

City of Florence

106 S. Patterson – P.O. Box 430

Florence, Texas 76527

Phone: (254)793-2490

Fax: (254) 793-3766

Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (817) 335-8111/toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401

Inspection FAX line: (817) 335-8110 or (972) 980-8400

Toll Free number: (877) 837-8775

Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.

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Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Florence, Texas, has adopted the following codes regulating building construction.

2006 International Building Code

2006 International Residential Code

2006 International Fire Code

2006 International Plumbing Code

2006 International Mechanical Code

2006 International Energy Conservation Code

2006 International Fuel and Gas Code

2005 National Electrical Code

Reference the City of Florence Code of Ordinance for zoning requirements

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Florence and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

Building Requirements

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

Inspections

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

Construction area shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.

City of Florence

CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

_____ ELECTRICAL CONTRACTOR
_____ MASTER ELECTRICIAN
_____ JOURNEYMAN ELECTRICIAN
_____ MASTER SIGN ELECTRICIAN

_____ MASTER PLUMBER
_____ JOURNEYMAN PLUMBER

_____ MECHANICAL (HVAC)

_____ IRRIGATOR (LANDSCAPE)
_____ BACKFLOW (*special form required*)

_____ THIRD PARTY ENERGY PROVIDER
_____ OTHER
_____ OTHER

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE



**BUREAU
VERITAS**

Residential Inspection Request

Fax Request to: 817-335-8110/toll free 877-837-8859

For Questions: 817-335-8111/toll free 877-837-8775

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Please be sure all subcontractors have obtained their permits prior to scheduling an inspection.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Fax _____

Requestor's Name _____

City / County of Project(s) _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

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Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of ¼" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of ¼" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of ¼" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (reference International Residential Code) drawn to a scale of ¼" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. (post tension) Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of ¼" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report. (2006 IECC)

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

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New Residential Plan Review Submittal Requirements

Address: _____ Date Received: _____

All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.

- _____ **(2) Site Plans to include:**
 - Complete address with legal description (lot, block, subdivision, and phase)
 - Property lines and lot dimensions
 - Proposed structure and all existing buildings
 - Finished floor and finished pad elevations
 - All easements, Utility locations
 - Driveway, sidewalk and fence locations
 - Lot area, slab area, and coverage percentage
 - Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan

- _____ **(2) Residential Energy Code Compliance Report (2006 IECC).** All Third Party Rater information and documentation must be submitted if Energy Star Home.

- _____ **(2) Foundation Plans - Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (Reference IRC) or Engineered plans for Post Tension Foundation – Engineered Foundation plans and letter.** Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2006 IRC. If letter is provided, original signature must be on one of the letters submitted. If stated on plans, must have original signature of engineer on plans.

- _____ **(2) Sets of house plans to include:** floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details

- _____ **Driveway approaches and drainage culverts - Engineered plans**
(Driveways accessing State Highways require a TXDOT permit)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Third Party Energy Providers, and Backflow Tester.

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Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____		Covered Porch: _____	Total: _____
Living: _____	Garage: _____	Number of stories: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Email: _____	

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A 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. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

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 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 the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date: _____
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Building Permit Fee: _____
 Water Deposit: _____
 Water/Sewer Connection: _____

Total Fees: _____
 Receipt #: _____
 Issued Date: _____
 Issued By: _____
 BV Project #: _____

City Hall (254) 793-3717

City of Florence
 P O Box 430
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Fax (254) 793-3766

BACKFLOW PREVENTION TEST & MAINTENANCE REPORT

The following form must be completed for each assembly tested. *A signed and dated ORIGINAL must be submitted to the City of Florence
 Illegible or incomplete reports will not be accepted.

RESIDENTIAL

COMMERCIAL

CUSTOMER INFORMATION			
PROPERTY OWNER / BUSINESS / AGENT			
MAILING ADDRESS		CITY	STATE ZIP
BACKFLOW ASSEMBLY INFORMATION			
OCCUPANT / BUSINESS NAME			
SERIAL #	MANUFACTURER	MODEL	SIZE
PHYSICAL ADDRESS		ASSEMBLY LOCATION ON PROPERTY	
PUBLIC WATER SYSTEM I.D.# 2460005		PURPOSE OF ASSEMBLY	
TYPE OF ASSEMBLY			
<input type="checkbox"/> Reducer Pressure Assembly		<input type="checkbox"/> Reducer Pressure Principle-Detector	
<input type="checkbox"/> Double Check Valve		<input type="checkbox"/> Double Check-Detector	
<input type="checkbox"/> Pressure Vacuum Breaker		<input type="checkbox"/> Spill-Resistant Pressure Vacuum Breaker	
Is the assembly installed in accordance with manufacturer recommendations and/or local codes? <input type="checkbox"/> YES <input type="checkbox"/> NO			

THE BACKFLOW PREVENTION ASSEMBLY DETAILED BELOW HAS BEEN TESTED AND MAINTAINED AS REQUIRED BY TCEQ REGULATIONS AND IS CERTIFIED TO BE OPERATING WITHIN ACCEPTABLE PARAMETERS.

	REDUCER PRESSURE BACKFLOW PREVENTION ASSEMBLY		PRESSURE VACUUM BREAKER		
	DOUBLE-CHECK VALVE ASSEMBLY		RELIEF VALVE	AIR INLET	CHECK VALVE
	1 ST CHECK	2 ND CHECK			
INITIAL TEST	Held at _____ PSI Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Held at _____ PSI Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Opened at _____ PSI Did not open <input type="checkbox"/>	Opened at _____ PSI Did not open <input type="checkbox"/>	Held at _____ PSI Leaked <input type="checkbox"/>
TEST AFTER REPAIRS	Held at _____ PSI Closed Tight <input type="checkbox"/>	Held at _____ PSI Closed Tight <input type="checkbox"/>	Opened at _____ PSI	Opened at _____ PSI	Held at _____ PSI
**REPAIRS AND MATERIALS USED					
TEST GAUGE USED	MAKE/MODEL	GAUGE SERIAL #:	CALIBRATION DATE:		
REMARKS					

I CERTIFY ALL INFORMATION ON THIS REPORT IS TRUE AND CORRECT AS OF THE DATE OF THIS TEST.

COMPANY NAME	COMPANY ADDRESS	CITY	ST	ZIP
BACKFLOW TECH NAME	CERTIFICATION #	PHONE	FAX	
BACKFLOW TECHNICIAN SIGNATURE				DATE

*TEST RECORDS MUST BE KEPT FOR AT LEAST THREE YEARS.

**USE ONLY MANUFACTURES REPLACEMENT PARTS.