



# Development Guide

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# Purpose of this Guide

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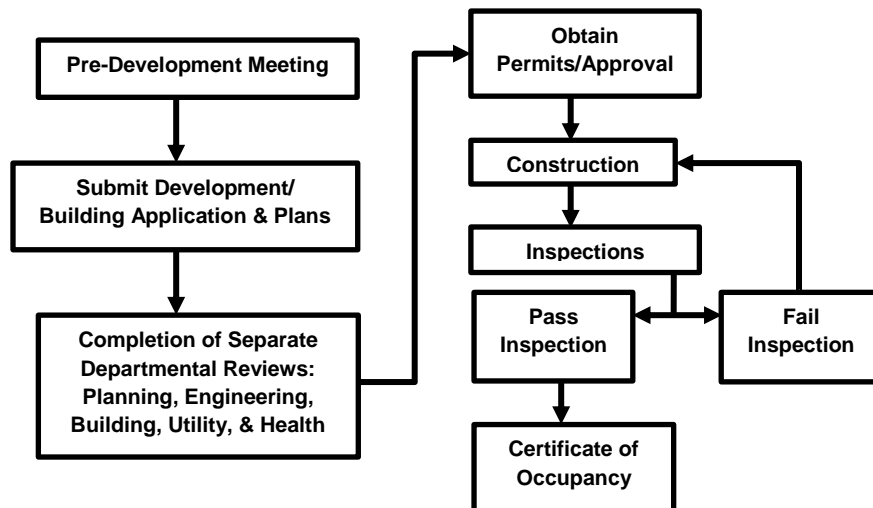
This guide has been created to be a reference for anyone interested in the development process for the City of Huntsville, Texas. This guide contains information to help you complete a successful development project in our community, from start to finish. Our goal is to inform you of what to expect throughout the entire development process, however, this guide should not be used as a supplement to any state laws or local ordinances.

Approval of plans and specifications does not relieve the owner, designers, contractors, or their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes, other ordinances, or state laws. This examination is not to be constructed or construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors or omissions in plans or construction.

Information found in this guide can also be found on the city's website at [www.huntsvilletx.gov](http://www.huntsvilletx.gov). This guide should inform the developer about the steps and requirements involved in the development process of the City.

## What is the Development Process?

The development process involves multiple steps required by developers to obtain permission to construct any structure that requires a building permit within the City of Huntsville. Depending on the proposed project, this process may be simple, as when adding a room to a home, or complex, as when constructing a large commercial center. Each project may require a different number of steps depending on the special circumstances of that project. Below is the general development process for most projects.



# Codes Used by the City

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**\*\*EFFECTIVE January 1, 2018\*\***

## **BUILDING**

1. [International Building Code 2015](#)
2. [International Residential Code 2015](#)
3. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **CODE ENFORCEMENT**

1. [International Property Maintenance Code 2015](#)
2. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **GRADING AND EXCAVATION**

1. [International Building Code, Appendix J- Grading 2015](#)
2. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **SWIMMING POOLS**

1. [International Swimming Pool & Spa Code 2015](#)
2. [International Plumbing Code 2015](#)
3. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **AIR CONDITIONING/ HEATING CODE**

1. [International Mechanical Code 2015](#)
2. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **PLUMBING**

1. [International Plumbing Code 2015](#)
2. [International Fuel Gas Code 2015](#)
3. [City of Huntsville Code of Ordinances, Chapter 12](#)

## **ELECTRICAL**

1. [National Electrical Code 2017](#)
2. [International Energy Code 2015](#)
3. [City of Huntsville Code of Ordinances, Chapter 12; Article V](#)

## **FIRE**

1. [International Fire Prevention Code 2015](#)
2. [National Electrical Code 2017](#)
3. [City of Huntsville Code of Ordinances, Chapter 20](#)

## **SIGNS**

1. [City of Huntsville Development Code, Article 8](#)
1. On premise signs are allowed with the submission of a **Sign Permit Application** and **Development Permit Application** with a site plan. Electrical signs require an **Electrical Permit**. Regulations and restrictions are based on fire safety, public right of way, obstructions, structural designs, or sign locations. For a complete set of sign standards, please refer to Article 8 of the Development Code.

# Development Process Overview

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The City of Huntsville regulates the development process in order to protect the health, safety, and welfare of the residents of Huntsville. The City of Huntsville is guided by the codes, laws, and good engineering practices adopted by the State of Texas and the City of Huntsville.

**As part of the development process, every project must:**

1. Submit appropriate **APPLICATIONS** and **PLANS**
2. Have the proper **ZONING, UTILITIES**, and be within the **BUILDING SETBACKS & EASEMENT REQUIREMENTS**.
3. Obtain **BUILDING PERMITS** and pay associated **FEES**
5. Obtain **INSPECTIONS** throughout the construction phase
6. Pass final inspections and receive a **CERTIFICATE OF OCCUPANCY**

Every project is different and the path that your project will need to follow will depend on how many of the previously mentioned elements are in place. The City of Huntsville recommends that developers looking to start a project meet with a Planner.

