



## Bureau Veritas Contact Information (Plano)

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 / toll free (800) 906-7199.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email Inspection requests to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

Inspection Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 / toll free (877) 837-8775 for your inspector's name and number.

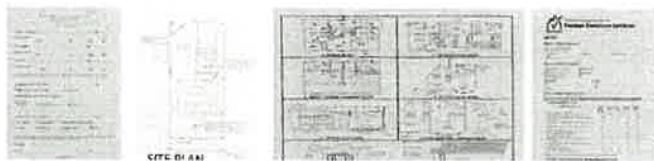
**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**

# Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

## New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



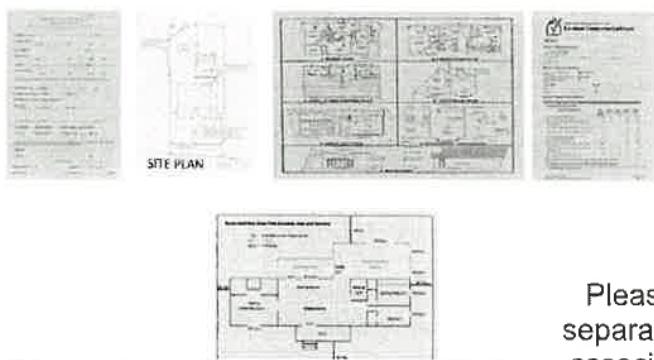
## New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



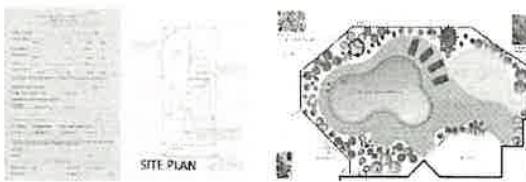
## New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



## Pool and Spas

- Application
- Site Plan
- Pool Detail



## Trade Permits / Minor / No Review

- Application / Note: **Inspection Only**



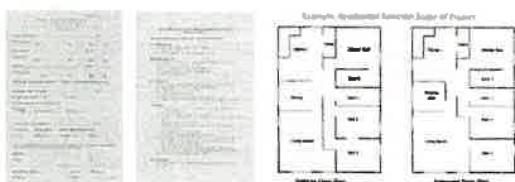
### Note:

Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Electrical Repair  
Plumbing Repair  
Mechanical Repair  
Electrical Service Upgrade  
Siding / Veneer  
Re-Roof  
Irrigation System  
Concrete Deck / Slabs  
Foundation Repair

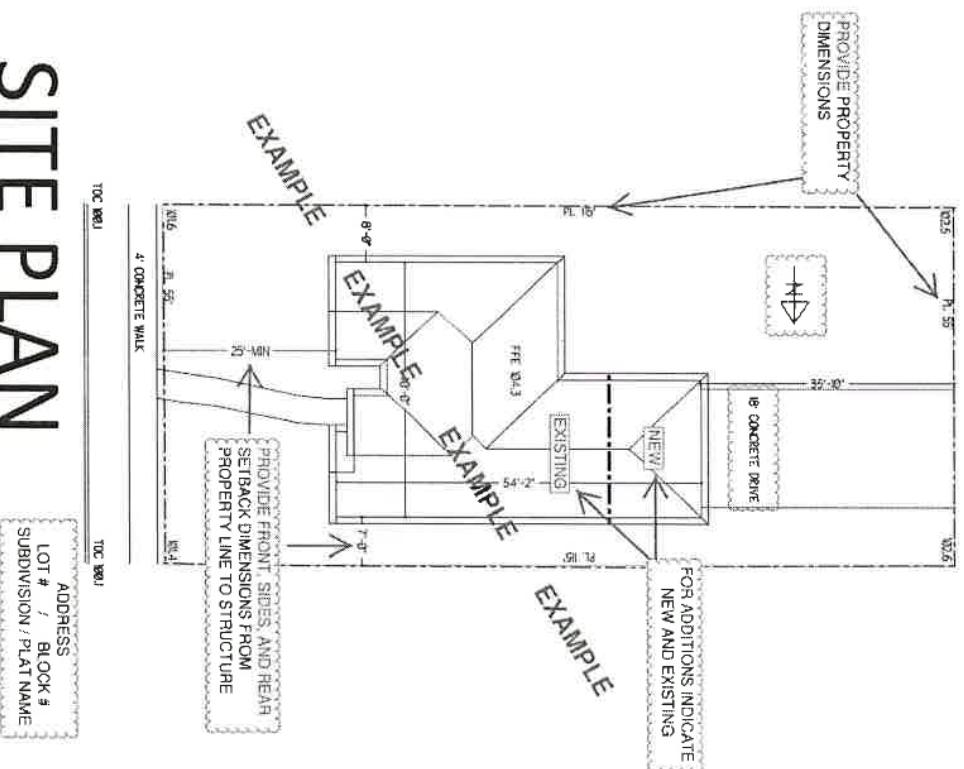
## Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Site Plan should provide the following information

