

**TOWN  
Of  
ST. PAUL**

**RESIDENTIAL BUILDING PACKET**

**Total Pages 10**

## REVISION HISTORY

<b>Revision</b>	<b>Date</b>	<b>Description</b>
<b>A</b>	<b>7/15/03</b>	<b>Up-date Fee Schedule; new building inspector</b>
<b>B</b>	<b>9/26/03</b>	<b>Add building inspector's suggestions. Include Site and form survey requirements</b>
<b>C</b>	<b>10/21/03</b>	<b>Up-date to reflect requirements as required by Ord #130 and 141</b>
<b>D</b>	<b>7/1/2004</b>	<b>Ord 130 Reference Updated Ord 130A</b>
<b>E</b>	<b>5/12/2008</b>	<b>Ord 130A Reference Updated Ord 130B</b>
<b>F</b>	<b>6/09/2008</b>	<b>Updated Adopted Codes</b>

## **GENERAL PROVISIONS**

This document contains the general requirements for obtaining building permits and fee structure. If this document does not fully cover all requirements for a unique situation, the Town of St. Paul and the Building Official will determine the appropriate requirements and fees.

The Town of St. Paul's Building Official is contracted to oversee and perform all inspections. All applicable fees must be paid in full prior to consideration of applications by the Town of St. Paul. Late fees for obtaining permits or inspections after construction work has commenced shall be calculated at two times (2X) the original fee. Construction includes new construction, additions, major repairs and/or remodeling. All fees are payable to the Town of St. Paul. The Building Official will not accept payment.

For other information, call the St. Paul Town Hall at 972-442-7212, or visit in person at 2505 Butcher's Block, St. Paul, Texas 75098.

## **ADOPTED CODES**

<b>International Building Code</b>	<b>2006</b>
<b>International Residential Code</b>	<b>2006</b>
<b>International Plumbing Code</b>	<b>2000</b>
<b>International Mechanical Code</b>	<b>2006</b>
<b>National Electrical Code</b>	<b>1999</b>
<b>International Fire Code</b>	<b>2006</b>
<b>International Energy Conservation Code</b>	<b>2006</b>
<b>International Fuel Gas Code</b>	<b>2006</b>

### **APPLICABLE DOCUMENTS –TOWN OF ST. PAUL**

Ordinance # 100/185; Subdivision Regulations

Ordinance # 130B; Zoning Regulations

Ordinance # 141: Construction Regulations

## **SINGLE FAMILY DWELLING (SFD) REQUIRED SUBMITTALS**

The following are required to be submitted for obtaining a building permit.

1. Complete an application form. A copy of the application form is in this packet. The application form is also available at St. Paul Town Hall. Photocopies maybe made.
2. A check for the amount of the permit must be submitted with your application before it will be processed. See the fee schedule in this document.
3. Three (3) copies of application are required.
4. Three (3) copies of the Property Survey.
5. Three (3) complete sets of building plans are required along with the application form. Plans should be at least 11" X 17". Also, a full set of plans must be on site for the framing inspection. There is normally a 5 day turn-around time for plan reviews. If the Town of St. Paul or the Building Official deems it necessary, the plans will be submitted to the town engineer to verify FEMA flood plane. The cost of the engineering review will be passed on to the builder.
6. Three (3) copies of Site Plan. The Site Plan is intended to show the location of the structure on the property to ensure compliance with the Area requirements for residential construction. The Site Plan shall be drawn to scale and shall include:
  - Lot Lines; Sub-division name (if applicable); Lot & Block number (if applicable)
  - The location of the proposed building or structure; accurate dimensions of Building and Lot.
  - Setbacks as required by the zoning ordinance for residential structures.
  - Any natural drainage on the property (if applicable)
  - Any easements
7. Engineer's letter for the foundation must accompany three (3) sets of foundation drawings which are stamped by a Professional Engineer registered in the State of Texas. Only the letter is required for plans previously submitted.
8. Three (3) copies of energy compliance form and appropriate analysis report such as MEC CHECK, etc.
9. A Building Permit will not be issued until a permit for the installation or construction of a septic system is approved by the Collin County Sanitarian or other County official in charge of issuance.

