



BUILDING CONTRACTOR PACKET

Residential Documents needed - Two (2) copies of the following:

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Site plan
- Drainage / Grading plan
- Floor plan
- Exterior elevations
- Landscape plan
- Building / Foundation / Braced wall plans
- Energy code compliance document
- Electrical, plumbing, and mechanical plans
- Manual's D and J
- Submit RES Check or other acceptable documentation to confirm the proposed building, lighting, and mechanical systems are in compliance with the 2015 International Energy Conservation Code

Commercial Documents needed – Three (3) copies of the following:

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Structural Calculations
- Architectural, structural, electrical, plumbing, and mechanical plans
- Foundation plans / Braced wall plan
- Floor plans showing each room, proposed use, square footage of each area, and exits
- Wall section and exterior elevation plans
- Roof framing plan
- Texas registered professional / engineer's seal and signature is required on structural pages
- Approved site plan
- Submit COM Check or other acceptable documentation to confirm the proposed building, lighting, and mechanical systems are in compliance with the 2015 International Energy Conservation Code
- Provide project number to confirm that the construction has been registered with the Texas Department of Licensing and Regulation for compliance with the Texas Accessibility Standards if estimated construction cost is at least 50,000

Commercial Remodel or Interior Finish-Out Permits - Three (3) sets of construction plans containing:

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Structural Calculations
- Plot plan showing off-street parking, existing building, and address key.
- Floor plan showing each room, proposed use, square footage of each area, and exits
- Typical detail of non-bearing walls to be constructed
- Electrical, plumbing, and mechanical plans
- Written confirmation that an asbestos inspection/survey has been conducted of the space to be renovated

Setback Requirements for Residential Districts:

Required Yard	AG	R-1L	R-1	R-2	R-3	R-4
Front Yard	35'	50'	25'	25'	20'	20'
Side Yard	20'	10'	15'*	15'*	20'	20'
Rear Yard	25'	25'	20'	20'	20'	20'
Maximum Height	50'	35'	35'	35'	45'	45'

- Setbacks may be a different due to property location, please check with City Staff for verification.

Required Permits:

- Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Drive Approach Permit
- Fence Permit (if installing a fence)
- Irrigation
- OSSF (If Applicable)

The cost of the building permit is based on the square footage of the home and the square footage is calculated at \$0.70 per square foot for the TOTAL square footage of the structure which shall include the living area, the garage area, and any porch area.

The Building Contractor must pay for all permits and each sub-contractor must come to the Permit Department and register as the contractor for said project. Until this has been completed no subcontractor inspections will be performed.

Contractors that must register with the City are building contractors, electrical contractors, plumbing contractors, mechanical contractors, sign contractors, general contractors, roofing contractors, and irrigation and backflow contractors. **Each registered contractor must provide City with proof of liability insurance.**

The City of Joshua is currently under the following Technical Codes:

- 2015 International Energy Code
- 2015 International Fuel Gas Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Building **Code**
- 2015 International Residential Code
- 2020 National Electric Code
- 2015 International Fire Code
- 2015 Property Maintenance Code
- 2018 Pool and Spa Code

** All water & sewer must be coordinated thru Johnson County Special Utility District. The City of Joshua does not have a water or wastewater system.

Common correction items found on a Foundation inspection:

- Rips in plastic
- Plumbing pipes not wrapped (25 MIL.) thickness and completely covering pipes in beams
- Cave-ins
- Ufer ground not installed
- Plans and permit not onsite

Common correction items found on a framing inspection

- corrosive resistant nails for wall-ties are required
- Seal exterior penetrations
- Gas test diaphragm gauge and certification current
- Anchor bolts missing
- Poly seal all doors and windows
- Seal all top plate penetrations
- Install nail plates that are 2" wider than top and bottom plates for plumbing pipe and mechanical ducts
- decking to attic unit needs to be 5/8" for 16" OC ceiling joist or 3/4 " for 24" OC ceiling joist
- electrical missing nail plates any hole within 1 1/4 " to edge of stud
- plumbing missing nail plates



PERMIT FEE SCHEDULE

Building Permit Fees:

Contractors that must register with the City are building contractors, electrical contractors, plumbing contractors, mechanical contractors, sign contractors, general contractors, roofing contractors, and irrigation and backflow contractors. Each registered contractor must provide City with proof of liability insurance.

