



## **BUILDING REQUIREMENTS for SUBMITTING PLANS & CONSTRUCTION GUIDELINES**

These guidelines are meant for general information. Requirements vary from project to project and requirements are subject to change depending on project.

Building permits are to be approved and paid prior to any work commencing or will be subject to a fine.

Submit applications to the City Secretary at Lone Oak City Hall, 115 Town Square, in person during normal business hours, by email or fax.

All Contractors performing work within the city limits must register with the City of Lone Oak. There is no registration fee.

### **RESIDENTIAL**

#### **New Residential Construction:**

1. Complete a Building Permit Application and submit with one (1) complete set of floor plans with structural framing, electrical, plumbing, mechanical, total square footage, fence, sprinkler system, etc.
2. Site plan showing house location on the lot with all setbacks from property lines indicated.

#### **Remodel, Room Addition, Second Story Addition, Swimming Pools/Spa**

1. Complete Building Permit Application and submit with site plan showing location, square footage of room(s) addition, carport or patio cover, decks, swimming pool, etc.
2. Same plans as required for second story addition with the additional requirements of a floor framing plan and foundation details. New construction that has 3 or more housing units and/or 2 stories or more of a housing structure must have an engineer or architectural stamp on the new construction plans. New construction for multifamily housing of 6,000 square feet or more will require an overhead sprinkler system.
3. Separate applications may be required for Plumbing, HVAC and/or Electrical, Driveway, etc. if plans do not require structure changes or addition.

A worksheet with related permit and inspection costs will be given to you after application and required documents are received and the plan review completed and approved.

A permit will be issued after payment of fees. Additional information or permits fees may be required. Various inspections are required during construction as follows:

## INSPECTIONS

1. Prep Site and foundation Inspection – to be inspected prior to concrete being poured, if applicable or pier and beam, etc. (Trenches are to be prepared, forms erected, all exposed plumbing pipes, steel tied, rebar, moisture barrier, etc.)
2. Rough Framing Inspection – floors, walls, roof, bracing, pipes, vents all in place.
3. Plumbing Inspections – 3 inspections include rough-in, top out and final. The licensed plumbing contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.
4. Electrical Inspections – 2 inspections include rough-in and final. The licensed electrical contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.
5. HVAC Heat/Air Inspection – 2 inspections include rough-in and final. The licensed heating/air conditioning contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.

**Please call City Hall at 903-662-5116, x202 to schedule inspections. Completed final inspections with green tags are required before a Certificate of Occupancy is issued, and water service is turned on.**

## COMMERCIAL – PLAN REVIEW AND PERMIT PROCESS

**New Commercial Construction – Contractor/Applicant submits a Commercial Building Permit Application with required set of drawings, signs, sprinkler systems, parking, etc. and a site plan for the Plan Review. Plans must include a Design Professional Official Seal. The Design Professional shall be an architect or engineer legally registered under the laws of the state regulating the practice of architect or engineering and shall affix his or her official seal/stamp to said drawing, specifications and accompanying data. New construction that has 3 or more housing units and/or 2 stories or more of a housing structure must have an engineer or architectural stamp on the new construction plans. All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction and the City's ETJ whether specifically listed herein or not. Before a building permit will be issued, all plans and documents related to the permit application must be approved and all applicable fees paid to the City of Lone Oak.**

Additional information or permits fees may be required. Various inspections are required during construction.

## INSPECTIONS

1. After application and plan review is approved, a worksheet with related permit and inspection costs will be given to the Contractor/Applicant for discussion and payment.
2. After payment, a permit will be issued to begin construction.

3. Prep Site and foundation Inspection – to be inspected prior to concrete being poured, if applicable or pier and beam, etc. (Trenches are to be prepared, forms erected, all exposed plumbing pipes, steel tied, rebar, moisture barrier, etc.)
4. Rough Framing Inspection – floors, walls, roof, bracing, pipes, vents all in place.
5. Plumbing Inspections – minimum 3 inspections include rough-in, top out and final. The licensed plumbing contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.
6. Electrical Inspections – minimum 2 inspections include rough-in and final. The licensed electrical contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.
7. HVAC Heat/Air Inspection – minimum 2 inspections include rough-in and final. The licensed heating/air conditioning contractor is to request all appropriate inspections prior to covering. If any inspections are red tagged, additional inspection fees may apply.
8. Sprinkler System Inspection, if applicable
9. Signs Inspection with a Sign permit application, if applicable. (may include electricity or water)

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**City of Lone Oak Adopted Codes**

2012 International Building Code  
2012 International Plumbing Code  
2012 International Residential Code

**Lone Oak City Hall**  
**115 Town Square | P.O. Box 127**  
**Lone Oak, Texas 75453**  
**Office Hours:**  
**Monday - Friday 8:00 am – 5:00 pm**  
**Closed Noon – 1:00 pm**  
**903-662-5116 Office**  
**903-662-5334 Fax**  
**[www.cityofloneoak.com](http://www.cityofloneoak.com)**

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