

RESIDENTIAL BUILDING PACKET

(Residential New One & Two Family, Model Home)



Available online at
www.celina-tx.gov
[142 N. Ohio](#)
[Celina, TX 75009](#)



***** Homeowners' or Property Owners' Association approvals may be required and shall be obtained PRIOR to submitting an application with the City*****

RESIDENTIAL NEW ONE & TWO FAMILY

(972)382-2682
142 N. Ohio St

PERMIT NUMBER: _____

New Submittal

Re-submittal

AN INCOMPLETE APPLICATION WILL DELAY THE REVIEW OR CAUSE APPLICATION TO BE DENIED

COUNTY: Collin Denton

Project Address:		Block:	Lot:
Subdivision:		Phase:	Lot Size:
Water Available: Yes () No ()	Sewer Available: Yes () No ()		
Flood Prone Area Yes () No ()	Drainage/Utility Easements: Yes () No ()		
Electrical Provider: COSERV () GCEC () ONCOR ()		Gas Provider: ATMOS () COSERV () ONCOR ()	

RESIDENTIAL ONE & TWO FAMILY

MODEL HOME

HOA/POA approval attached:

Yes

Property is not in an HOA/POA

BUILDING DESCRIPTION

MATERIALS DESCRIPTION

Total Sq. Ft. Under Roof:	Type Foundation:
Total Area AC Space:	% Brick:
Number Stories:	Fireplace:
No. Dwelling Units:	Plan#
Fence <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(must be highlighted on site plan)</i>	Finished Floor Elevation:

TOTAL ESTIMATED VALUE: \$

APPLICANT Name:

Company Name:		Position:	
Address:			
City:		State:	Zip:
Phone:	Ext:	Email:	

PROPERTY OWNER:

Representatives Name:			
Address:			
City:		State:	Zip:
Phone:	Ext:	Email:	

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION, ALONG WITH ALL SUPPORTING DOCUMENTATION 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.

Application for CERTIFICATE OF OCCUPANCY is hereby made coincident with application for Building Permit to use the premises and building as follows:

I understand that a Certificate of Occupancy will be issued by the City Building Inspector only when the building and premises comply with Celina Ordinances and the laws of the State of Texas.

PRINT NAME

SIGNATURE

DATE



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CONTRACTOR CERTIFICATION

Any contractor performing work within the City of Celina / ETJ shall have a current [Contractor Registration](#) on file prior to issuing any permits and/or start of any work. All trades must register that are performing work. The registration form shall be completed by a responsible license holder.

Architect Name:	Phone/Email:
------------------------	---------------------

Engineering Company:	Email:
Engineer's Name:	Number:

General Contractor:	Email:
Contact Name:	Telephone Number:

Mechanical:	Phone/Email:
Mechanical Contractor Name:	License Number:

Electrical:	Phone/Email::
Master's Name:	License Number:

Plumbing:	Phone/Email:
Responsible Master Plumber Name:	License Number:

Energy:	Phone/Email:
Contact Name:	ICC#::

Other (list)	
Company:	Phone/Email:
Contractor Name:	License Number:
<i>Note: Add/revise disciplines as needed.</i>	



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**Residential New One & Two Family
Model Home**

(Check List must be turned in with application)

Address: _____ Lot: _____ Block: _____

Subdivision: _____ Phase: _____

*****Documents exceeding 8 1/2" x 11" in size must be back-folded correctly before submittal.*****

<u># of</u> <u>copies</u>	<u>SUBMITTAL REQUIREMENTS</u>	_____
2	Copies of the Completed Permit Application (pg. 2-3)	_____
1	Plan Review check of \$100 submitted with application (separate check)	_____
1	"CD" (PDF only) that must include the permit app. and a copy all items listed below on the check list. (files must be titled accordingly)	_____
2	Plot Plans 11"x17" (max size) to include Legal Description: (lot, block, subdivision, dimensions, plan #, elevations)	_____
2	Sets of 11"x17" Building Plans (2012 IRC)	_____
2	Sets of 11"x17" Framing plans & Details (2012 IRC)	_____
2	Sets of 11"x17" Engineered Stamped Foundation Plans (2012 IBC)	_____
2	Copies of Stamped Engineered Foundation Letter (2012 IBC)	_____
1	Set of 2012 Energy Report and/or amendments (2012 IRC)	_____
1	Set of Landscape Plan 11"x17" (Code of Ordinances - Sec. 14.05.084)	_____
1	Approval A.R.C / HOA Letter (at submittal)	_____
1	Collin or Denton County Septic System permit approval (require at submittal) (Where city sewer services are not provided)	_____
1	Completed <u>Model Home Affidavit</u> (if applicable)	_____



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*****All resubmittals must include a letter with the company's letter head explaining in detail the reasons for the resubmittal and \$80.00 plan review fee.*****

MODEL HOME AFFIDAVIT

I/ we, _____, understand that a model home structure may not be used as a single family dwelling until a building final and certificate of occupancy has been issued for a conversion to a single family dwelling. The structure will be issued a building final and certificate of occupancy for a model home initially.

