



Residential New One & Two Family and Model Home Submittal Checklist

Address: _____ Lot: _____ Block: _____
Subdivision: _____ Phase: _____

*****ITEMS LISTED BELOW MUST BE SUBMITTED IN A SINGLE PDF FILE*****

SUBMITTAL REQUIREMENTS MUST BE IN THE FOLLOWING ORDER!!!!

- Permit Application
- A.R.C / HOA Letter
- Stamped Engineered Foundation Letter (2018 IRC)
- Plot Plan with Legal Description (lot, block, subdivision, dimensions, plan #, elev.#) Must have water meter location on plot plan and also note where storm drain inlet is (if no inlet please clearly note that on the plot plan!)
- Building Plans with elevations (2018 IRC)
- Framing plans to include rafters, ceiling joists and floor system (if applicable)
w/ Engineer Stamped Shear Wall details (2018 IRC)
- Engineer Stamped Foundation Plans (2018 IRC)
- Model Home Affidavit (if applicable)
- Collin or Denton County Septic System approval (Where city services are not provided)
- 2018 Energy Compliance Form and compliance certificate to include Manual J & S , and building thermal envelope plan.

*****ITEM TO BE SCANNED SEPARATELY IN A SINGLE PDF FILE*****

- Copy of Stamped Irrigation Plans (Landscaping to meet Code of Ordinances - Sec. 14.05.084)

*****ITEM TO BE SCANNED SEPARATELY IN A SINGLE PDF FILE*****

- Copy of Utility Service Agreement/ Mustang Water SUD (if applicable)

*****THREE SUBMITTAL STEPS*****

1. In MyGov software under your user name and password, "Request Project" and follow the prompts.
(Contact permit office via permits@celina-tx.gov with address if not available in MyGov.
Be sure to indicate street address, subdivision name and phase, lot # and block #).
2. Once request is validated, upload your **single file** residential submittal in MyGov under "Full Submittal" in documents area - be sure documents are in the order listed above.
Upload your **single file** irrigation submittal in MyGov under "Irrigation" in documents area.
Upload your single file Utility Service Agreement/ Mustang Water SUD in MyGov under "Utility Service Agreement".
3. Provide the \$300. Plan Review payment to activate your review. This can be done by bringing or mailing a check, or paying by credit card in your MyGov software (there will be a 3% convenience fee added to card transactions)



New Single Family/Model/Duplex Permit Application

- RESUBMITTAL
- NEW SUBMITTAL

Permit No: _____

ADDRESS OF PROJECT: _____ LOT: _____ BLOCK: _____

SUBDIVISION: _____ PHASE: _____ County: _____

Electrical Provider: ___ Coserv ___ GCEC ___ Oncor Gas provider: ___ Coserv ___ Atmos

OWNER NAME: _____ PHONE: (____) _____

CONTRACTOR NAME: _____ PHONE: (____) _____

SITE CONTACT: _____

SITE CONTACT E-MAIL ADDRESS: _____ PHONE: (____) _____

SUB-CONTRACTORS: *All general contractors and sub-contractors (electrical, mechanical, plumbing, etc.) must be registered with the city prior to receiving a permit.

| | |
|--------------|------------------|
| ELECTRICIAN: | IRRIGATION: |
| MECHANICAL: | BACKFLOW TESTER: |
| PLUMBER: | ENERGY: |

DESCRIPTION: ___ NEW HOME ___ MODEL HOME ___ DUPLEX PLAN: _____ ELEVATION: _____

HOA: ___ YES ___ NO

LOT SIZE: _____ UNDER ROOF SQ.FT: _____ AC SQ.FT: _____ NUMBER OF STORIES: _____

SETBACKS ► FRONT: _____ REAR: _____ LEFT: _____ RIGHT: _____

PROJECT IN THE 100 YEAR FLOOD PLAIN? ___ YES ___ NO (IF YES shall comply with floodplain regulations)

ADDRESS NUMBER MUST BE POSTED DURING CONSTRUCTION AND PERMANENTLY AT TIME OF FINAL INSPECTION.

THIS CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF CELINA, AND BY THIS SIGNATURE, THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES, AMENDMENTS AND TOWN ORDINANCES.

APPLICANT PRINTED NAME: _____ DATE _____

APPLICANT SIGNATURE: _____ DATE _____



**NEW RESIDENTIAL ONE AND TWO SINGLE FAMILY
PERMIT SUBMITTAL**

Development Services
142 N. Ohio St.
City of Celina, Texas 75009
972-382-2682

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 2018 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 _____

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)



Residential Energy Compliance Path
Energy Code Requirements of the 2018 IRC (IECC) as amended
Submit with application for a building permit

Project Address: _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope. {Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT}

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope.

