

**CITY OF GREENVILLE
DEPARTMENT OF COMMUNITY
DEVELOPMENT**

**2315 Johnson St.,
P.O. Box 1049
Greenville, Texas 75403-1049
Phone (903) 457-3160
Fax (903) 457-0503**

**E-mail: smethven@ci.greenville.tx.us
<http://www.ci.greenville.tx.us>**

**HOURS:
8 a.m. – 5 p.m.
Monday – Friday**

**Inspections are available
8 a.m. – 5 p.m. Monday - Friday
Call (903) 457-3160**

**For more information about permits required
by the City of Greenville, please contact:**

Executive Secretary	Code Enforcement Clerk
(903) 457-3161	(903) 457-3160

**Community Development Director
(903) 457-3161**



Building Permit Plan Review Checklist

**Single Family Homes,
Alterations, Additions,
Accessory Buildings, and
Swimming Pools**



***City of Greenville*
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COMMUNITY
DEVELOPMENT**

**Check (✓) in the space provided
Write N/A where not applicable**

PERMIT APPLICATION

Provide the following information for the Building Permit Application:

- _____ Street address
- _____ Legal description (lot, block, subdivision)
- _____ Property owner
- _____ Property owner's phone number
- _____ General contractor
- _____ General contractor's address
- _____ General contractor's phone number
- _____ Project manager (person to contract)
- _____ Residential Builder's Contractor's Number
- _____ Description of the project
- _____ Total square feet
- _____ Value of the project
- _____ Mechanical contractor
(if applicable)
- _____ Plumbing contractor
(if applicable)
- _____ Electrical contractor
(if applicable)
- _____ - Number of outlets, switches, etc. *(for electric only)*
- _____ - Number of fixed appliances, etc. *(for electric only)*
- _____ - Type/phase of electric service *(for electric only)*

ENERGY CODE CHECK LIST

A signed and dated energy code check list is required for all new construction residential and commercial and may also be required for reconstruction projects. The website address is energycodes.gov

SITE PLAN* *(not usually required for interior alteration or remodel of a single family home)*

Submit two (3) copies of the site plan with a copy of the completed checklist. All items on the checklist must be addressed on the site plan.

- _____ Size, shape, and dimensions of the platted lot *(Check official plat records)*
- _____ Location and width of all easements *(Check official plat records)*
- _____ Location of building setback lines *(Zoning Ordinance Sections 5-1.1 & 5-1.2)*
- _____ Location and dimensions of all existing buildings
- _____ Location and dimensions of proposed buildings
- _____ The exact distance the proposed building will be from the platted lot lines
- _____ Location and dimensions of all existing and/or proposed driveways
- _____ Calculated square footage of the lot
- _____ Calculated square footage of the building footprint
- _____ Calculated percentage of the lot covered by building footprint

****New Homes that will include fence must submit for permit at time of New home submittal.**

***** A **SITE PLAN** survey prepared a Registered Land Surveyor is required where the total value of the project exceeds \$5000. The site plan must also show the following

information: 1) Calculated square footage of the lot; 2) Calculated square footage of the building footprint; and 3) Calculated percentage of the lot covered by building footprint. **A foundation form survey, also prepared by a Registered Land Surveyor, is required before a foundation inspection will be performed, and before any concrete is poured (Code of Ordinances Section 11.202(h)).**

BUILDING CONSTRUCTION PLANS

Submit three (3) sets of building construction documents. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design. A Professional Engineer's Seal may be required on foundation drawings that vary from the City's Standard Specification.



City is currently using:

2018 International Building codes
2017 National Electric code