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## Meeting with the Planner

The purpose of meeting with a Planner prior to the application process is to familiarize the developer with City representatives that they may come in contact with throughout the project. It is the goal of the City of Huntsville to advise applicants of the procedures and regulations that are relevant to developing within the City.

This meeting can be very beneficial to applicants, especially if they have additional questions about the development process. If you would like to set up a meeting with a Planner please call 936-294-5782.

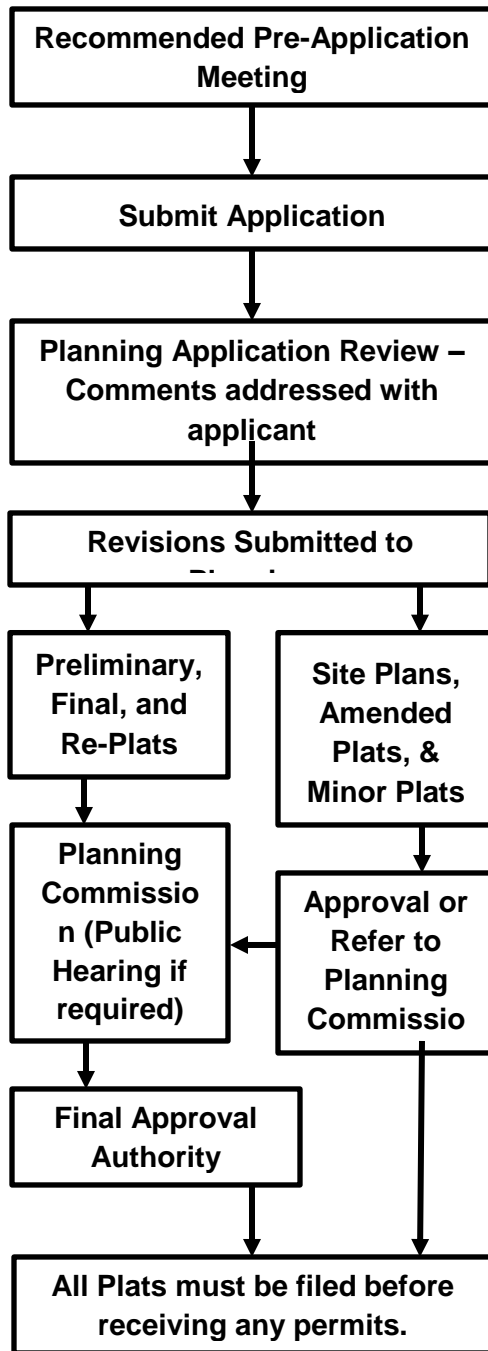
## Application forms

The City of Huntsville provides the necessary forms and applications at the City Service Center. Forms and applications can also be obtained on the City's website at [www.huntsvilletx.gov](http://www.huntsvilletx.gov) by hovering over the word "Government", then under the "Departments" tab find and select "Development Services", and then select the appropriate Department.

# Planning Department

## General Overview

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*The City recommends that you meet with a Planner before you begin any type of project.*

Any development requires the submittal of a **Development Application** along with one (1) **Site Plan** for review. Additionally, developers must submit a **Building Permit Application** for each development that contains vertical construction along with two (2) copies of the Construction Plans.

After a complete development application package is submitted, a Planner will review the application and any attachments. The Planner reviews the site plan for utilities, setback requirements, and compliance with applicable codes. The process takes approximately seven to ten (7-10) business days. Any revisions will be discussed with the developer, and any changes must be resubmitted for review. After the application is approved, a Certificate of Compliance will be issued.

Some projects may require that a development go through the platting process. Plats must be reviewed by a Planner and, in many cases, by the Planning Commission.

The process for minor plats will typically take 10 days, while the major plat process can take up to 30 days. The applicant will be notified if any corrections are required, and all revisions must be resubmitted. Only after a plat has been approved and filed can the developer begin to receive any type of permits.

# Site Plan Checklist

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*A Site Plan must be submitted with a Development Permit Application to receive a Certificate of Compliance.*

**Submit one (1) copy of the required Site Plan on letter size paper or larger, with the following information:**

1. Plans should be drawn to a measurable scale (for example: 1" = 50');
2. Show north arrow;
3. Plans should show dimensions/distances of all the property lines;
4. All existing and proposed structures must be shown with the distances from the structures **to the property lines** (not street or back of curb);
5. Label all streets;       AND
6. If applicable, a **Registered Sanitarian** must submit the design for an on-site sanitary sewer facility (septic or aerobic) before a Certificate of Compliance can be issued.

# Platting

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## **What is a Plat?**

A plat is a map or drawing of a proposed subdivision (or a single piece of property) prepared in a manner suitable for recording in the County records and containing accurate and detailed engineering and survey data, dimensions, dedicatory statements and certificates.