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #2 – Section N1105 (R405) Performance Approach

Plus all mandatory provisions

Option #3 – ENERGY STAR Certified Homes®

Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative

Minimum envelope requirements \geq Table 402.1.1 or 402.1.3 – 2009 IECC

Plus all mandatory provisions

Option #5 – ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance^a

| Envelope Component | Option #1 | Option #2 |
|----------------------------|------------------|------------------|
| R402.4 Air Leakage | $\leq 4ACH^{50}$ | $\leq 4ACH^{50}$ |
| Wall Insulation Value | $R13 + R3^b$ | $R13 + R3^b$ |
| Fenestration U-factor/SHGC | $\leq 0.32/0.25$ | $\leq 0.32/0.25$ |
| Ceiling R-value | $\geq R49$ | $\geq R49$ |
| Duct Insulation | R8 | R6 |
| Radiant Barrier Required | No | Yes |

^a Except for the values listed in the table, all other mandatory code provisions are applicable.

^b First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option “compliance report”

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Print Name: _____ Sign Name: _____ Date: _____



City of Celina Energy Code Requirements of the 2018 IRC (IECC) as amended
Provide this form at building completion prior to final inspection

Project Address: _____ Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

[] Rough-In Test Option (R403.3.3) [] Post Construction Option (R403.3.3)

System #1 - _____ CFM25 System #2 - _____ CFM25 System #3 - _____ CFM25

System #4 - _____ CFM25 System #5 - _____ CFM25 System #6 - _____ CFM25

I certify that I have conducted a duct leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ ACH50

I certify that I have conducted an air leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 or 2018 IECC, as amended locally, for the selected compliance approach.

- [] Option 1(a) Prescriptive: Sections N1101.14 (R401) through N1104 (R404)
[] Option 1(b) Prescriptive: REScheck™ UA Approach Only: Sections N1101.14 (R401)-N1104 (R404) (attach report)
[] Option 2 Performance: Section N1105 (R405) Performance Approach (attach report)
[] Option 3 ENERGY STAR Certified Homes® (attach certificate)
[] Option 4 Energy Rating Index Compliance Alternative (ERI): Section N1106 (R406) ERI: _____
[] Option #5 ESL 4ACH50 Tradeoff Code Equivalency Compliance

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____



NEW RESIDENTIAL ONE AND TWO SINGLE FAMILY PERMIT SUBMITTAL

Development Services
142 N. Ohio St.
City of Celina, Texas 75009
972-382-2682

CODES & COMPLIANCE

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

- 2018 International Residential Code, with local amendments, IRC 2015 Energy Code
- 2017 National Electrical Code, with local amendments,
- 2018 International Mechanical Code, with local amendments,
- 2018 International Plumbing Code, with local amendments,
- 2018 International Fire Code, with local amendments
- 2018 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 7:30 am-5:30 pm, M-T and 7:30 am to 11:30 am on Fridays, excluding City-approved holidays. Please contact the Building Inspection Department if you have building-related questions at 972-382-2682.



NEW RESIDENTIAL ONE AND TWO SINGLE FAMILY PERMIT SUBMITTAL

Development Services
142 N. Ohio St.
City of Celina, Texas 75009
972-382-2682

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 fees below are for reference. All fees

- Plan Review Fee \$300.00 (due upon permit submittal).
- Additional plan review fees required for changes, additions, re-submittals or revisions to plans. \$175.00
- Application Fee \$50
- 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 \$200.00.
- Fence fee \$75.00
- Residential C/O \$50.00
- Irrigation Fee \$150.00
- T-Pole fee \$30
- Water Meter fee 3/4"- \$330, 1"- \$400, 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.



Utility Service Agreement

(972)382 2682
142 N. Ohio St

RVSD 2/14/2018

Welcome to the City of Celina, one of the fastest growing communities in the nation. We are dedicated to quality of life, neighborhood integrity, and creating a future vision in a sustainable way, serving the on-going needs and desires of our citizens.

Please keep all streets 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.

Permit #: _____ Date: _____

Property Owner Name _____ Phone # _____

Service Address _____ Block/ Lot _____

Billing Address _____ City State Zip _____

Builder's Name _____

Builders E-Mail Address _____ Builders Phone # _____

Residential Meter Size: 1" 1-1/2 "
Commercial Meter Size: 1" 1-1/2 " 2 "

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.



Utility Service Agreement
(972)382 2682
142 N. Ohio St

RVSD 2/14/2018

III. Agreement

- »- The City will install water meters within 5 business days of builder request through MYGOV.
- »- The meter box and lid must be in place, uncovered, undamaged; clear of mud, water, debris, and have a working area of 3 feet around the entire meter box prior to installation.
- »- Trip charges will be incurred by the builder and/or property owner if for any reason the water meter cannot be installed.
- »- The builder and/or property owner is responsible for reimbursing the city for 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 Systems normal business hours.
- » The Water System shall notify the Customer in writing if any cross-contamination or other potential contamination hazard 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 hazards 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

- Bills mailed out by the 27th
- Bills due without penalty by the 10th
- 10% Penalty added on the 11th (Disconnection notice mailed)
- Disconnection of Service for non-payment if not paid by the 23rd

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: _____