10. Engineer's letter for over 5 square feet of brick supported by wood or steel and for braced wall panels less than 2<sup>7</sup>/<sub>8</sub>" wide.
11. Show the amount of brick, etc. on exterior of structure. For exterior requirements, see Town of St. Paul Ordinance # 130B, Section 6-4.
12. The following sections of the International Residential Code must be emphasized:
  - A. Section R303 – Light, Ventilation and Heating
  - B. Section R304 – Minimum Room Areas
  - C. Section R305 – Ceiling Height
  - D. Section R308 – Glazing
  - E. Section R310 – Emergency Escape and Rescue Openings
  - F. Section R314 – Stairways
  - G. Section R315 & R316 – Handrails and Guardrails
  - H. Section R317 – Smoke Alarms
  - I. Section R602.10 – Wall Bracing – 4' or 2'-8" with hold downs or engineered design if less than 2<sup>7</sup>/<sub>8</sub>"
  - J. Section R802.3.1 – Rafter ties

**TO AVOID A DELAY IN GETTING YOUR PERMIT, MAKE SURE THAT ALL OF THE ABOVE ARE TURNED IN WITH YOUR APPLICATION.**

## RESIDENTIAL INSPECTIONS REQUIRED FOR A SINGLE FAMILY STRUCTURE

As of September 1, 2002, the State of Texas requires all buildings to meet the international energy code requirements. At this time the Town of St. Paul does not inspect structures for energy code requirements and the builder/owner is required to hire a third party inspector certified with the IECC and must provide a Mec. Check or another approved testing method. You will be required to supply the report from the third party inspector at the final building inspection.

All fees for consulting or re-inspection fees must be paid before the final building inspection is requested.

<u>INSPECTION TYPE</u>	<u>SEQUENCE</u>
1. T pole (temporary electric meter during construction)	any time
2. Plumbing Rough - Water/Gas	10
2a. Concrete re-bar slab inspection. Note, if foundation is Post Tension, then re-bar does not apply, and number 3 below is applicable. <b>(Site Plan and Form Survey with surveyors seal must be on site.)</b>	
3. Plumbing/HVAC Top Out Foundation Inspection . Engineer inspection is required on all post tension slabs and engineering drawings will be required on foundation design at the time of permit application <b>(Must provide Post-Tension cable slab approved visual inspection letter with engineer's seal. Foundation letter must state visual inspection)</b>	20
4. Frame/Electrical. <b>(Provide full set of plans on site)</b>	30
5. Gypsum wall board inspection	40
6. Electric Meter and Grounding. <b>(Letters regarding Grounding &amp; Ohm affidavits must be on site at Electrical Meter inspection)</b>	50
7. Plumbing/HVAC/Final	60
8. CO-Building/Electrical Final/Energy Inspection Report. (at this time all fees must be paid). <b>(Certified Energy Code Compliance report must be on site)</b>	100

A separate CO document will be issued when all requirements are satisfied.

Note: 10 must be completed before 20, 20 before 30, etc.

## **BUILDING PERMITS**

### **Permit Required**

A building permit shall be required for all construction within the Town of St. Paul unless excepted under the following Sub-section.

All building permits are valid for one (1) year from the date of issue. Any renewal or extension of a building permit shall not be for more than six (6) months. The fee for an extension of a building permit shall be one-half (1/2) of the fee paid for the original building permit.

### **Permit Not Required**

The following construction is exempted from the requirement for a building permit:

1. One story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided there is no utility service and the floor area does not exceed 120 square feet.
2. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impound class I, II, or III-A liquids.
3. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter does not exceed 2:1.
4. Platforms, walks, and driveways not more than 30 inches above grade and not over any basement or story below.
5. Painting, papering and similar finish work.
6. Prefabricated swimming pools on property zoned for single-family residential use in which the pool walls are entirely above the adjacent grade, a capacity that does not exceed 5000 gallons, and which require no separate utilities.

### **Fee Refunds**

The Building Official shall authorize the refunding of permit fees as follows:

1. The full amount of any fee erroneously paid or collected hereunder.
2. Not more than eighty percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. Not more than eighty percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the day of fee payment.