## **Minor Plats**

A minor plat involves four (4) or fewer lots that front an existing street, and does not require any new street or parkland dedication. Minor plats may be approved through a process completed by the City Planner within 10 days or submitted to the Commission with a recommendation to approve or disapprove.

## **Amending Plats or Re-Plats**

These include adding easements to existing lots, correcting errors, relocating lot lines, and combining existing lots. Amending plats and re-plats may be approved by the same process as minor plats; however, this may not be the case in all re-plats (minor or major plats).

## **Major Plats**

A major plat involves the development of more than four (4) lots, the creation of a new street, and/or the extension of municipal facilities. There are several steps to complete in the major plat process. Major plats must be approved by the Planning Commission.

First, the developer shall submit an application for preliminary plan approval and pay the application fee. The preliminary plan serves as a master plan and should cover the entire tract that is proposed for development. Preliminary plans will be approved, approved with conditions, or disapproved by the Commission within 30 days of receipt by the Planning Department and after a joint workshop with City Council.

Then, the developer should submit application for a final plat with the revisions completed from the preliminary plan, and the final plat should be in substantial compliance with the preliminary plan. Final plats shall be approved within 30 days of receipt by the Planning Commission. Final plats will require engineered drawings for public infrastructure.



# Other Applications

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## **Variances/ Modifications & Waivers of Subdivision Standards**

In order for developers to deviate from the Huntsville Development Code, they must submit an Application on forms provided by the City.

Variances/ Modifications & Waivers of Subdivision Standards are approved to relieve a hardship on the developer. They are not granted for self-inflicted hardships nor are they based solely on economic hardship. Variance requests are reviewed by the Board of Adjustment and the Planning Commission approves modifications & waivers of subdivision standards for platting purposes.

## **Development Districts**

Huntsville has four (4) development districts:

- Downtown District (D)
- Neighborhood Conservation District (NC)
- Management District (M)
- Planned Development (PD)

An area in the city limits of Huntsville may be considered for redistricting, if requested, by submitting a **Development District Map Amendment Application** form. The process, once the said form is submitted by an applicant, includes review by the Planning Commission, and review and final approval by the City Council. The process takes approximately 60 days.

The Planner is responsible for issuing Development District (Zoning) Verification Letters upon payment of the applicable fees.

## **Annexation**

The Planning Department is responsible for assisting with the annexation of property into the city limits of Huntsville. Please contact the Planning Department with any annexation questions.

## **Release of Easement Checklist**

At times, a developer may need to relocate or abandon platted easements that have no utilities in them. This checklist will assist the developer in contacting the appropriate utility company; please contact the Planning Department at 936-294-5782, for further information.

# Boards and Commissions

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*The Planning Department is the contact for the Planning Commission and the Board of Adjustment.*

## **Planning Commission**

The Planning Commission reviews plat applications, redistricting (rezoning) requests, and subdivision related issues and recommends changes to the Development Code.

Meetings are held at Huntsville City Hall located at 1212 Avenue M, Huntsville, Texas in the Council Chambers. Regular meetings occur the **first Thursday at noon and third Thursday of the month, at 5:30 p.m.**

*The adopted calendar for meeting dates and submittal deadlines is posted on-line at [www.huntsvilletx.gov](http://www.huntsvilletx.gov).*

## **Board of Adjustment**

The Board of Adjustment (BoA) hears individual variance requests where the strict application of the Development Code would render the land undevelopable. The BoA also hears appeals of interpretation by administrative officials.

Meetings are held at Huntsville City Hall located at 1212 Avenue M, Huntsville, TX in the Conference Room. Regular meetings occur the **last Friday** of each month at **12:00 noon**. If there are no applications or business to consider, the meetings may be canceled. If the last Friday of the month falls on a city holiday, the meeting will be scheduled for the Friday before.

*The adopted calendar for meeting dates and submittal deadlines is posted on-line at [www.huntsvilletx.gov](http://www.huntsvilletx.gov).*

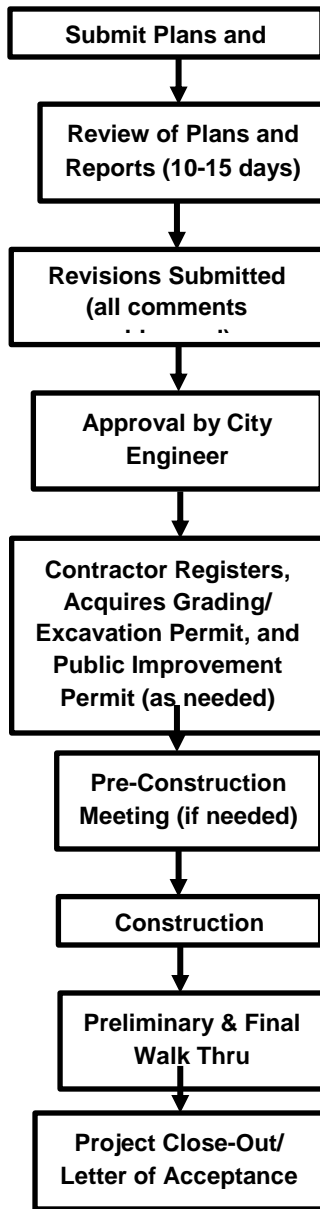
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## **Public Hearing Notice**