I/ we agree to submit an application with plans on a C/D in PDF and 2 sets of 11"X17" plans for a remodel permit for the conversion from a model home to a single family dwelling.

Property Address: _____

Subdivision: _____ Block: _____ Lot: _____

Builder: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Attest: The State of Texas: _____ County

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledge to me that he or she executed the same for the purposed and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)



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RESIDENTIAL ENERGY INSPECTION FORM

Date: _____

I hereby declare that the following address has been reviewed and inspected for compliance with the 2012 International Energy Conservation Code, and the City of Celina Ordinances and any local amendments to this code.

This house has passed the following inspection(s):

ROUGH **FINAL** **OTHER** _____

Address: _____

Lot:_____ **Block:**_____ **Subdivision:**_____

To the Chief Building Official:

Certified Energy Inspector (Print Name)

Certified Energy Inspector (Signature)

ICC Certification Number

Phone Number



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PROTECTION AGAINST TERMITES FORM

Permit No.: _____ Address: _____

Builder: _____

The residence addressed above meets or exceeds the requirements for protection against termites set forth in Section R318 of the 2012 International Residential Code.

Name of Protection Provider (Company): _____

Address: _____

Phone: _____

Name of TSCPБ Certified Applicator: _____

TSCPБ Certified Applicator's Signature: _____

State License No.: _____

**STATE OF TEXAS
COUNTY OF COLLIN**

I, _____, being duly sworn doth depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

And further this deponent says not.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)



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CODES & COMPLIANCE

Residential construction must adhere to the adopted codes with local amendments:

- 2012 International Residential Code, with local amendments,
- 2011 National Electrical Code, with local amendments,
- 2012 International Mechanical Code, with local amendments,
- 2012 International Plumbing Code, with local amendments,
- 2012 International Fire Code, with local amendments
- 2012 International Energy Conservation Code
- City of Celina Comprehensive Zoning Ordinance
- City of Celina Subdivision Regulation Ordinance, and
- Building Ordinances.

All building and development-related adopted ordinances are available by visiting the City of Celina code of ordinances website located at: www.celina-tx.gov **MUNICIPAL CODE**.

Office Hours

Building Inspections' office hours are 8am-5pm, M-F, excluding City-approved holidays. Please contact a Representative listed below if you have building-related questions.

Name	Title	Office/Mobile
Joel Huff	Building Official / Inspector	(972)382-2682 x 1033
Allegra Lawlis	Permits Coordinator	(972)382-2682 x 1032
Carlos Fransen	Senior Building Inspector	(214)945-6556 x 1035
Keith Myers	Building Inspector	(214)425-9024 x 1031



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BUILDING PERMIT FEES

To Establish Building Fee:

Multiply total square footage under roof by \$100.00. (covered patios, porches, covered garages, etc)
Find valuation on table, and do appropriate calculations to establish total fee.

All items below are for informational purposes only, contact Building Permits & Inspection Dept. for details.

Total Valuation	Fee
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500: plus \$3 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000 plus \$11 for each additional \$1,000, or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000 plus \$9 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001.00 and over	\$18,327 for the first \$5,000,000 plus \$1.00 for each additional \$1,000 or fraction thereof

See next page for other fees.



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Impact and other fees

OLD & NEW IMPACT FEES Typical Land Use	Meter Type	Meter Size	Living Unit Equivalent	OLD & NEW Water Impact Fee	OLD & NEW Sewer Impact Fee	OLD & NEW Total
Single Family Residential	Simple	3/4"	1	\$1,300 / \$2,930	\$1,500 / \$2,357	\$2,800 / \$5,287
Single Family Residential	Simple	1"	1.7	\$2,210 / \$4,981	\$2,550 / \$4,007	\$4,760 / \$8,988
Single Family Residential	Simple	1 1/2"	3.3	\$4,290 / \$9,669	\$4,950 / \$7,778	\$9,240 / \$17,447

TAP SIZE (WATER)	3/4"	1"	1-1/2"	TAP SIZE (SEWER) 4"
FEE	\$950	\$1,060	\$1,260	\$810

The fee below are for reference. All fees

- Plan Review Fee \$100.00 (due upon permit submittal). Additional plan review fees may be required for changes, additions, re-submittals or revisions to plans.
- Building Activity Fee per waste water connection \$500
- All fees above do not include boring cost or any other expenditure required beyond a standard tap.
- Outdoor Warning Device fee \$24.22 for each acre or \$00.00056 per square foot for lots of less than an acre or remaining fractions of an acre.
- Water Account Deposit \$100.00.
- Fence fee \$75.00
- Residential C/O \$50.00
- Energy Fee \$100.00
- Water Meter fee 3/4"- \$320, 1"- \$380, 1 1/2"- \$770, 2"- \$1,080.
- In lieu of a donation of property to be used as a park, a fee of \$1500 per one and two family residential.
- Roadway -Thoroughfare Impact Fee (Fee calculated after submittal). Typically the cost is \$1471.28 depending on location.