- Address / Subdivision / Lot Number / Block Number
  - Scale: i.e.  $1'' = 10'$  /  $1'' = 20'$  /  $1'' = 30'$  Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example  $1'' = 26.5$  or  $1'' = 16'$ )
  - Parcel / Property Dimensions all sides.
  - Show setback dimensions to all structures from property line and distances between buildings .
  - Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
  - Dedicated driveway access to property showing street name and or alley where applicable.
  - Driveway must be labeled Driveway or "DW"
  - Show Easements (ingress / egress easements, public utility easements, etc.
  - Square footage of all structures / existing and new
  - North Arrow



# Construction plans should include the following details

## 1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

## 2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

## 3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members
- Including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.

## 4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth
- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

## 5. Electrical Plan

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls

## 6. Elevation



## 7. Other Documents

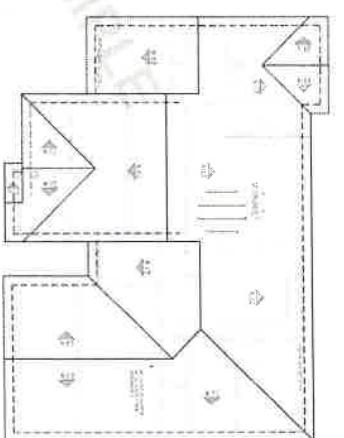
- Energy Report
- Engineering
- Other Documents