At times, the Planning Commission and/or BoA will hold a public hearing in conjunction with a variance request, redistricting request, or subdivision application. The City will ensure the public hearing notice requirement is met by publishing the notice in the newspaper, posting signs on the subject property, and/or mailing out notification letters to adjacent property owners.

# Engineering Department

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The Engineering Submittal Package generally includes site, grading, utility, paving, storm water/drainage, street, and traffic plans with any relevant site specific details. Engineering reports separate from the civil plans such as a Hydrology and Hydraulics report, drainage report, or a traffic study report may be required.

Pre-engineering research entails locating existing water and sewer lines by acquiring information on as-built plans from the City Engineer. In addition, much of the needed information, including FEMA established flood plain limits, can be found on the City of Huntsville Geographic Information System (GIS) website at [www.huntsvillegis.com](http://www.huntsvillegis.com). It is the responsibility of the developer to confirm all utility locations.

## Internal Plan Review

During the initial stages of the review process, the Engineering Department will have general comments on existing infrastructure, project requirements, and engineering design guidelines. All engineering plans and reports must be prepared under the guidance of a Professional Engineer registered in the State of Texas. All plans and reports must be in accordance with acceptable engineering design practices as well as the City of Huntsville Development Code and Design Criteria. Two (2) sets of full size plans and reports are required for submittal. Electronic files in PDF or CAD format may be requested by the city. Requests for additional sets may be made depending on the nature of the project.

The review process will typically take 10-15 business days upon receipt of a complete submittal package. After the complete review the applicant will be notified by phone, email, and/or letter of completion of review as well as any comments.

Should revisions be necessary, the developer will return two (2) sets of revised plans/reports incorporating the City’s comments, including the original sets and comments from the previous review. Upon conformance with the City of Huntsville Development Code and Design Criteria, the City Engineer will approve the plans for construction.

Prior to construction, if public improvements are required, the Developer will execute an “Agreement for Public Improvement” with the City. This agreement ensures that the public improvements will be constructed in accordance with the City approved plans and specifications, and ensures that developers will meet all payment obligations. Upon payment, the plans will be released for reproduction. The City requires one final set of original plans that has been signed and stamped by the Professional Engineer on record.

### **Construction**

A pre-construction meeting may be required for projects that include any public improvements to discuss procedures and requirements specific to the construction site.

After obtaining necessary permits, the contractor may begin work. The contractor must call and notify a City Utility Inspector 48 hours prior to the beginning of the work.

### **Acceptance of Public Improvements**

When public improvement construction has been completed, a Preliminary Walk Thru will be performed with a City Utility Inspector and project contractors to determine any items required for finishing the project. A “punch list” will be provided with all remaining items to be completed.

When all items on the punch list have been addressed, a Final Walk Thru will be performed with all involved parties. Any additional corrections will be noted and a list will be provided to the developer for completion.

A project close-out will be recorded and a Letter of Acceptance will be issued to the Developer by the City Engineer, upon remediation of all deficiencies.

# Public Works Department

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## **New Water and Sewer Taps:**

Persons desiring to connect to city utilities shall first complete the water and sewer tap application and submit it to the Permit Center for processing. The Public Works Department reviews application and plans for new water and wastewater tap locations.

If new taps are required, City crews will set new water taps up to 2 inches and sewer taps up to 4 inches for a fee. Water taps greater than 2 inches and sewer taps greater than 4 inches shall be installed by the developers contractor, as shown on approved Engineering plans and per City specifications and standards. A permit and inspection by City personnel is required.

For connection to existing taps, meter set fees and/or inspection fees are applicable. Meters not provided by the City must meet City specifications and standards.

Taps within a TxDOT right-of-way will require a TxDOT permit. For new development, the developer shall be responsible for obtaining the TxDOT permit.

The City requires a lead time of ten (10) working days from the time payment is received for a new tap to be placed. Additionally, Plumbing, Irrigation, and/or Fire Suppression Permits are required for connections to new taps and the customer must establish an account with Utility Billing. The complete Fee Schedule can be found on the City website.

