



City of La Vernia
102 E. Chihuahua Street, La Vernia, Texas 78121
Phone: (830)779-4541 • Fax: (830) 253-1198

Residential New Home Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

The City of La Vernia, Texas, has adopted the following codes regulating building construction.

2018 International Building Code
2018 International Residential Code
2018 International Plumbing Code
2018 International Mechanical Code
2017 National Electrical Code
2021 International Fire Code
2182 International Fuel Gas Code
2018 International Energy Conservation Code

Building Permit

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contactors performing work within the City of La Vernia's jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

Inspections

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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New Residential Plan Review Checklist

Address: _____ Date Received: _____

Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- _____ **(2) Site Plans to include:** (Must submit a filed plat of lot)
 - Legal Description (lot, block, subdivision)
 - North arrow and scale
 - Property lines and lot dimensions
 - All easements
 - Proposed structure and all existing buildings
 - Driveways and sidewalk dimensions
 - Setbacks for front, rear and sides of house must be shown on site plan

- _____ **Hydrology Study/Grading Plan**
- _____ **Landscaping Site Plan**
- _____ **EDU Calculations for Impact Fees**
- _____ **Flood Plain Certificate, if applicable**

- _____ **(2) Residential Energy Code Compliance Report (2012 IECC).** Rescheck, IC3 report and Energy Star reports accepted.

- _____ **(2) Foundation Plans** - Conventional Rebar Slab Foundation – Regionally Accepted Practices – Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC.

- _____ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details.

- _____ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TXDOT permit)

- _____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.**



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Residential Permit Application

Building Permit Number: _____ Valuation: _____
 Project Address: _____ Zoning District: _____
 Lot: _____ Block: _____ Subdivision: _____
 Project Description: NEW SFR SFR REMODEL/ADDITION SPECIFY OTHER: _____
 PLUMBING MECHANICAL ELECTRICAL DEMO
 ACCESSORY BUILDING LAWN IRRIGATION SWIMMING POOL FENCE
 Description of Work:
 Area Square Feet: _____ Covered _____
 Living: _____ Garage: _____ Porch: _____ Total: _____ Number of stories: _____
 IS THIS PROPERTY IN A FLOODPLAIN: Yes No *If yes, provide Flood Plain Certificate*

Owner Information:
 Name: _____ Contact Person: _____
 Address: _____
 Phone Number: _____ Fax Number: _____ Mobile Number: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A Certificate of Occupancy must be issued before any building is occupied

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: _____ Total Permit Fees: _____
 Water Impact Fee: _____ Received By: _____
 Sewer Impact Fee: _____ Date: _____
 Water Meter Fee: _____
 Sewer Tap Fee: _____ BV Project #: _____



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New Residential Permit Submittal Requirements

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

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 ¼" = 1'. 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 ¼" = 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 ¼" = 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 (Reference IRC) drawn to a scale of ¼" = 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 ¼" = 1'. 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 ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report – ResCheck, Remrate, or IC3 report accepted. (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 La Vernia

102 E Chihuahua St
P.O. Box 225
La Vernia, TX 78121
Phone: (830) 779 - 4541

Registration Fee: \$100.00

CONTRACTOR REGISTRATION

Type of Contractor: (Choose all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Backflow | <input type="checkbox"/> House Mover | <input type="checkbox"/> Plumber - MP exempt |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Sign Installer | <input type="checkbox"/> Electrician - exempt |
| <input type="checkbox"/> Fence Installer | <input type="checkbox"/> Site Development | <input type="checkbox"/> Mechanical/HVAC |
| <input type="checkbox"/> Fire Alarm - exempt | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Water Softener |
| <input type="checkbox"/> Fire Sprinkler - exempt | <input type="checkbox"/> Utility / Public Works | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Residential Home Builder | <input type="checkbox"/> Commercial Builder |
| <input type="checkbox"/> Electrical Sign Contractor | <input type="checkbox"/> Fire Line Contractor | <input type="checkbox"/> Propane Tank Installer |

Business Name: _____

Business Owner: _____
Printed name of Business Owner

Signature of Business Owner

Physical Address: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Mobile Number: _____

E-Mail: _____

State License Number: _____ Expiration Date: _____
***attach copy of license, if applicable**

Name of person holding State License: (printed) _____

Signature of person holding State License: _____

Driver's License Number: _____ State: _____
***attach copy of license**

Print name of person signing application: _____

*Signature

Date

*If state license is required, this must be the name of the person holding the State of Texas license.
If no state license is required, this must be the name of the business owner.

Continued on back

Plumbers applying for a Medical Gas Permit must provide proof of Medical Gas Endorsement.

Contractors holding a valid State Contractor License are exempt from the registration fee (include, but not limited to: Electricians, Plumbers, Mechanical, Fire Alarm, Fire Sprinkler/Suppression, Irrigators)

Contractors must provide proof of insurance. The State may require specific insurance and it must be provided to the City. You must provide proof of General Liability Insurance showing the City of La Vernia as a Certificate Holder and must show "with completed operations" on certificate. The minimum amount of insurance required is \$1,000,000., or a minimum of \$300,000 if you are a Limited Contractor.
ALL PROOF OF INSURANCE MUST BE AN ORIGINAL.

All work is to be performed in accordance with the Codes adopted by the City, the Laws of the State of Texas, and other Ordinances adopted by the City of La Vernia.

All registrations expire one year from date of registration. Registration fee is \$100.00.

Fire Alarm & Fire Sprinkler contractors are only required to provide a copy of their state license.

Updated 6/6/2022



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Residential New Home Inspections

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Phone: (817) 335-8111 / toll free (877) 837-8775
Fax: (817) 335-8110 / toll free (877) 837-8859

Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com

Plumbing Rough - All inspections in this group must be requested at same time
Water Service
Yard Sewer
Form Survey – Must be in permit packet for inspection to be passed

Foundation - Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

Electric Rough - All inspections in this group must be requested at same time
Mechanical Rough
Gas Rough Piping /Test
Plumbing Top-out
Frame

Energy Insulation – If 3rd party, green tag must be in permit packet.

Construction Electric and Gas Final - Meters will be released by city

Electrical Final
Mechanical Final
Plumbing Final
Energy Final - If 3rd party, green tag must be in permit packet.
Customer Service Inspection Form - Will be completed by inspector
Building Final

Temporary Pole and Flatwork - Can be called in at any time during construction.



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New Residential Energy Inspections

There will be 2 inspections required, one at pre-drywall and one at final. Duct testing must be conducted at finals, but prior to the Building Final.

Pre-drywall inspection to include:

- Insulation R-Value Installed
- Quality of Insulation Installation
- Window Values
- Proper Sealing of Envelope
- Thermal Bypass Enclosure installed in appropriate locations
- Inspection of Duct System Connections for proper sealing techniques

Final Inspection to include:

- Attic Insulation Installed R-Value and Quality
- Space Heating and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all Doors (and Attic Access located within Conditioned Space)
- Duct Leakage Testing
- Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the City of La Vernia prior to conducting any inspections.

ICC Certifications
BPI Certification

HERS Certification
Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for city inspector. Building finals will not be approved unless all required documentation is received. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.