

SITE ID AND SERVICE REQUEST FORM
PLEASE PRINT

Documents needed prior to submitting: survey of property marked accordingly, proof of ownership, map of property with a physical address (code office).

Date: _____ Residential Commercial

Single Multiunit Modular/Manufactured Home

Owner/Builder: _____ Account: _____

Phone #: _____ Cell #: _____

Email: _____

Address of Service Requested: _____

Sq ft: _____ Bd/Ba: _____

Electrician's Name: _____

Plumber's Name: _____

Contact Person (if different from above): _____

I request the City of Llano install _____ tap at the above address.

X _____

Signature required

Building:

Manufactured Home: Specific Use Permit Number _____

Submitted Plans: Permit # _____

Approved by: _____ Date: _____

Electrical:

200 amp Over 200 amp

Single Phase Three Phase

Above Ground Underground

Upgrade

Temporary

Extension Required _____ ft

Existing Tap

Characteristics (I.E. 100A, 120/240V, 1P 3W): _____

Approved by: _____ Date: _____

Cost Worksheet:

Total Estimate: _____

Water Service:

Type: Residential Commercial Irrigation Other: _____
Size: 5/8x3/4 1 1.5 2 Other: _____

(Office Use Only)

Tap Size available: _____
Backflow Prevention Required: Yes No Extension Length (ft) _____
Other Requirements: _____
Comments: _____

Tap Cost: _____
Extension Cost: _____
Water Tap Total: _____

Approved by: _____ Date: _____

Wastewater Service:

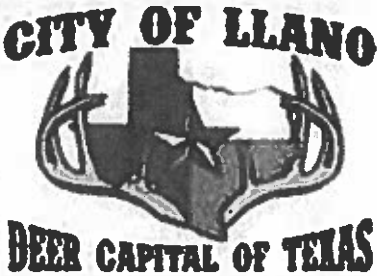
Type: Residential Commercial
Size: Standard Other: _____

(Office Use Only)

Service available: 4" Gravity Flow 2" Pressure Other: _____
Extension Length (ft): _____ Check Valve Required: Yes No
Other Requirements: _____
Comments: _____

Tap Cost: _____
Extension Cost: _____
Wastewater Tap Total: _____

Approved by: _____ Date: _____

	301 W Main St. Llano, Texas	OFFICE (325) 247-4158 X 110 FAX (325) 247-4150
	(Residential) Requirements	

Residential Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the City of Llano. Submittal documents should be complete to expedite plan review and permit issuance.

New and Remodel/Addition Residential Permits.

Applicant must submit the following:

1. Permit Application
2. Applicable Electric, Water, Sewer Taps paid in advance.
3. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions
4. (2) Land Survey Map and Property Marked accordingly
5. (2) Energy reports - Energy Code adopted by City
6. (2) Stamped Engineered foundation letters
7. (2) Stamped Engineered foundation plans
8. (2) Sets of House Plans 1 on a Thumb Drive is acceptable
9. (*) If in a flood plain a flood elevation certificate is required. Floodplain Permit required
10. Manufactured home requires a minimum 3 ft X 3 ft landing and skirting before utilities are permanently released and Certificate of Occupancy Released

Note: Special departmental requirements conducted prior to permit submittal to City will help expedite permit issuance.

City of Llano Plan Review Staff:

1. Permit information is entered into City of Llano Task Management System.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for flood plain, zoning, building setbacks, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack will be returned to the Applicant.

Residential Permit Submittal Requirements

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of W = V. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights

Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = V. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = V. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report or Energy Compliance Form, (www.energycodes.gov)

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

CITY OF LLANO



BEER CAPITAL OF TEXAS

301 W Main St.

Llano, Texas

OFFICE (325) 247-4158 X 110

FAX (325) 247-4150

(Commercial) Requirements

Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the City of Llano. Submittal documents should be complete to expedite plan review and permit issuance.

New and remodel/additions for Commercial projects. Applicant must submit the following:

1. (2) Sets of plans including current
2. Land survey and land marked accordingly
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.
5. Asbestos Report or declaration (if remodel or demo)
6. Permit Application, Applicable Electric, Water, Sewer Taps paid in advance.
7. Applicable utilities be paid in advance.

8. Knox Box Required

9. Flood Plain Permit including all required documents.

City of Llano Plan Review Staff:

1. Permit information is entered into the City of Llano Task Management System.
2. Verification of all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with flood plain, zoning, adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed in pending revisions status until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack will be returned to the applicant.

Sign Permits

Owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Three (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS:

(City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan^(a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report^{*61}
12. Asbestos Survey (for renovation or demolition permits)^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information^{*61}

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.eneravcodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos/]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us/]