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CONSTRUCTION SITE STANDARDS FOR CITY OF CELINA BUILDERS

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all **residential** buildings sites within the city and ETJ.

Due to variances in site elevations and grade, some sites may have modified standards in order to meet the requirements.

STANDARDS

PORTABLE RESTROOMS: All residential sites are required to have one portable per lot; with the exception that if on builder is building on side-by-side lots one portable may serve the two lots. On commercial sites, one (1) portables shall be provided for every ten (10) persons on the site. All portables must be maintained in sanitary condition and must be removed from the jobsite prior to issuance of the CO.

TRASH BIN: Trash bins are required on all construction sites. On residential lots, the minimum requirements are three-sided OSB or plywood bins. Industrial refuse containers are permitted, but cannot be located in street or curb areas. Welded wire or fabric material trash bins are not acceptable. The garage may be used for storage of excess materials and refuse until final inspection, in which case it must be emptied and clean. No excess building material or debris will be allowed on the lot.

DEBRIS FENCE BARRIERS: All lots and sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots, a debris fence is required when an occupied residence is within one (1) lot of the project. For all sites, debris fence may be removed when the project is ready for final inspection.

EROSION CONTROL SYSTEMS: All residential lots must maintain properly installed silt fence, lot erosion materials, and storm drain inlet protection for the duration of land disturbing activities, i.e. grading, excavating, and primary construction, etc. Silt fences and lot erosion materials may be moved out of the way for excavation and other activities such as final grade, but must be replaced until sod or other approved soil stabilization devices are in place. Vegetation must be located on both the front and back of the lot in order to remove the erosion controls and obtain a CO. On commercial sites, systems must be maintained as per city approved erosion control plans submitted with the project package.

ADDRESS AND SIGN: *All lots must have a company/builder sign located at the front and back of the lot facing the street. **The lot address must be clearly posted and be easily seen from the street at the front and rear of all new structures or occupancy prior to requesting its first inspection.** This requirement is the result of an adopted **FIRE CODE**, which it will allow instant identification of locations for emergency access. Addresses painted on the curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their sign.*



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STREETS: All streets must be kept clean and free of debris at all times for the duration of the project. Streets must remain clean, and unobstructed for the safe passage of pedestrians and emergency vehicles. No exceptions shall be granted.

Residential Builders Utility Service Agreement

Permit # _____ Date: _____

Property Owner Name: _____ Owner Phone # _____

Service Address: _____ Block: _____ Lot: _____

Billing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Builder Name: _____

Builder Email: _____ Builder Phone # _____

Builder Address: _____ City: _____ State: _____ Zip: _____

Meter Size: 3/4" 1" 1-1/2"

*****FEE'S:** A \$100.00 Dollar fee will be due at time application is delivered the Utility Water Department.
Once this application is approved by permits you will keep this application on file until you are ready for your meter install.

I. Purpose

The City of Celina is responsible for protecting the drinking water supply from contamination and pollution which could result from improper private water distribution system construction or configuration. The purpose of this agreement is to notify each customer of the restrictions to ensure the public health and welfare. Each customer must sign the agreement before the City of Celina will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

II. Restrictions

The following unacceptable practices are prohibited by State regulations.

- A. No direct connection between the public drinking water supply and potential source of contamination is permitted. Potential sources of contamination shall be isolated from public water systems by an air-gap or an appropriate backflow prevention device.
- B. No-cross connection between public drinking water supply and a private water system is permitted. These potential threats to public drinking water supply shall be eliminated at the service connection by the installation of an air gap or a reduced pressure-zoned backflow prevention device.
- C. No connection which allows water to be returned to the public drinking water supply is permitted.
- D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.



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III. Agreement

- The City will install water meters within five (5) business days from receipt of this agreement.
- The meter box and lid must be in place, uncovered, undamaged; clear of mud, water, debris, and have a working area of three (3) feet around the entire meter box prior to installation by City personnel.
- Trip charges will be incurred by the builder and/or property owner if for any reason the water meter cannot be installed by City personnel.
- **The builder and/or property owner is responsible for reimbursing any damage cost(s), including labor and material.**
- The Water System will maintain a copy of this agreement as long as the Customer and/or the premises are connected to the Water System.
- The Customer shall allow his/her property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; where there is a reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspection shall be conducted during the Water System's normal business hours.
- The Water System shall notify the Customer in writing if any cross-contamination or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
- The Customer shall immediately remove or adequately isolate any potential cross-contaminations or other potential contamination hazard on his/her premises.
- The Customer shall, at his/her expense, properly install, test and maintain any backflow prevention device required by the Water System. *Once per year.* Copies of all testing and maintenance records shall be provided to the Water System.

IV. Enforcement

If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

V. Payment Schedule

1st	Bills mailed out
10th	Bills due without penalty
11th	10% Penalty Added (Disconnection notice mailed)
23th	Disconnection of Service for non-payment

The Customer is responsible for all water that flows through the meter.
Notify the City of Celina at (972) 382-2682 if you do not receive your water bill by the 5th of the month.

Print: _____ Signature: _____ Date: _____

