

INFORMATION REQUIRED TO OBTAIN A COMMERCIAL AND/OR RESIDENTIAL BUILDING PERMIT

Note: All applicants shall go over this list and sign indicating that the plans were prepared in compliance with the City of Willis requirements.

Applicants shall check their plans against this list before submittal, if compliance is not possible, please explain.

BUILDING INSPECTIONS	YES	NO	INITIAL
PROVIDE 2 SETS OF PAPER PLANS AND ONE SET OF DIGITAL PLANS (ON CD) SHOWING THE FOLLOWING:			
1. Plot plan of Proposed and Existing Structures.			
2. A minimum horizontal set back distance of 25' ft. in front, 20' ft. on the side, and 10' ft. in the rear, on major thoroughfares for detached residential single ownership dwellings. All other structures and detached single ownership dwellings on local streets shall have a minimum of 25' ft. in the front, 10' ft. on the side, and 10' ft. in the rear. If the property is designated for anything other than development of residential dwellings units and is located directly across the street from residential dwellings or structures with a horizontal set back distance greater than 20' ft. the non-residential structures shall equal or exceed that of the residential structures. Where underground pipelines carrying flammable products under pressure through properties within a plat boundary or where properties within the plat back or side along a railroad right-of-way, a 15' ft. horizontal set back distance shall be provided adjacent to such pipeline easement or fee strip (or the center of the pipeline facility if no easement is defined) or railroad right-of-way line. Horizontal separation from common property lines or assumed property lines shall be as required in the 2009 International Codes.			
3. Parking requirements			
4.* Structural and foundation plans certified by a Licensed Engineer or Architect in the State of Texas.			
5. Design of the structures in accordance with the 2009 International Codes.			
Engineering			
1.* Site drainage shall be shown, drainage calculations shall be provided to support any drainage improvements.			
2. Grading of the lot cannot interfere with existing drainage.			
3. Detention should be provided if increasing the amount of runoff, existing developments may be exempt. Drainage calculations need to be provided.			
4.* Drainage plan shall be certified by an Engineer.			
5. Restaurants and certain other establishments must have grease traps. (Will be evaluated on a case by case basis.)			
6. Car washes must have sand/grit chambers and grease traps.			
7. Sample wells are required downstream of grease traps.			
8. Clean outs are required every 90 feet on sanitary sewer lines.			
9. Sanitary sewer manholes shall not be of brick construction.			

*** NOT APPLICABLE TO SINGLE RESIDENTIAL LOT (UNLESS REQUIRED BY CODE)**

ENGINEERING CONTINUED	YES	NO	INITIAL
<p>10. Backflow preventers are required on all water lines.</p> <ul style="list-style-type: none"> • Testable double-check backflow preventers are acceptable for low hazard facilities. • Reduced pressure zone backflow preventers shall be used for high-hazard facilities. • All backflow preventers must be inspected upon installation and once a year thereafter, unless otherwise instructed. <p>(They will be evaluated on a case by case basis.) Water meters shall be placed as close to City main as possible.</p>			
<p>11. Easements shown, Existing/Proposed.</p>			
<p>12. Drainage and utility easements shown with widths and purposes noted.</p>			
<p>13. Public streets, alley, and highway right-of-way lines and widths shown.</p>			
<p>14. A plat or re-plat shall be filed in accordance with the City of Willis Subdivision Ordinance if the lot where the building permit is required is a part of another lot or tract of record.</p>			
<p>15. Before requesting final inspection of paving, grading and/or drainage work, the Engineer of record must provide as built drawings and a sealed letter stating that the work was completed in accordance with the City Approved Plans.</p>			

**SKETCH OF PROPERTY AND STRUCTURE
SHOWING DIMENSIONS**

A large grid for sketching property and structure dimensions. The grid is approximately 30 units wide and 40 units high, providing a space for drawing and labeling dimensions.

**INFORMATION TO OWNERS/DEVELOPERS/CONTRACTORS
TO OBTAIN A COMMERCIAL AND/OR RESIDENTIAL BUILDING PERMIT**

PLAN REQUIREMENTS:

1. All building permit applications must be accompanied by two sets of paper plans for review and approval, a third set of plans must be submitted in electronic PDF format, (CD required) with the attached checklist, completed in full by the Owner, Architect, Engineer, and/or Surveyor, before the application can be considered for review.
2. The site plan shall show the location of the proposed building or structures and all existing buildings or structures on the site or lot in relation to the street and lot corners.
3. Drawings shall show the locations of all existing and proposed easements, storm sewers, natural drains, water lines, sewer lines and location of water and sewer connections.
4. Boundary line survey if necessary for clarification of lot sizes and boundary lines.
5. If an owner is unsure of what to include in the drawings submitted for review, examples of Working Drawings are available from the City upon request.

REQUIREMENTS BEFORE BUILDING PERMITS CAN BE ISSUED:

1. All permit application forms must be completed by appropriate person or persons.
2. All plans and drawings must be approved by the City of Willis, Engineers and Code Enforcement Department.
3. Approval of as-built drawing (tie-downs, anchors and foundations) for prefabricated buildings must be in accordance with the adopted Building Codes.
4. All applicable fees must be paid in full.

**DUE TO THE CITY OF WILLIS' SOLID WASTE DISPOSAL CONTRACT WITH WASTE
MANAGEMENT INC., ALL OWNERS/DEVELOPERS/CONTRACTORS WHO WILL REQUIRE ANY
TYPE OF ROLL-OFF CONTAINER FOR TRASH AND DEBRIS DISPOSAL AT A CONSTRUCTION
SITE SHALL MAKE ARRANGEMENTS WITH THE CITY OF WILLIS AT CITY HALL LOCATED
AT 200 N. BELL STREET FOR THE DELIVERY AND PICKUP OF THOSE CONTAINERS.**

**ALL OWNERS/DEVELOPERS/CONTRACTORS ARE RESPONSIBLE FOR
PROJECT SITE AND ROAD MAINTENANCE. ROADWAYS ARE TO BE KEPT
FREE OF DIRT AND/OR DEBRIS AS RELATED TO CONSTRUCTION ACTIVITY.**