



City of Troy Construction Review & Inspection

Citizen Access Portal (CAP) - You may access the CAP from the “Business” tab (top right banner) at the City of Troy official website (cityoftroy.us) by selecting “Permits and Forms” from the drop down menu. After setting up your own account (entering all information required by Contractor Registration Ordinance) you may submit permit applications, request inspections, check the status of a job or report code enforcement violations. Troy design criteria, construction specifications, forms, applications, reports, specific ordinances, information sheets and other contractor resources are available at the CAP. Any questions should be directed to David Swatek at Dswatek@cityoftroy.us or (254) 217-7521.

Permit Application Submittal - Complete residential and commercial construction documents shall be submitted directly to the City of Troy, including the required number of copies of all documents to expedite plan review and permit issuance.

Plan Review - Commercial projects will require a plan review fee at the time of submittal and a permit/inspection fee when the permit is issued. Residential projects will require one fee, for plan review/permit/inspection at the time the permit is issued. After plans are accepted for review, the applicant will be contacted if revisions are needed. You may check the status of your permit through your online account or by Email to Dswatek@cityoftroy.us

Inspection Requests - Before any inspections are requested, a port-a-john, trash container, posted address numbers and silt fences must be properly placed on the work site. Normally, most inspection request received online by 8:00 A.M. Monday, Wednesday and Friday will be completed the same day. Requests received after 8:00 A.M. will be completed in the next one or two working business days. Inspections related to new building construction should be submitted online through the permit holder’s account. While online account registration is being processed, inspection requests may be Emailed (NO phone texts) to Dswatek@cityoftroy.us. The final building inspection and all other required inspections for certificate of occupancy and compliance with City of Troy ordinance requirements must be passed prior to occupancy of building. Please don’t request the final or certificate of occupancy inspection the day before closing.

Inspection Order - **T-Pole, Plumbing Rough** for building drain, yard sewer, water service & building water distribution (distribution may be delayed until after reinforcement is installed but before any concrete is placed), **Foundation, FEMP** for framing (wall bracing inspection is required before house wrap), electrical rough, mechanical rough, gas rough, plumbing top-out, fireplace & duplex fire wall, **Air-sealing & insulation** (done by Energy Inspector listed on permit application), **Construction Meter** for electrical top-out and building meter, **Gas Test, Flatwork** for sidewalks & driveway, **Final** for building, mechanical, electrical, plumbing, above-ceiling, landscaping & fence, **Leakage & Infiltration** testing and compliance documents from Energy Inspector submitted to City, then **Certificate of Occupancy** Inspection. **Lawn irrigation** (sprinkler) and **backflow** is done separately.

Re-Inspection Fee - After two of the same inspections have failed, **\$50.00** must be paid prior to next inspection.

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

Residential Permit Submittal Checklist

CONSTRUCTION DOCUMENTS: Two (2) complete sets of paper (not electronic media) construction documents are required for plan review. All construction documents must be submitted together along with a completed permit application form. **Two of each of the follow is required:**

_____ **Site 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, **drainage plan** and the address and legal description of the lot. A sample is at the Citizen's Access Portal (CAP).

_____ **Floor plans** drawn to a scale of 1/4" = 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 1/4" = 1'. Exterior elevation plans must show all four sides, exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

_____ **Structural plans** drawn to a scale of 1/4" = 1' showing all ceiling, roof and wall (interior & exterior) framing, second floor framing, headers, beams, trusses, beams, collar & rafter ties, **all braced wall lines (shown in bold)** and sheathing (all shall show dimensions, spans, spacing, lumber grade and fastener details). All spec sheets must be included in construction documents specifying plan options selected (i.e. fireplace, etc.). **Each braced wall section must be specifically designated as LIB, DWB, WSP, BV-WSP, SFB, GB, PBS, PCP, HPS, ABW, PFH, PFG, CS-WSP, CS-G, CS-PF or CS-SFB and follow connection criteria of Table R602.10.4 of the 2012 IRC.** (Wall bracing inspection is required before installation of house wrap.)

_____ **Foundation plans** sealed by a State of Texas Licensed Engineer **or** foundation detail referencing 2012 IRC drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location, size and spacing of beams, reinforcement, concrete specifications, slab thickness, post-tensions cable details (if applicable), other notes and requirements by the Engineer, as well as the address and legal description of the lot. **For post tension slabs:** pre-pour tendon placement and post-pour tensioning must be inspected and approved by project engineer before next stage commences.

_____ **Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot, **including the specific Unified Soil Classification System symbol (specified bedrock, GW, GP, SW, SP, SM, SC, GM, GC, CL, ML, MH or CH) & value (load bearing psf)**, and that design is in accordance with the 2012 IRC, 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 detail**, must be sealed by a State of Texas Licensed Engineer or built to the 2012 IRC with full details and shall meet current City of Troy requirement of 85% masonry.

_____ **Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of concrete encased electrode, service equipment, **main & sub panels**, equipment disconnects, receptacles & other outlets, exhaust fans, smoke/CO detectors/alarms, fixtures & ceiling fans.

_____ **Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

_____ **Energy Compliance Report (RESCheck)** from third party Energy Inspector approved by and registered with the City of Troy, responsible for full ICC Energy Code compliance including plan review, proper HVAC sizing, duct/total leakage testing, air-sealing/insulation inspection, air-infiltration testing, compliance certificate, etc. to final inspection and will submit test reports and other documents directly to City of Troy.



Phone: (254) 938-2505
 Fax: (254) 938-0440

201 E. Main St.
 Troy, Texas 76579

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: _____	

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

General Contractor	Contact Person	Phone Number	Primary Email contact <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Primary Email contact <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Primary Email contact <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Primary Email contact <input type="checkbox"/>
Energy Inspector	Contact Person	Phone Number	Primary Email contact

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 construction must be completed within 6 months from issuance of permit. All permits require passing a final inspection.

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 approved: _____	
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Total Fees: _____
 Check # or Cash: _____
 Issued By: _____
 Issued Date: _____
 Project #: _____