## **Industrial Pre-Treatment Program:**

1. The City of Huntsville has TPDES permits for its three wastewater treatment plants. The TPDES permits require the City to manage all discharges from the treatment plants. It is our obligation to accurately assess all non-domestic wastes generated by our users in accordance with the City's Industrial Pretreatment Program. Documents and forms needed to determine an industrial or commercial facility's appropriate designation within the Pretreatment Program include:
  - a. Chapter 46 Article III: Industrial Wastewater Standards, City of Huntsville Code of Ordinances
  - b. Chapter 46 Article II: Water and Sewers, City of Huntsville Code of Ordinances
  - c. Wastewater Survey for Non-Residential Users
  - d. Baseline Monitoring Report/Permit Application Instructions for The Discharge of Non-Domestic Waste
  - e. Baseline Monitoring Report/Permit Application for The Discharge of Non-Domestic Waste

2. If, after reviewing Chapter 46 Article III: Industrial Wastewater Standards, you are uncertain of your facility's need to apply for a permit to discharge non-domestic waste, please complete obtain a "Wastewater Survey for Non-Residential Users" from the Utility Billing Department and return it to:

*City of Huntsville  
Environmental Services Division  
94 Parker Creek Road  
Huntsville, Texas 77320*

For further information contact the Environmental Services Superintendent at 936-294-5735.

### **Refuse Container Pads:**

1. Garbage and recycling dumpsters must be placed on concrete pads and be screened from view of streets and all abutting parcels with a solid fence or wall at least 6 feet in height. Dumpster locations and designs must comply with all applicable Solid Waste Services Division requirements and be indicated on required site plans. A complete list of all of the Refuse Container Pad requirements can be found by going to [www.huntsvilletx.gov](http://www.huntsvilletx.gov) and typing "Refuse Container Pad Requirements" in the search bar in the top right of the home screen. Any further questions or concerns can be directed towards the office staff at the Solid Waste Services Division at 936-294-5743.

# Health Division

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## Food Establishments

The following is applicable to any new or remodeled food establishment. Food establishments can be permanent, temporary, or mobile, but all are required to go through the health permitting process. A change of ownership is considered a new establishment.

The **Food Service Packet** must be completed and signed. Health permit applications for any food establishment are also required. These can be found by going to [www.huntsvilletx.gov](http://www.huntsvilletx.gov), using the mouse to hover over the “Business” tab, and selecting the “Food Establishment Procedures and Applications” link. The applications can be turned in at the City of Huntsville Service Center, along with any corresponding applicable fees.

In the case of new construction or remodeling, a set of plans showing detailed layouts of proposed facilities and equipment must be submitted to the Health Inspector. Plans should include:

- Building materials
- Equipment schedule
- Placement of all equipment
- Diagram of the sizing and location of the grease interceptor and waste lines

All plans must be approved by the Building Official as well as the Health Inspector. Any variations to the health regulations must be approved by the Health Inspector.

Under no circumstances can any establishment be allowed to serve food before the health permit has been obtained. A health permit will be issued **only after** all other Departments have approved the structure.

# Building Permit Checklist

## Commercial Site Plan

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*All plans should be submitted with their respective Development and/or Building Applications.*

**Submit 2 copies of the required site plans with the following information:**

1. Owner's name and project address shown.
2. Plans must be drawn to scale.
3. Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
4. North direction arrow must be provided.
5. All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).
6. Access (driveways) must be shown with dimensions, shape, and location.
7. To construct a private driveway or to revise any existing driveway onto a state regulated highway right-of-way, a permit shall be obtained from the State Highway Department. No building permit from the City shall be issued until State access permit is secured
8. All recorded public easements (sewer, water, gas, electrical, etc.) shall be shown and properly dimensioned.
9. Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.
10. Sidewalks shall be shown on all arterial streets
11. If applicable, Septic system and/or water well shall be shown with size and location.
12. Site topography, grading and drainage requirements for High Density Residential, Commercial and Industrial construction:



- a. Provide topographic data of the existing property conditions showing ground elevation contours, natural drains; key elevations along property line, curbs, roadside ditches, culverts, etc.; all existing buildings.
  - b. Show all proposed grading (excavation and fill), slopes, retaining walls, site drainage patterns and drainage improvements. Show calculations for drainage system improvements sizing and describe proposed erosion control measures.  
**Show total cut and fill quantities for earth work.**
  - c. Show proposed elevation for all finished floors, ground elevations at building corners and key elevations of other proposed structures.
  - d. Provide a hydrologic and hydraulic analysis of the site (drainage study), performed by a Registered Engineer in the State of Texas  
**Note:** Above requirements a. through c. can usually be satisfied by submitting a combined grading and drainage plan prepared by a licensed engineer.
13. Site landscaping shall be shown with dimensions, tree sizes, if applicable, and total square footage of landscaped areas noted. See Article 7 of the Development Code.
  14. Landscaped buffer yards between two conflicting land uses shall be shown with dimensions and trees sizes, if applicable. See Article 7 of the Development Code.
  15. Parking areas must be clearly shown and dimensioned.
  16. Trash dumpster pad(s) & enclosures must be shown and comply with Article 7 of the Huntsville Development Code.
  17. No portion of a building shall be located more than 500 feet from a fire hydrant (measured by true travel distance).
  18. For commercial driveway culverts, engineered information shall be provided on site and drainage plan for water flow and erosion control.

