



Life Connected.

This outline is not intended to be an all-inclusive reflection of all regulations. It is designed to provide guidance on application process.

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

\*\*We are a paperless office\*\* Please Submit Your Project Request through Your MyGov account. *If you are a Homeowner*, you may email it to [Permits@Celina-TX.Gov](mailto:Permits@Celina-TX.Gov)

## Residential Additional/Remodel Permit

### INFORMATION NEEDED FOR SUBMITTAL:

- Residential Permit Application (required with all project requests)
- HOA approval letter (if applicable)
- Construction Document Submittals:
  - A complete set of construction documents are required for plan review in PDF format.
- Necessary Drawings and Documents:
  - **Site plan** – Shade or hatch area to show addition on existing house, setback dimensions from property lines and any accessory structures.
  - **Floor plan** – Show dimensions and measurements of new addition floor areas (include all windows and door sizes to be added and/or changed). Show and label all existing and adjoining rooms.
  - **Roof Framing plan** – Show how new roof ties into the existing home; new roof cannot attach/anchor to brick or other non-masonry veneers.
  - **Full Exterior elevations** – Show elevation (exterior side views with overall heights) of each side of the addition or alteration. Show location of doors, windows, exterior materials of existing and new walls.
  - **Construction Details** – Show all **brace/shear walls (Engineered plans), framing (ceiling joist, rafters), spans, spacing and wall section.**
  - **Structural plans** – Engineered foundation plans and details\* required when adding on to an existing post-tension slab.
    - Engineered plans also required for second floor joist framing plans (when applicable)
  - **Engineering Letter\*** - For foundations. This is required when building a new addition on top of an existing slab. Engineer's letter shall note existing slab's ability to support the proposed addition.
  - **Electrical & Plumbing plans** – (may be shown on floor plans) – electrical to show lighting as well as electrical outlet spacing, smoke alarms and carbon monoxide alarms.

\*Foundation plans and details (new re-bar slabs up to 500 sqft are acceptable without engineering drawings **IF** attaching to existing re-bar (non-post tension) slab. For engineered foundations, engineer's letter shall include Address, Subdivision, Lot, and Block number. All plans' dimensions shall match (for example: foundation dimensions site plan and floor plan dimensions).



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#### CONTRACTOR REQUIREMENTS:

- All contractors are required to be registered with the City of Celina as General Contractors.
  - All subs are required to be listed on the Residential Permit Application and registered with the City of Celina.
- All project requests will be submitted through myGov and are subject to review.

#### ADDITIONAL NOTES:

- Fire Sprinkler system is required for buildings over 6,000 sqft the useable area for determining the 6,000 sqft limit for automatic fire extinguishing system does not include balconies, garages, and/or porches. However, attic spaces constructed with floor joist must be calculated, as part of the 6,000 sqft and shall be included with the second-floor area for applicable fees. Contact the Fire Department for fire sprinkler requirements.
- Permit holder is responsible for requesting and completing all required inspections
- Please contact Homeowner's Association for additional requirements from Deed Restriction and Covenants and an approval letter for your project.
- Plans prepared by a firm representing themselves as architects or providing architectural services shall be sealed by an architect.