Commercial Permit Table

Total Building Areas (Square Foot)	Fee
Up to 2,500	\$965.00
2,501 to 10,000	\$260 + \$0.28/sq. ft
10,001-50,000	\$645 + \$0.25/sq. ft
50,001-100,000	\$1,940 + \$0.22/sq. ft
100,001-300,000	\$3,220 + \$0.21/sq. ft
Over 300,001	\$7,110 + \$0.20/sq. ft

- (a) New Residential Structure: \$0.70 per square foot of all floor area under roof
- (b) Commercial Structures – New, Repairs to, & Alterations to: Per Commercial Permit Table
- (c) New Multi-Family Complex: Per Commercial Permit Table
- (d) Investigation Fee for working w/o permits: Double the Permit Fee
- (e) Permit Renewal Fee: 75% of the Original Permit Fee
- (f) Residential Plan Review Fee: 25% of the Building Permit or \$50.00, whichever is greater
- (g) Commercial/Multi-Family Plan Review Fee: 40% of the Building Permit or \$150.00, whichever is greater
- (h) Reinspection Fee – 1st: \$50.00
- (i) Reinspection Fee – Subsequent: \$75.00
- (j) Inspections Outside of regular business hours: \$65.00 /Hr. (Min. 2 hours)
- (k) Drive Approach Fee: \$60.00
- (l) Cement / Asphalt Work: \$0.10 per total pad square footage
- (m) Commercial Certificate of Occupancy: \$100.00
- (n) Demolition Permit – Res: \$60.00
- (o) Demolition Permit – Com: \$100.00
- (p) Demolition Deposit: \$200.00 (will be returned after a final inspection if all trash, rubbish, etc has been cleared)
- (q) Residential Additions: \$0.60 per square footage of addition
- (r) Residential Alterations & Repairs: \$0.35 per square footage; minimum fee \$100.00
- (s) Residential Windows & Doors (just window/door & frame): \$10.00 per window/door
- (t) Detached Garages: \$0.60 per square footage of structure
- (u) Carports: \$60.00
- (v) Portable & Accessory Buildings: \$0.42 per total building square footage
- (w) In-Ground Swimming Pool: \$450.00
- (x) Above-Ground Swimming Pools, Spas, & Jacuzzi: \$50.00
- (y) Fences: \$60.00
- (z) Mobile Home (Move in or out): \$40.00
- (aa) Roofing Decking: \$100.00
- (bb) Unauthorized Cover Up Fee: \$75.00

Subcontractor Permits – Electrical, Mechanical, and Plumbing:

Base Fee	\$60.00
New Residential Structures	\$.06 / total sq. ft.
New Commercial Structures	\$.08 / total sq. ft.
Residential Remodels, Additions, & Alterations	\$.06 / total sq. ft.
Commercial Remodels, Additions, & Alterations	\$.08 / total sq. ft.
Electrical Temp Poles	\$60.00
Upgrade Electrical Service	\$100.00
Sign Electrical	\$60.00
Swimming Pool Electrical/Plumbing	\$60.00
Contractor Registration	\$100.00

- (a) New Mechanical System: \$60.00/Air Handling Unit
- (b) Irrigation System: \$60.00
- (c) Seasonal Permits: \$50.00
- (d) Temporary Use and Sales: \$25.00
- (e) Mobile Home Park Annual Permits: \$100.00
- (f) Septic System: \$500.00
- (g) Investigation Fee for working without permits: Double Permit Fee”

Sign Permit Fees:

- (a) Permanent Type: Canopy, Marquee, Projections, Ground, Monument, Pole, Wall, & Roof:

4-25 sq. ft.	\$60.00
25-50 sq. ft.	\$100.00
50 sq. ft. & Over	\$200.00

- (b) Non-Permanent Type: Search light, Banner, Balloon or Inflatable, & Portable: \$25.00
- (c) Sign Recovery Fee: \$25.00
- (d) Sign Plan Review: 25% of Permit Contractor Registration: \$50.00
- (e) Sign Waiver from City Council: \$150.00”