## Stair and Guardrail Details (If applicable)

## 1. Floor Plan



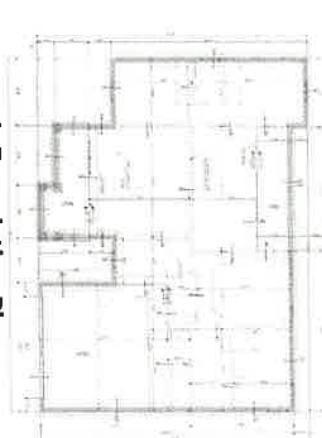
## 2. Roof / Floor Framing Plan



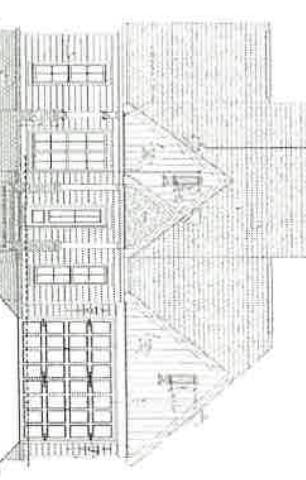
## 3. Cross Section Plan



## 4. Foundation Plan



## 5. Electrical Plan



### Room Addition Floor Plan Showing New and Existing

30' SBL

SBL = Set Back From Property Lines  
Red --- = New  
Black--- = Existing

Window  
Window  
Window

New Patio Cover

Sliding  
door

New Family Room  
Addition

Window

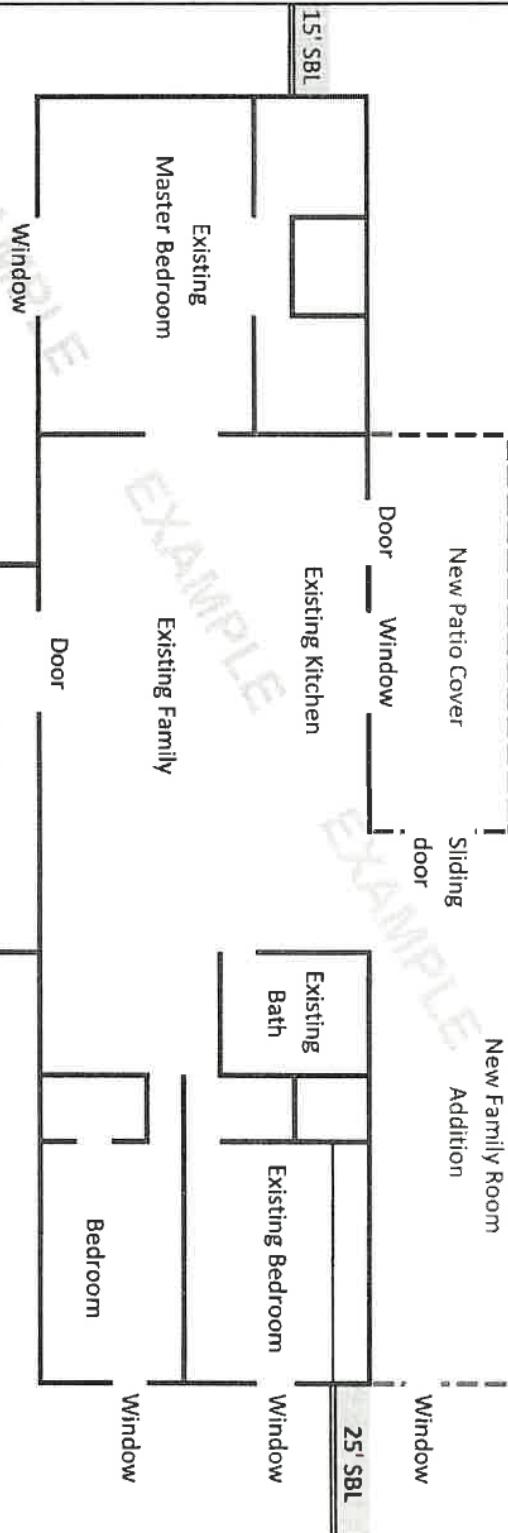
Existing  
Bath

Existing Bedroom  
Window

Existing  
Kitchen

Existing Family

Bedroom  
Window



# Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

## Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

## Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

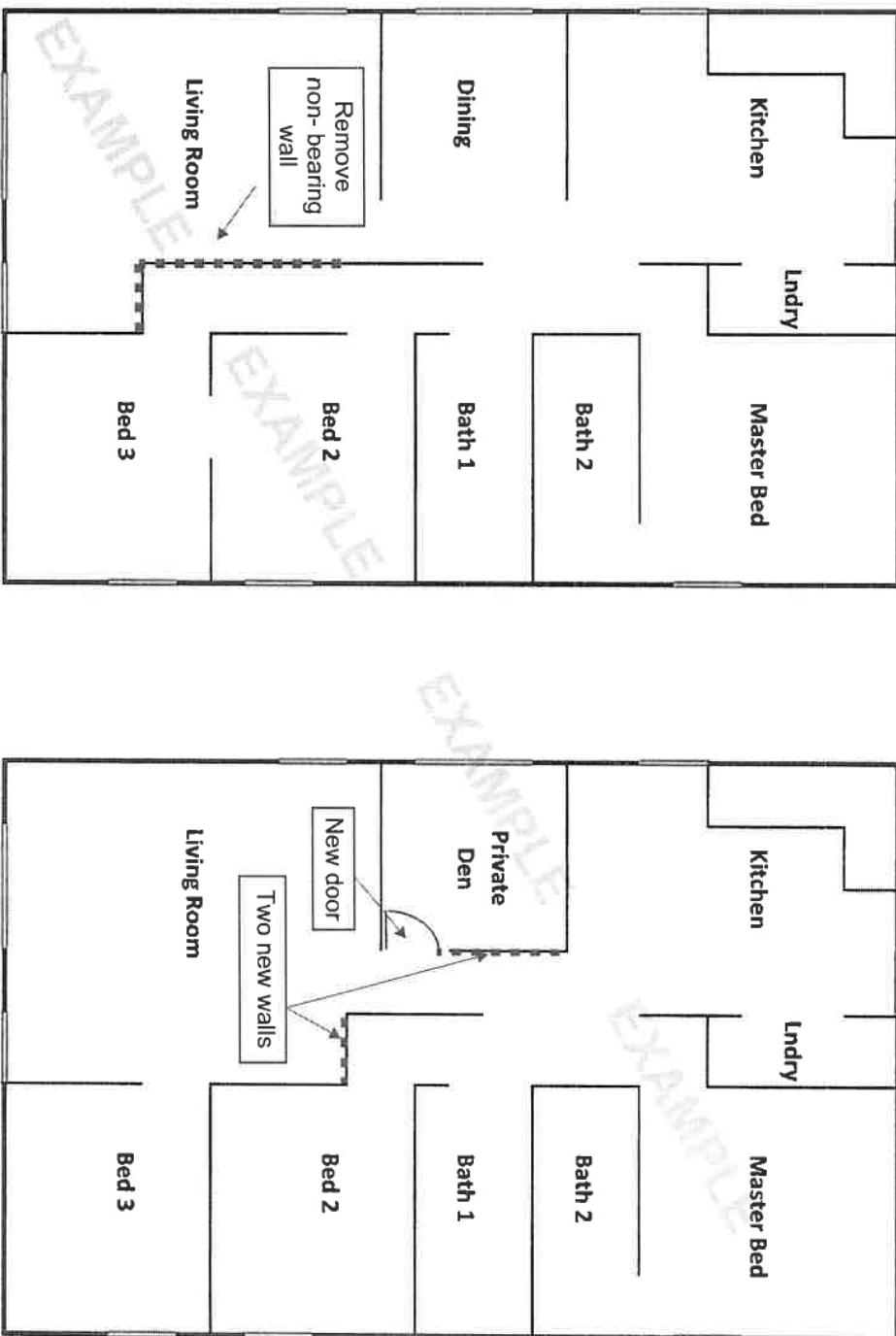
## Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

### If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

## Example: Residential Remodel Scope of Project



**Existing Floor Plan**

Page 2 of 2 for interior remodel

**Proposed Floor Plan**