



RESIDENTIAL BUILDING PERMIT APPLICATION

ALL WORK MUST HAVE A FINAL INSPECTION

ANY WORK DONE IN HISTORIC DISTRICT MUST BE APPROVED BY LANDMARK COMMISSION

In some cases, it will require up to ten (10) days for plan review before a permit can be issued.

FOR OFFICE USE ONLY

PERMIT FEE: \$ _____ PERMIT # _____

DATE: _____ ENTERED BY: _____

WATER TAP FEE: : \$ _____ SEWER TAP FEE: : \$ _____

VALUATION OF WORK (ENTIRE JOB INCLUDING LABOR & MATERIALS): \$ _____

ADDRESS / LOCATION: _____ Mount Vernon, Texas

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

DESCRIPTION OF WORK: _____

IS THIS PROJECT: ~~NEW CONSTRUCTION~~ ~~REMODEL/ADDITION~~ ~~DEMOLITION~~

WILL YOU BE REQUIRING ANY OF THE FOLLOWING TYPES OF WORK THAT REQUIRE PERMITS?

- | | | |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> DEVELOPMENT PERMIT |
| <input type="checkbox"/> GAS | <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> NFPA 13R FIRE SPRINKLER SYSTEM |

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____
 -OR- TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: PIER/BEAM SLAB _____ OTHER _____

ROOFING MATERIALS: COMP WOOD TILE BUILT UP _____ OTHER _____

ROOF DESIGN: TRUSS CONVENTIONAL _____ OTHER _____

RETAINING WALL: HEIGHT: _____ CONCRETE: _____ KEYSTONE: _____ OTHER _____

EXISTING SQ. FOOTAGE UNDER ROOF : _____ **SQ. FOOTAGE OF PROPOSED PROJECT:** _____

Affirmation: I certify that expansive or collapsible soil conditions do not exist for this building site or that I will install a roof gutter system that complies with IRC 2015. By signing this application you are verifying all information is correct.

SIGNATURE: _____ **DATE:** _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL: _____

City of Mount Vernon

109 N. Kaufman * P.O. Box 597 * Mount Vernon, TX 75457 * 903 537 2252 * FAX 903 537 2634

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Residential Remodel/Addition

What is an Addition - Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom are any other room enclosed or open that is attached to the main structure.

What is a Remodel - Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. 2003 IECC Residential Energy Code Compliance Form), if applicable.	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval, (2003 IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

What do I need to install a Deck? - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

Do I need a permit for a Concrete Patio? Concrete patios do not require a permit if they are not attached to the house foundation , however, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.

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