

Single Family Residential Building Permit Checklist

Permit Process

- ❖ Obtain setback information from Development Services (903.892.7229).
- ❖ Obtain Flood Plain information from the Engineering Dept. (903.892.7208).

Submit Plot Plan

- Provide dimensions of lot, structure, and setbacks. Indicate streets and alley adjacent to property. Identify any easements on the property.
- Provide site plan (Letter size 8.5" x 11")** A form survey may be required illustrating the location of the building in relation to the property lines, building lines and easements.
- Indicate North Directional Arrow.
- Provide legal description of property (Lot, Block and Addition) and street address.

Submit Building Plans

- Provide two complete sets of plans. (one paper copy and one digital copy) Indicate square feet of living, garage, porches and total.
- Provide floor plan, drawn to scale.
- Provide accurately dimensioned building footprint for each room.
- Provide foundation drawing.
- Provide framing plan (size of materials and spans)
- Identify the use of each room.
- Provide door and window information (size and location).
- Provide Mechanical, Plumbing, and Electrical Plans.

- Provide Manual J Load Calculations for Air Conditioning.
- Provide two elevations of the building; identify exterior finishes, roofing material, and height of chimney.
- Identify "Type of construction" (Example: wood studs, metal studs, etc.).
- Provide 2018 RES Check Energy Code Compliance Report. (www.energycodes.gov)
- Submit Stormwater Plan (SWP3)
- Submit impact fee worksheet (found of City website)

Additional Information

- ❖ Building permit must be obtained by the owner of the property, individual acting as the Building Contractor, or a registered contractor with the City of Sherman.
- ❖ Plumbing, Mechanical, and Electrical permits are paid for with the Building Permit for new construction only, remodels and add-ons must pull separate permits. Contractors must be registered with the City of Sherman.
- ❖ Separate Drive Approach Permits are required from the Engineering Department. (903.892.7208)
- ❖ Comply with Tree Preservation Ordinance (2-2" diameter trees from approved list per lot). Ordinance No. 5355. (903.892.7205)
- ❖ Sidewalks, parking lots and flatwork shall be reviewed by the Engineering Dept (903.892.7208).
- ❖ Roof drains (gutters) are required on all new residential construction.
- ❖ Parking requirements: minimum 2 off-street parking spaces per lot or 1 per bedroom.

- ❖ If home was built prior to 1978, you are required by law to be a U.S. EPA certified RRP Renovator. Call 214-655-7577 for questions re: the RRP Rule.
- ❖ Building Permit Application must accompany Plans.
- ❖ The permit fee and impact fee must be paid prior to City accepting plans for review.
- ❖ Provide square feet of total impervious area you are expecting the site to have.
- ❖ Portable restrooms are required at new residential building site.

Plan Review Process

- ❖ Plan review process takes approximately fifteen working days, depending on work load.

Code Information

The City of Sherman has adopted the following Codes (Effective March 7, 2021)

- ❖ 2018 International Building Code
- ❖ 2018 International Residential Code
- ❖ 2018 International Plumbing Code
- ❖ 2018 International Mechanical Code
- ❖ 2018 International Fuel Gas Code
- ❖ 2018 International Energy Conservation Code
- ❖ 2020 National Electric Code
- ❖ 2018 International Fire Code
- ❖ 2018 International Existing Building Code
- ❖ 2018 International Swimming Pool & Spa Code

Fees

- ❖ Minimum Fee - \$50.00.
- ❖ Building permit fees for new residential, additions and remodels are based on square footage (\$0.30 per square foot, everything under roof).
- ❖ Storm Water Management Fees are based on acreage. \$25 for sites less than one acre and \$45 for sites over one acre.
- ❖ Water & Sewer Tap Fees. Contact Customer Service (903.892.7237).

Solid Waste

Solid Waste Ord. #5247 requires the collection and disposal of all solid waste shall be regulated and permitted by the City. You may contact the Solid Waste Department (903-892-7288) for more information.

Impact Fees

Ordinance No. 6326 was approved on September 21, 2020 establishing water, wastewater, and roadway impact fees per service unit. The effective date for collecting Impact Fees in the City of Sherman is June 7, 2021. New development that has received final plat approval before the effective date of June 7, 2021 will have one year after the effective date to apply for a building permit/water meter without requiring the collection of impact fees.

Required Inspections:

Electrical	Plumbing	HVAC	Building
T-Pole	Rough-In	Rough-In	Stringline
Loop	Top Out	Duct	Foundation
Rough-In	Gas	Final	Framing
Ceiling/Walls	Fixtures		Brick ties
Final	Final		Certificate of Occupancy

Some projects require a sequence of inspections; for example, prior to scheduling a framing inspection, all trade and rough-in inspections must be approved. All final inspections must be approved prior to a Certificate of Occupancy.

Inspection Request Phone Number: 903-892-7032

Re-inspection fees must be paid prior to final inspection.

Building Official: Larry Bollier 903.892.7331

Inspectors: Byrle White 903.892.6535
 Nathan Russell 903.813.8215
 Robert Buck 903-892-7332
 Trey Gruhn 903-892-5983



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 903-892-7229