# Building Plan Checklists

## Commercial Building Plan

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*All plans should be submitted with their respective Development and/or Building Applications.*

**Submit 2 copies of the required constructions plans with the following information:**

Valuation \_\_\_\_\_

Fire District \_\_\_\_\_ Number of Stories \_\_\_\_\_

Use \_\_\_\_\_

Floor Area (Total sq. ft.) \_\_\_\_\_

Type of Construction \_\_\_\_\_

Floor Area (Per floor – sq. ft.) \_\_\_\_\_

Occupancy Classification \_\_\_\_\_

Maximum Occupant Load \_\_\_\_\_

1. Show job location of plans.
2. Give name of person responsible for plans.
3. Submit two (2) copies of fully dimensioned and scaled plans.
4. Commercial units which are over 5,000 sq. ft., or have over a 24 ft. span, fall under State Engineering/Architect Rules shall engage a professional engineer for design of structural, electrical, and mechanical (heating, ventilating, air conditioning, and plumbing) systems. A professional architect shall be engaged for the floor plan and wall and ceiling floor designs when the building is over 20,000 sq. ft. or more than 2 stories.
5. If a professional engineer or architect is deemed necessary, then seal, signature and date must appear on each page of each set of plans.
6. A foundation investigation report must be submitted for review with construction plans. (soil report)
7. Structural calculations must be submitted to justify the adequacy of the structural system in resisting seismic and wind loads, and supporting dead and live loads.
8. All elements resisting seismic and wind force must qualify under Article 16 of the currently adopted International Building Code (see page 4 for adopted codes) (100 mph wind load)
9. Partition layout and details must be submitted to justify compliance with occupancy, fire-resistive, structural and exit requirements.

10. Use of rooms shall be specified.
11. Every commercial building which is open to the public shall comply with the Texas Accessibility Standard. Plans must be submitted to the state or a licensed private reviewer for handicap accessibility verification if the costs of the project exceed \$50,000.
12. Electrical plan required. Lighting, power, panel schedule, and a one line diagram of the electrical service shall be required on all commercial projects.
13. Electrical main disconnect shall be located on the outside of the building.
14. Minimum size of wire installed shall be no less than #12. No aluminum wire for all types of development. All electrical wiring in commercial projects shall be in conduit.
15. Lighting and power plan must be submitted. Lighting must also comply with the currently adopted International Energy Code (see page 4 for adopted codes).
16. Plumbing plan required. Plan shall contain ground and riser system (isometric diagrams) for commercial.
17. No copper piping shall be installed for the use of supplying gas.
18. Mechanical plan required. Includes minimum duct layout, equipment location, and equipment schedule.
19. Mechanical design must also comply with the currently adopted International Energy Code (see page 4 for adopted codes).
20. Fire extinguishing, sprinkler, & alarm system plans shall be submitted for approval by the City of Huntsville before beginning modifications or new installation.
21. Construction material specifications required.
22. Energy Compliance reports for the envelope, lighting, and HVAC must accompany plans.
23. Submit Standard Operation Procedures (SOP's) for Food Establishments.
24. Submit a copy of Restaurant Menu for review.

# Building Plan Checklists

## Commercial Development Plan

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*All plans should be submitted with their respective Development and/or Building Applications.*

**Submit 2 copies of the required development plans with the following information:**

1. The date, scale, north arrow, development district, title, name of owner, and name of person preparing the site plan;
2. Setbacks of all existing and proposed buildings and land improvements;
3. The location, height, and intended use of existing and proposed buildings on the site, and the approximate location of proposed building and land improvements;
4. The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, all utilities, fencing and screen, and lighting;
5. The center line of existing water courses, drainage features and location and size of existing and proposed streets and alleys, and the 25-year and 100-year floodplain as outlined in Article 9 of the Development Code.
6. The number of existing and proposed off-street parking and loading spaces, and a calculation of applicable minimum requirements;
7. The approximate location and size of proposed signs, if known;
8. The location and size of the existing and proposed landscaped areas; and
9. A copy of any instruments which contain a restriction on the use of, or construction of, the lot, with a copy of any amendment, judgment or other documents affecting the use of the property.

