

City of Emory is currently using:

- 2021 Building Code (IBC)
- 2021 Residential code (IRC)
- 2021 Existing Building code (IEBC)
- 2021 Fuel and Gas code (IFGC)
- 2021 Plumbing code (IPC)
- 2021 Energy code (IEC)
- 2020 NEC Electrical code

CITY OF EMORY
Po BOX 100 / 399 N. TEXAS St.
EMORY, TEXAS 75440
PHONE: (903)473-2465
FAX: (903)473-2110

<http://www.cityofemory.com>

HOURS:

MONDAY – FRIDAY
8 A.M. – 4:30 P.M.

Inspections are available
8a.m. – 3:00p.m.
Monday – Thursday
Except holidays.

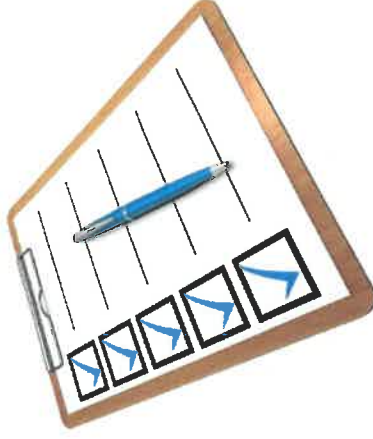
For more information about permits required
by the City of Emory, please contact:

Code Enforcement
903-473-2465 x107

City Administrator
903-473-2465 x108



**BUILDING PERMIT
Plan Review Checklist**



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Check (✓) in the space provided
Write N/A where not applicable

PERMIT APPLICATION

Provide the following information
for the Building Permit Application:

- ____ Street Address (911 Address)
- ____ Legal description (lot, block, Subdivision)
- ____ Property Owner
- ____ Property owner's phone number
- ____ General Contractor
- ____ General contractor's address
- ____ General contractor's phone number
- ____ Project manager (person to Contact)
- ____ Residential Builder's contractor's number
- ____ Description of the project
- ____ Total square feet
- ____ Value of project
- ____ Mechanical contractor (if applicable)
- ____ Plumbing contractor (if applicable)
- ____ Electrical contractor (if applicable)
- ____ Number of outlets, switches, Etc. (for electrical only)
- ____ Number of fixed appliances, Etc. (for electrical only)
- ____ Type/Phase of electric service (for electrical only)

____ **SITE PLAN** * (not usually required for interior alteration or remodel of a single-family home) Submit three (3) copies of the site plan with a copy of the completed checklist. All items on the checklist must be addressed on the site plan.

- ____ Size, shape, and dimensions of the platted lot (Check official plat records)
- ____ Location and width of all easements (Check official plat records)
- ____ Location of building setback lines (Zoning Ordinance B4-2005)
- ____ Location and dimensions of all existing buildings
- ____ The exact distance the proposed building will be from platted lot lines
- ____ Location and dimensions of all existing and/or proposed driveways
- ____ Calculated square footage of the lot
- ____ Calculated square footage of the building footprint
- ____ Calculated percentage of the lot covered by building footprint

**** New homes that will include fence must submit for fence permit at time of new home submittal.**

* A **SITE PLAN** survey prepared by a Registered Land Surveyor is required where the total value of the project exceeds \$10,000. The site plan must also show the following information: 1) Calculated square Footage of the lot; 2) Calculated square footage of the building footprint; and 3) Calculated percentage of the lot covered by building footprint. A foundation form survey, also prepared by a Registered Land Surveyor, is required before a foundation inspection will be performed, and before any concrete is poured.

BUILDING

CONSTRUCTION PLANS

Submit three (3) sets of building construction documents.
Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design. A Professional Engineer's Seal may be required on foundation drawings that vary from the City's Standard Specification.