



City of Kaufman
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www.kaufmantx.org

Residential Plans Submittal Checklist Building Guide for New Homes

Address: _____ PID: _____

All items are required to be submitted at the same time, with a copy of this check list. If you are missing anyone of the items below, we will return the sets to you without reviewing the plans.

A check payable to the City of Kaufman for \$800.00. This is your plan review fee and will be credited towards the total amount due, when the permit is issued. If the project is cancelled, change house plans, or do not complete the permit process, you will not be issued a refund or have the money credited to another project.

We need 2 sets of construction plans on 11"x 17" paper. They must be legible and easy to read with a cover page listing each additional page with its description. We also need a USB drive with all of the following items loaded on to it. Once the plans have been reviewed and approved, we will keep 1 set, 1 set is to be kept on the job site.

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

2015 International Residential Code

2014 National Electrical Code

Staff	App	
		<p>Residential Building Permit Application must be completely filled out, including: Contractor's name and phone number Owner's name, address and phone number Sub-contractor's name and phone numbers (for electrical, mechanical, and plumbing) Project address with the Kaufman County Appraisal Districts Property Identification Number (PID) The estimated value of the project (including all materials and labor) The total square footage of the structure The conditioned square footage of the structure</p>
		<p>Contractor water service application must be submitted and completely filled out.</p>
		<p>Plot Plan: Recommended scale: 1/8" = 1'-0" or 1"=20' (scale used must be noted on the plans) Dimensions of lot Total square footage of lot North arrow Any easements Front, side, and rear setbacks Building footprint with all projections & dimensions to all property lines and/or other buildings Driveway and side walks. Minimum width of the driveway is 16' wide</p>
		<p>Foundation Plan: Recommended scale: 1/4" = 1'-0" Soils report or letter by an engineer Structural details</p>

	<p>Footings, foundation, piers, and grade beams, with details must be designed and stamped by an engineer Reinforcing spacing and size All drainage must flow away from the house.</p>
	<p>Architectural Details: Recommended scale: 1/4" = 1'-0" Roof, to include eaves, overhangs, rake and gables</p>
	<p>Energy Compliance Report showing compliance with the 2015 IECC: Must be done by a licensed professional</p>
	<p>Floor Plan: Recommended scale: 1/4" = 1'-0" Full architectural plans, fully dimensioned and labeled Include adjoining rooms, labeled as to their use with all window and door locations All wall-to-wall dimensions All room finish ceiling heights All window sizes and operations to be on the plans (slider, single hung, fixed, casement, etc) List number of exits</p>
	<p>Exterior Elevations: Recommended scale: 1/4" = 1'-0" Identify finish materials to be used All four elevation views are to be shown with overall height Note percentage of masonry on each elevation</p>
	<p>Stair Details: Stairway width, rise, run, landing length, and headroom height Handrail, guardrail, and baluster details</p>
	<p>Engineered Plans: Recommended scale: 1/4" = 1'-0" Braced wall plan with associated details</p>
	<p>Electrical Details: Service meter location and main breaker size in amps Sub-panel location(s) Location of all smoke detectors (must be interconnected)</p>
<p>Additional Information:</p> <ol style="list-style-type: none"> 1. Proof the property is not located in a floodplain. 	