



CITY OF HARLINGEN BUILDING INSPECTIONS DIVISION
RESIDENTIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST
 (Single-family, Duplex and Townhouses no higher than 3-stories above grade)

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address _____ Zoning Designation _____

Subdivision Name _____ Block _____ Lot _____

Description of Proposed Work _____
 (i.e. New one-story home, remodel, addition to existing one-story home, new porch/garage)

Square Footage of Living Area _____ Patio/Porch _____ Garage/Carport _____ **Total** _____

Is the project within the Downtown Overlay District? _____

OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)

General Contractor _____ Phone _____ FAX _____

Email Address (for project correspondence only): _____

Contact Name _____ **Homeowner Permit will require proof of residence & ownership **

Property Owner _____ Phone _____ *(example: current utility bill & property tax statement)*

Estimated Project Cost: \$ _____

SUBMITTAL CHECKLIST

Please submit the following items along with the completed application above. The project cannot be reviewed for compliance unless all applicable items have been submitted and are complete. Incomplete and/or partial submittals will not be accepted.

Five (5) day permit is not guaranteed, but should be accomplished if all submittals are complete.

Complete:

- Application for a residential building permit (see above).
- Site plan on each set showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines, and (2) drainage plan, and (3) sidewalks, if applicable (generally, sidewalks are required in newer subdivisions that are within 1,000 feet of a school) (4) show off-street parking (5) Erosion control methods.
- Two (2) sets of construction drawings/plans in compliance with the following City/State laws, one (1) set to be 24 X 36 and one (1) set to be 11 X 17.
 - 2012 International Residential Code
 - 2015 International Energy Conservation Code
 - 2012 International Mechanical Code
 - 2012 International Fuel Gas Code
 - 2012 International Fire Code
 - 2012 International Plumbing Code
 - 2014 National Electrical Code
 - City's Zoning Ordinance
 - City's Subdivision Ordinance
 - City's Flood Plain and Drainage laws
- Floor plan showing: (1) all rooms of the building, (2) window sizes, (3) the locations of all electrical devices such as plugs, lights, switches, ceiling fans, smoke detectors, sub-panels, and service panel, (4) locations of all plumbing fixtures, and (5) the location of heating and A/C units and appliances (such as water heater, and washer and dryer)
- Two (2) Separate 11 X 17 engineered floor plans showing detailed hurricane resistant design.**
- Foundation plans and details (**foundation must be engineered if the plasticity index exceeds 15**)
- Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction, noting proposed finished flood elevation, and once construction is completed noting that actual finished floor elevations.

- Door and window schedule/size and notations.
- Wall section, joist, and rafter details.
- Exterior elevations with plate heights
- Two (2) sets of the Res-Check compliance report (**Conditioned space greater than 500 sq ft**)

Important Notes

- The City cannot issue construction permits if the property is not zoned for single-family or duplex construction (whichever is applicable to the project). Do not assume the property is “grandfathered”.
- The City cannot issue construction permits if the property is not platted in accordance with the City’s subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- Most projects within the Downtown Overlay District also require approval by Harlingen’s Downtown Board in accordance with Section 15.07 of the City’s Zoning Ordinance.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- Minimum size wire is 12 ga.
- The City strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the City.
- ***It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections (blue prints must be on-site for all inspections):***
 - Erosion Control (call Environmental Service Department- 956-216-5109) Secured Portable Toilet Facility onsite prior to commencement of construction and before any building inspection is conducted;
 - Pre-Pour (Form) Survey must be submitted prior to the next inspection;
 - Plumbing under slab (must be done before steel, and rent-a-can must be at jobsite);
 - Steel rebar (done before pour);
 - Nail pattern (all exterior walls);
 - Rough/In (all subs must be ready at the same time: framing, plumbing, electrical, and mechanical);
 - Firewalls (Pre-drywall and post-dry wall)
 - Insulation (before sheet-rock)
 - Driveway/Curb/Approach (done before pour)
 - Yardline/Sewer Tap
 - Final/Certificate of Occupancy (***residence cannot be occupied without final inspection and CO***)
- **A pre-pour survey by a licensed surveyor and/or civil engineer is required to ensure setback/easement compliance.**
- A \$30 re-inspection fee is due prior to any re-inspection being conducted.
- Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.
- Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Authorized Agent/Owner _____ **Date** _____