# Building Plan Checklist

## Commercial Lease Space Finish-Out & Remodel

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*All plans should be submitted with their respective Development and/or Building Applications.*

**Submit 2 copies of the required development plans with the following information:**

**1. Floor Plan:**

- a. Must be drawn to scale
- b. Show all rooms
- c. Show all exits
- d. Show all fire rated walls and their rating (include details)
- e. Must comply with Texas Accessibility Standards
- f. If cost of project is \$50,000 or more, accessibility review number must accompany applications

**2. Electrical Plan:**

- a. Show all lighting (must comply with International Energy Code requirements)
- b. Show one-line diagram
- c. Panel schedules and locations
- d. Load calculations may be required

**3. Plumbing Plan:**

- a. Show location of all fixtures including water heater
- b. Show size location of waste lines
- c. Show location and size of gas lines (include BTU's of each appliance served)

**4. HVAC Plan:**

- a. Show location of units and duct layout
- b. Show how condensate will be discharged
- c. Equipment schedule

**5. Specialty Plans:**

- a. Fire protection plans must be submitted separately. Licensed companies in such systems are required.
- b. Food Service Establishments: equipment layout plans and equipment schedules must be submitted for Health Inspector review. Must include grease trap size and location and exhaust hood information.

# Building Plan Checklist

## Residential Site Plan

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*All plans should be submitted with their respective Development and/or Building Applications.*

**Submit 3 copies of the site plan with the following information:**

1. Plans must be drawn to scale of not smaller than 1" = 50'.
2. Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
3. North direction arrow must be provided.
4. All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).
5. Access (driveways) must be shown with dimensions, shape, and location.
6. All recorded public easements (sewer, water, gas, electrical, etc.) shall be shown and properly dimensioned.
7. Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.
8. Septic system and/or water well shall be shown with size and location.
9. Site topography, grading and drainage requirements for Standard Single Family and Duplex Residential construction:
  - a. Show existing ground elevation at all property corners, building corners, top of adjacent curb and ditch flow lines, as a minimum.
  - b. Show proposed finished floor elevations for house and garage, proposed lot drainage patterns and drainage improvements.
  - c. Show total cut and fill quantities for earth work if applicable.
10. Site landscaping must be shown with dimensions, tree size, if applicable, and total square footage of landscaped areas noted.
11. Parking areas must be clearly shown and dimensioned. Two parking spaces per residential structure (18' x 19').
12. Culvert application required if site is located on a non-curbed street.
13. A plat may be required (if tract proposed for this development was created in its current size and shape after June 27, 1972, and was not properly subdivided).

# Building Plan Checklists

## Residential Building Plan

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*The following checklist includes items that must be incorporated in the construction drawings.*

**Submit 2 sets of construction drawings with the following information:**

**1. Foundation Drawings:**

- a. Layout showing beam locations and pier (if applicable) locations
- b. Beam details showing cross-sectional view with beam and piers
- c. Show reinforcement type and size and placement for beams and piers
- d. Details for the slab which includes depth and reinforcement

**Note:** Beams must rest a minimum of 12 inches into undisturbed soil, rest on piers, or the building pad must be tested by a testing laboratory to verify 95% modified compaction has been met

**2. Floor Plan:**

- a. Must include dimensions of all rooms with notation of what each room will be used for (e.g.: bedroom, kitchen, closet, etc.)

**3. Framing Plan:**

- a. Show details of roof framing that include size, grade, and proposed spans
- b. Ceiling and floor joist size, grade and proposed spans must be shown
- c. If trusses are used, engineered sealed truss drawings with placement plan is required

**4. Electrical Plan:**

- a. Show location of all fixtures and panels
- b. Show size of service (load calculations may be requested)

**5. Elevation Drawing:**

- a. The front, rear, left, and right side elevations of the house must be shown

**6. Energy Requirements**

- a. An energy compliance report must be submitted or calculations from plan review must be followed

# Inspections

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## Inspection Request Contact Number (936) 294-5717

After all plans have been approved and all permits have been issued, construction on the project may begin. All construction must be inspected throughout the course of the project. To ensure the health, standard of living, and safety of the public, the Building Inspections Department has established a list of minimum required inspections. These include, but are not limited to:

- Setback
- Foundation, Foundation Piers\*
- Structural Steel
- Plumbing Top-out
- Electrical rough-in
- Energy
- Driveway approach, Grading
- Final Electrical, Plumbing, HVACs
- Temporary electric pole
- Ground plumbing
- Mechanical
- Framing
- HVACs duct
- Insulation
- Fire systems
- Final Building and Trades

\*Form Survey must be submitted prior to inspection.

Most of the above inspection requests must be made **one (1) day in advance**. Specific time requests will be honored to the best of the Inspection Department's abilities.

The following inspections, **if requested before noon**, may be performed on the **same day** as the request. If they are requested at or after noon, they will be performed the following work day.

- Ground Plumbing
- Fire Lines
- Underground Electrical
- Gas Test Inspections
- Foundation Repair

Some inspections will be made **ASAP**. Attempts will be made to perform these inspections within two (2) hours of the request. Depending on the volume of request, if the request is made after 3:00 p.m., the inspection may not be performed the same day.

- Electrical Services in Occupied Buildings
- Gas Test of Occupied Structures
- Water and Sewer lines
- Contractor Questions
- Reports of Unlicensed workers

**Re-inspections** - Work that is found "*needing corrections*" and requires a re-inspection must follow the above time schedules with the inspector that rejected the work unless other arrangements are made. A re-inspection fee may be required.