PERMIT APPLICATIONS & REGISTRATION FORMS

City of Joshua
Permits & Inspections
105 S. Main St., Joshua, Tx 76058
(817) 558-7356



CONTRACTOR REGISTRATION

Registration Fee: \$100.00

Sign Contractor \$50.00

Company Name:		Permit No:
Owner/Officer of the Company:		Title:
Address:	City/State	Zip
Phone:	Email:	

Name of License Holder:		
Address:	City/State	Zip

Select Contractor Type:

- | | |
|--|--|
| <input type="checkbox"/> General -Building (1,2) | <input type="checkbox"/> Irrigation (1-3) |
| <input type="checkbox"/> Electrical (1-4) | <input type="checkbox"/> Sign (1,2) |
| <input type="checkbox"/> Plumbing (1-3) | <input type="checkbox"/> Roof (1,2) |
| <input type="checkbox"/> Mechanical (1-3) | <input type="checkbox"/> Pool (1,2) |
| <input type="checkbox"/> Backflow (1-3) | <input type="checkbox"/> Other (1,2)
specify: _____ |

Please submit the following documents that match your selected contractor type:

- ☐ (1) Provide a copy of Driver's License
- ☐ (2) Provide a copy of Current Insurance Certificate (Must have City of Joshua as the Certificate Holder)
- ☐ (3) Provide a copy of State License
- ☐ (4) Provide a copy of Contractor's State License

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 provisions of the City of Joshua Ordinances and State Laws will be complied with, whether herein specified or not.

I, the undersigned, understand that Contractor Registration is valid for ONE YEAR from the date issued.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

For Office Use Only

Date Approved: _____

Date Issued: _____

Signature: _____

Total Fee:



BUILDING PERMIT

Job Address: _____	Permit #: _____
Property Owner: _____	Phone: _____
Contractor Name: _____	Phone: _____
Address: _____	City/State _____ Zip _____
Email Address: _____	

☐ **Commercial**

☐ **Residential**

☐ **New Construction**

☐ **Alterations/Additions/Repairs**

☐ **Accessory Buildings (Access. Bldgs., Detached Garage, etc.)**

☐ **Cement/Asphalt**

☐ **Pool & Hot Tubs**

☐ **Roofing Decking**

☐ **Other**

Description of Project: _____ Fence ☐ Irrigation ☐

Total Square Footage: _____ Estimated Valuation of Project: \$ _____

List all subcontractors (name, phone#) that will perform work under this permit: All contractors listed must be registered with the City of Joshua before a permit will be issued.

Will you be paying for trades: ☐ Yes ☐ No

Electric: _____ Registered: ☐ Yes Estimated Value: \$ _____

Plumbing: _____ Registered: ☐ Yes Estimated Value: \$ _____

Mechanical: _____ Registered: ☐ Yes Estimated Value: \$ _____

Select Providers:

Electric: ☐ Oncor ☐ United Co-Op

Gas: ☐ Atmos

I agree to allow no work on which separate permits are required. 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 provisions of the City of Joshua Ordinances and State Laws will be complied with, whether herein specified or not.

I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same.

I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

For office use only:

Building Fee: _____

Plan Review: _____

Other: _____

Electric: _____

Plumbing: _____

HVAC: _____

Approach: _____

Fence: _____

Irrigation: _____

Date Approved: _____

Date Issued: _____

Signature: _____

Total Fee:



BUILDING PERMIT -ELECTRIC

Job Address:	Permit #:	
Property Owner:	Phone:	
Contractor Name:	Phone:	
Address:	City/State	Zip
Email Address:		

☐ **Commercial**

☐ **Residential**

Description of Work: _____

Total Square Footage: _____ Total Estimated Value of project: \$ _____

Description	Fee Each	Total Fee
New Construction – Residential	based on sq. footage	
New Construction – Commercial	based on sq. footage	
Remodels, Addition & Alterations - Residential	based on sq. footage	
Remodels, Addition & Alterations - Commercial	based on sq. footage	
Base Fee / Temp. Pole / Sign Electrical	\$60.00	
Upgrade Electrical System	\$100.00	
Pool Electrical	\$60.00	
Sign Electrical	\$60.00	

I agree to allow no work on which separate permits are required. 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 provisions of the City of Joshua Ordinances and State Laws will be complied with, whether herein specified or not.