## PERMIT FEES

1.	Single Family Dwellings	\$1200 up to 3000 sq. ft. + \$.10 each additional sq. ft. (A/C only)	
2.	Alterations, Repairs & Misc	\$75 minimum fee	
	<u>Market Valuation</u>	<u>Permit Fee</u>	
	\$0 to \$10,000	\$10 per \$1,000 or fraction thereof	
	\$10,000 to \$100,000	\$100 for the first \$10,000 + \$5.00 for each additional \$1,000 of value	
	\$100,001 and over	\$550 for the first \$100,000 + \$2.00 for each additional \$1,000 of value	
3.	Residential Additions	\$.20 per sq. ft., minimum fee \$100	
4.	Single Fee Items:		
	A. Fence		\$75
	B. In ground swimming pool		\$175
	Above ground pool		\$75
	C. Accessory Structures:		
	Accessory & Agricultural Buildings (121 to 400 sq. ft.)	Plus any inspection fees determined by Building Official.	\$75
	Accessory & Agricultural Buildings (401 to 1500 sq. ft.)	PLUS inspection fees determined at plan review.	\$150
	Accessory & Agricultural builds (1500 sq. ft. and above)	PLUS inspection fees determined at plan review.	\$360
	D. Spa		\$75
	E. Lawn sprinkler permit		\$75
	F. Foundation repair		\$75
	G. Plumbing/HVAC/Elec. Permits		\$75
	H. Remodelling/Demolition permit		\$75
	I. Temporary building permit		\$75
	J. Temporary use permit		\$125
	K. Re-inspection fee		\$75 typical.
	Determined by building inspector.		
	L. Duplicate permit		\$5
	M. Screening Walls		Refer to item 2 above
	N. Retaining Wall		Refer to item 2 above
	O. Construction trailer	Combination of item 4(I & J), total \$200	
		Note: refer to Ord#130B, section 6-5-B concerning construction trailers.	
	Consultation Fees	To be determined by Building Official	
	Document Filing Fee/County Court House Filing		\$25

**TOWN OF ST. PAUL**  
**Application for Building Permit**  
**And/Or Certificate of Occupancy**

**For the Erection, Remodeling, Repairing, Moving, Demolition or Occupancy of a Building, or Parts thereof, as provided in the Town of St. Paul Building Ordinance.**

<b>For office use only</b>
Permit Number _____
Approved By _____
Received Date _____
Fee Paid _____

Lot \_\_\_\_\_ Block \_\_\_\_\_  
Sub-Division \_\_\_\_\_  
Lot Size \_\_\_\_\_ Zoning \_\_\_\_\_  
Sq.Ft. (AC) \_\_\_\_\_ Total \_\_\_\_\_  
Occupancy Type \_\_\_\_\_

**TO THE BUILDING INSPECTOR:**

I hereby submit this application for a Building Permit and/or Certificate of Occupancy for: (Describe all work to be done, as permit will cover work applied for) **SUBMIT PLAN IN TRIPLICATE.**

\_\_\_\_\_  
\_\_\_\_\_

Property located at (Street & Number) \_\_\_\_\_

Name of Business (if Applicable) \_\_\_\_\_

Owner of Land: \_\_\_\_\_ Address \_\_\_\_\_

Owner of Building (if not same as owner of lot) \_\_\_\_\_  
Address \_\_\_\_\_

Contractors Name \_\_\_\_\_ Address \_\_\_\_\_

Plans By \_\_\_\_\_

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

**BUILDING USES:** \_\_\_\_\_

Give all uses to which building is to be put: any business use; number of families if dwelling; number of attendees if place of assembly, any food sales.

**COST OF ALL WORK TO BE DONE UNDER THIS PERMIT** \_\_\_\_\_

**TOTAL VALUE (including land if applicable** \_\_\_\_\_

I agree to allow no work on which separate permits are required (such as elevators, signs, gasoline tanks) to be done until such permits are obtained. I have carefully examined and read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and to abide by all regulations and restrictions imposed upon construction by agencies of the United States Government, the State of Texas, County of Collin or the Town of St. Paul.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

E-Mail \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**INSPECTION REQUEST**  
**214-850-5077**

To request an inspection, contact the Building Official, Jim Olk, at 214-850-5077. The Building Official will normally make the inspection within 24 hours, unless other arrangements are made.

**Re-inspection:**

**IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE JOB IS READY. A RE-INSPECTION FEE MAY RESULT OTHERWISE. ALL FEES MUST BE PAID BEFORE FINAL INSPECTION CAN BE REQUESTED. ALSO, A REMINDER THAT THE ENERGY CODE FINAL INSPECTION/REPORT IS DUE AT THE BUILDING FINAL INSPECTION.**