



## RESIDENTIAL NEW BUILDINGS & ADDITIONS

### BUILDING PERMIT SUBMITTAL REQUIREMENTS

#### Building Inspection Division

Submit Building Permit application and Two Sets of plans drawn to scale including a site plan, architectural, structural, and electrical, mechanical drawings. All drawings shall be drawn professionally, all details must be clear and legible. Project shall be designed to meet the 2018 International Residential Code with the City of Odessa amendments.

#### Plans shall include the following:

##### 1. Site Plan:

- North Arrow, scale and plan date
- Show the legal description (Subdivision, Block and Lot)
- Property size and dimensions
- Arrows indicating drainage
- Dimensioned building footprint and total building area
- Building height, number of stories
- Building setbacks to property lines
- Existing and proposed ground mounted equipment
- Existing and proposed utilities
- Existing and proposed easements
- Existing and proposed sidewalks
- Existing and proposed driveway locations with dimensions
- Abutting alley and streets, including street name and surface type
- Must comply with City of Odessa Right of Way requirements

**Note:** Setback requirements are subject to building codes, fire codes, health codes, traffic regulations, public utility access, and zoning requirements. If you are not certain what the requirements are, please contact the appropriate department or agency for further information.

##### 2. Foundation:

- Must meet the 2018 International Residential Code and City of Odessa amendments
- Engineer's stamp must be affixed to the plan of all post tension foundations and a certification letter with the Engineer's stamp affixed.

##### 3. Architectural and Structural:

- Use of all rooms and spaces on dimensioned floor plan
- Building elevations (complete building)
- Framing details for all walls, floors, ceilings, and roofs
- Sections with construction details for all proposed foundations, floors, columns, beams, walls, partitions, ceilings and roofs
- Door and window schedule
- Glazing information
- Stair and/or ramp details including guardrail, handrail details, and landing dimensions
- Insulation R-Value documents for all cavity and continuous insulation components
- Truss designs for beams, floor and roof components must have an Engineer's seal attached
- Structural spans in excess of 24 feet must have an Engineer's seal affixed to a drawing showing all designs and details of the truss or beam.

**Note:** Certain buildings may require plans or documents stamped by a licensed architect and/or licensed engineer. Should this be required then the documents must have the licensed professional's stamps issued by the State of Texas.

**4. Energy Code:**

- A third party prepared and signed "REScheck" or equivalent construction energy analysis document along with construction inspection checklist must be provided for review
- "Manual J" for mechanical systems being installed with a maximum wintertime temperature of 24 degrees Fahrenheit and a summertime temperature between 98 and 102 degrees Fahrenheit

**5. Home Owner's Association:**

- If you live in a neighborhood with an HOA, please contact them about any special regulations they may have for your proposed structures.

**\*This handout is meant as a guide only; additional inspections and or submittal requirements may be necessary\***