

**TOWN OF
CROSS TIMBER**

**(NEW) RESIDENTIAL BUILDING PLAN
REVIEW / PERMIT APPLICATION**

DATE _____

PERMIT NO. _____

LEGAL DESCRIPTION OF PROPERTY

STREET ADDRESS _____

LOT _____ BLOCK _____ SUBDIVISION _____ PHASE _____

DESCRIPTION OF PROJECT

CONSTRUCTION VALUE _____

TOTAL SQUARE FEET _____

SUBCONTRACTORS MANDATORY

☐ Electrical Contractor: _____

☐ Plumbing Contractor: _____

☐ Mechanical Contractor: _____

PERMIT APPLICANT INFORMATION

Contractor / Homeowner _____

E-Mail Address _____

Address _____

Phone / Cell # _____

City/State/Zip _____

Fax # _____

Signature of Permit Applicant _____

Please Print Name _____

Office Use Only

Building Permit Fee \$ _____

Released for Construction _____

Date _____

3225 Cross Timber Road
CROSS TIMBER, TEXAS 76028

crosstimbertx@att.net
TELEPHONE: 817-506-0006

TOWN OF CROSS TIMBER

(NEW) RESIDENTIAL BUILDING PERMIT APPLICATION

SUBMITTAL CHECKLIST

The City has in effect the Town of Cross Timber Subdivision Ordinance, the Town of Cross Timber Zoning Ordinance, the 2024 International Residential Code, and the 2024 International Energy Code. Please refer to these documents for preparation of your plans. Plans must include all of the following checklist items or will not be accepted for review. Clarification notes on next page for submittal.

*SUBMIT ONE COPY (ELECTRONICALLY VIA EMAIL) OF THE FOLLOWING:

- ☐ **Building Plans** **Size: 11" X 17"**
 - Elevations- showing proposed material
 - Floor plan
 - Roof / Ceiling Framing - showing proposed material
 - Electrical Plan
 - Door & Window Location / Schedule
 - Wall Framing
 - Wind Bracing Method
- ☐ **Site Plan** **Size: 11" X 17"**
 - Must show location of building on property and measurement to property lines from building.
- ☐ **Approved Plat** **Size: 11" X 17"**
- ☐ **Residential Energy Compliance Path Form** **Size: 8.5" X 11"**
 - Accompanied with chosen path documents
- ☐ **Engineered Foundation Letter** **Size: 8.5" X 11"**
 - Must state the foundation was designed to the 2024 International Residential Code and the specific soil conditions.
 - Sealed and signed by a professional engineer.
- ☐ **Engineered Foundation Plan** **Size: 11" X 17"**
 - Sealed and signed by same professional engineer as letter.

Please allow a **minimum** of ten (10) working days for review.

To **schedule a plan review email this** form along with all items on checklist to crosstimbertx@att.net.

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

SUBMITAL NOTES AND CLARIFICATION

- Site Plan = Plot Plan showing property lines, easements, the footprint of structure(s), driveways and paving, drainage type, landscaping, utility equipment, overhead power lines, and North arrow. (reference Section R106.2)
- Floor Plan = Detailed drawings showing all rooms with specific uses labeled; all doors, windows, walls, and stairs (as applicable) – framing details to include material type, sizes, spacing, and attachment method(s) for walls and roof assembly. Location of all smoke detectors and carbon monoxide alarms. *If multi-story, floor/ceiling assembly details are required.
 - Door & Window Schedule = Types of windows/doors complete with rough opening sizes (Single-Hung, Slider, Fixed, Operable, doors with glazing, etc.), U-Factors, and SHGC Values. (Information can be part of floor plans)
 - Wall Framing = Stud size, height and spacing, Fire blocking location, anchoring to bottom/top plates. (Reference Section 602) (Information can be part of floor plans)
- Exterior Elevations = Elevation views detailing wall/roof coverings, doors/windows, roof pitch, and overall height.
- Roof/Ceiling Framing = Either the pre-fabricated truss packages or traditional framing plans which should include headers, ceiling joists size and offsets, rafter size and joists, location of any structural support beams including sizes and spans. Any structural support that exceeds 24ft must be engineered as per Texas Engineering Practice Act of 2006.
- Wind Bracing Method = Show the location and spacing of all “Braced Wall Lines” and the type/location of all “Braced Wall Panels”. Anything outside of the prescribed methods needs approval by the building official. (reference IRC Section R106.1.3 and Section R602.10)
- Energy Compliance = For the Performance Approach, a REScheck, IC3, or Energy Star Report must be provided. For the Prescriptive Approach, indicate all related Energy factors on the floor plan.
- Foundation = Includes footing size, reinforcement steel type and location, and design (reference IRC Chapter 4)
 - If NCTCOG amendment Section R401.2 – All residential foundations and footing require to be