

**CITY OF GREENVILLE  
DEPARTMENT OF COMMUNITY  
DEVELOPMENT**

**2315 Johnson St., P.O. Box 1049  
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<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:**

<b>Maria Segovia</b>	<b>Rosa Rivera</b>
<b>Community Development</b>	<b>Community Development</b>
<b>(903) 457-3161</b>	<b>(903) 457-3160</b>

***Steve Methven***  
***Building Official/Code Enforcement Manager***  
***(903) 457-3160***



## **Building Permit Plan Review Checklist**

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



***City of Greenville***  
***DEPARTMENT OF***  
***COMMUNITY DEVELOPMENT***

***December 2017***

**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](http://energycodes.gov)

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

Submit two (2) 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

**\* 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 two (2) 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.

