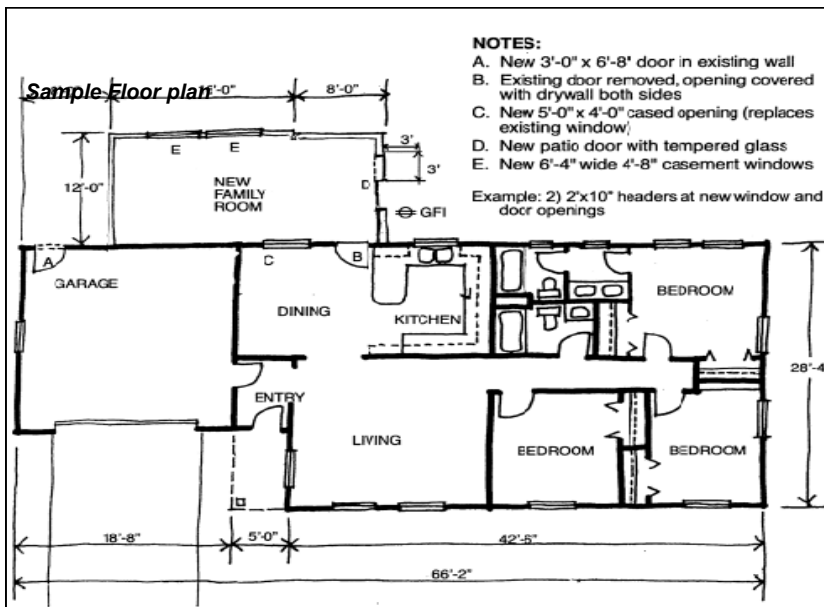
Notes:

- Structures are not permitted to be built over setback lines, easements, or property lines.
- A form board survey is required if the structure is located within 3 feet of a required minimum setback.
- If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
- If your project requires you to dig, state law requires you call 811 at least two (2) days prior to digging — even if you are digging in your own back yard.
- You must employ a third-party energy inspector to perform the envelope and final inspections.



Floor Plans

The floor plan is used to determine the complexity of the work and to validate the site plan. Floor plans must show existing dimensions of the house, dimensions of the new room, any new openings and items that will be relocated.



Requirements for a permit:

- Provide copies of the FLOOR PLAN

Notes:

- Additions cannot enclose bedroom or basement egress windows.
- Heat is required in all habitable rooms. Show how heat will be supplied to the addition.
- Existing electric service may require an upgrade or relocation. Indicate the size of your existing electric service (AMPS) on your plan.

Construction Details



Construction details and specifications help the Building Safety Division find problems before they occur in the field. This saves you both time and money.

You will need to submit details on:

1. Foundation design (sealed by an engineer)
2. Shear wall design (sealed by an engineer).
3. Exterior elevations
4. Energy Code compliance Report (www.energycodes.gov or <http://ic3.tamu.edu/>), to get energy calculator programs. You may also utilize prescriptive table requirements from the IECC shown below.

Max U-Factor
for windows 0.32

Max SHGC
for windows 0.25

REMINDER:

Permits are only issued after plan review is complete and approved. The time required to conduct this review will depend on the completeness of the information we receive in the plans.

Additional Information

What will the building inspector look at?

A typical home addition project will require the following inspections:

1. **Plumbing Rough** This is an inspection of the plumbing piping (both water and sewer) prior to covering with dirt to prepare for the foundation. Water lines must be tested with city water pressure and sewer lines must be tested with a minimum water head test of five feet.
2. **Foundation** Foundation inspections are performed after all steel reinforcement is in place, forms are erected, and PRIOR to placement of concrete.
3. **Framing** This inspection is performed once the plumbing top-out, mechanical rough, electrical rough and framing work is complete and ready for insulation and sheetrock. The framing, mechanical rough, electrical rough and plumbing top-out will all be inspected at the same time.
4. **Insulation** (Not done by an Addison inspector) This inspection is to verify that the insulation in exterior walls and the windows used on the project comply with the energy code. The property owner or contractor must hire a third-party inspector to perform this inspection and provide the completed energy inspection forms to us.
5. **Final** This inspection is performed AFTER the addition is completed, but BEFORE it is occupied.

How do I schedule a required Inspection?

The best way to schedule an inspection is through our [CSS portal](#). The portal allows you to schedule inspections and see inspection results. Additionally, if you schedule an inspection through the portal, you can submit the inspection request up to 7:00 am the day of the inspection.

Please call **(972) 450-2885** and leave all information requested in the message. Inspection requests received before 3:00 pm will be performed the next business day.

Want to know more? Need more help?

We hope you found the information in this guide useful. If you have any questions, please contact us.

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with building safety staff to determine if it is subject to additional requirements.