I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same.

I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

For Office Use Only:

Date Approved: _____
Date Issued: _____
Signature: _____

Total Fee:

City of Joshua
Permits & Inspections
105 S. Main St., Joshua, Tx 76058
(817) 558-7356



BUILDING PERMIT – PLUMBING

Job Address: _____			Permit #: _____
Property Owner: _____			Phone: _____
Contractor Name: _____			Phone: _____
Address: _____	City/State _____	Zip _____	Alt. Phone: _____
Email Address: _____			

☐ **Commercial**

☐ **Residential**

Description of Work: _____

Total Square Footage: _____ Total Estimated Value of project: \$ _____

Description	Fee each	Total Fee
New Construction – Residential Plumbing	based on sq. footage	
New Construction – Commercial Plumbing	based on sq. footage	
Remodels, Addition & Alterations – Residential Plumbing	based on sq. footage	
Remodels, Addition & Alterations – Commercial Plumbing	based on sq. footage	
Pool Plumbing	\$60.00	
Base Fee	\$60.00	

I agree to allow no work on which separate permits are required. 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 provisions of the City of Joshua Ordinances and State Laws will be complied with, whether herein specified or not.

I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same.

I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

For Office Use Only:

Date Approved: _____
Date Issued: _____
Signature: _____

Total Fee:

City of Joshua
Permits & Inspections
105 S. Main St., Joshua, Tx 76058
(817) 558-7356



BUILDING PERMIT – MECHANICAL

Job Address:			Permit #:
Property Owner:			Phone:
Contractor Name:			Phone:
Address:	City/State	Zip	Alt. Phone:
Email Address:			

☐ **Commercial**

☐ **Residential**

Description of Work: _____

Total Square Footage: _____ Total Estimated Value of project: \$ _____

Description	Fee each	Total Fee
New Construction – Residential Heat & Air	based on sq. footage	
New Construction –Commercial Heat & Air	based on sq. footage	
Remodels, Addition & Alterations – Residential Heat & Air	based on sq. footage	
Remodels, Addition & Alterations – Commercial Heat & Air	based on sq. footage	
Replace Mechanical System	\$60.00/ Air Handling Unit	
Base Fee	\$60.00	

I agree to allow no work on which separate permits are required. 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 provisions of the City of Joshua Ordinances and State Laws will be complied with, whether herein specified or not.

I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same.

I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

For Office Use Only:

Date Approved: _____
Date Issued: _____
Signature: _____

Total Fee:



PERMITS & INSPECTIONS

REQUIRED INSPECTIONS:

Permit and plans required on site at each inspection posted at jobsite

T-POLE

****TRASH BINS REQUIRED ON SITE BEFORE PLUMBING ROUGH INSPECTION WILL BE DONE****

PLUMBING ROUGH-IN: Plumbing – Water

Sewer UNDERGROUND ELECTRIC

FOUNDATION/FORM SURVEY: Building - The top of any exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an *approved* drainage device a minimum of 12 inches (305 mm) plus 2 percent. The builder is to ensure that the final drainage flows away from structure per the IRC and City Ord.

FRAMING:

PLUMBING TOP OUT

ELECTRICAL ROUGH-IN

MECHANICAL ROUGH-IN

****ALL WELDED FRAMES HAVE TO BE INSPECTED BY A THIRD PARTY.**

MASONRY: Building - Brick ties, Lathe for
stucco

INSULATION: Building – THIRD PARTY INSPECTION, CITY DOES NOT DO INSULATION INSPECTIONS.

C-PERM ELECTRICAL RELEASE: Electric Service, trimmed 6' from finished floor or grade.

SIDEWALK / DRIVEWAY APPROACH

IRRIGATION WITH BACKFLOW TESTING: Irrigation certification

FINAL INSPECTIONS: Building, mechanical, electrical, and plumbing. If needed fence, irrigation, fire alarm, sprinkler system, suppression system, and permanent signs. Not an all-inclusive list.

****STORM WATER PREVENTION (SILT FENCE) WILL BE IN PLACE AT EACH CONSTRUCTION SITE – IF NOT IN PLACE PROJECT WILL BE SHUT DOWN.**