# Certificate of Occupancy

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A Certificate of Occupancy (C.O.), issued by the Building Official, verifies that the project meets all required building codes and local ordinances. In many cases, a Certificate of Occupancy is needed for insurance or financing purposes. A C.O. is required prior to the occupancy or use of a building.

## **When is a Certificate of Occupancy Required?**

### **All structures (Commercial & Residential):**

- Before the occupancy or use of a building after a new construction.
- After a change in zoning classification, building use, or occupancy classification of an existing building or space.

## **How is a Certificate of Occupancy obtained in Huntsville?**

For newly built structures, remodeled structures, and/or change of use, a C.O. is granted after the completion of the final building inspection.

- When the appropriate applications have been received, the Planning Department and the Building Official will process the application and confirm that the plan information is in compliance with all requirements.
- Once the application has been approved, permits issued, and all work has been completed, the final building and trade inspections will be performed.
- All applications require approved inspections before the C.O. will be issued.

# Fee Schedule

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The Fee Schedule can be found on the City of Huntsville’s website at [www.huntsvilletx.gov](http://www.huntsvilletx.gov) under the “Business” tab at the top of the page.

These fees are adopted by the Huntsville City Council and are subject to change annually.

# Contact Information

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## City of Huntsville Service Center

448 SH 75 N

Huntsville, TX 77320

936-294-5717

[www.huntsvilletx.gov](http://www.huntsvilletx.gov)

[www.huntsvillegis.com](http://www.huntsvillegis.com)

### **Aron Kulhavy, AICP**

Community & Economic

Development Director

936-294-5793

[akulhavy@huntsvilletx.gov](mailto:akulhavy@huntsvilletx.gov)

### **Janet Ridley**

Planner

936-294-5782

[jridley@huntsvilletx.gov](mailto:jridley@huntsvilletx.gov)

### **Y.S. "Ram" Ramachandra**

City Engineer

936-294-5760

[ram@huntsvilletx.gov](mailto:ram@huntsvilletx.gov)

### **Matthew Woodham**

Engineer

936-294-5779

[mwoodham@huntsvilletx.gov](mailto:mwoodham@huntsvilletx.gov)

### **Kevin Byal**

Building Official

936-294-5772

[kbyal@huntsvilletx.gov](mailto:kbyal@huntsvilletx.gov)

### **Jeff Cross**

Building Inspector

936-294-5770

[jcross@huntsvilletx.gov](mailto:jcross@huntsvilletx.gov)

### **David Joyner**

Building Inspector

936-294-5714

[djoyner@huntsvilletx.gov](mailto:djoyner@huntsvilletx.gov)

### **Kristy Wheeler**

Health Inspector

936-294-5771

[kavritt2@huntsvilletx.gov](mailto:kavritt2@huntsvilletx.gov)

### **Terrance Bell**

Health Inspector

936-294-5711

[tbell@huntsvilletx.gov](mailto:tbell@huntsvilletx.gov)

### **Kyle Matthews**

Water Services Superintendent

936-294-5733

[kmatthews@huntsvilletx.gov](mailto:kmatthews@huntsvilletx.gov)

### **James Ferguson**

Water Services Assistant Superintendent

936-294-5762

[jferguson@huntsvilletx.gov](mailto:jferguson@huntsvilletx.gov)

### **Permit Services**

M-F: 8-4:30

936-294-5717

[permits@huntsvilletx.gov](mailto:permits@huntsvilletx.gov)



# Local Utility Representatives

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Member of: Texas Excavation Safety Systems, Inc.

<b>Lone Star Locate Notification:</b>	1-800-669-8344 or 811
<b>AT&amp;T Telephone:</b>	
Glenn Carter – Engineering (local)	936-291-4703 or gc9526@att.com
Russell Alford – Engineering (local)	936-291-4704
<b>CenterPoint Energy (gas):</b>	
Bobby Smith – Area Manager (local)	936-295-8767
<b>Entergy (Electric – AKA Gulf State Utilities):</b>	
Ronnie Hale – Manager (local)	936-870-5499 or rhale3@entergy.com
Ken Penny – Engineering (local)	936-435-7631
Carol Brady – Engineering (local)	936-435-7630
<b>Sudden Link Cable:</b>	
Manager (local)	936-295-5733
<b>Walker County Cablevision:</b>	936-291-2288
<b>Mid-South Synergy (Electric):</b>	936-825-5100 888-525-6677
<b>Walker County SUD:</b>	936-295-4452
<b>Phelps Water:</b>	936-295-4051
<b>TXDOT (Huntsville Area Office):</b>	
Andrew Holick – Area Engineer	936-295-3462
Jace Lee – Asst. Area Engineer	936-295-3462
Sam Walker – Asst. Maintenance Supervisor	936-295-7491