



**RESIDENTIAL**

**IRC Code  
Datasheet  
Application**

**DEVELOPMENT SERVICES DEPARTMENT  
BUILDING PERMITS & INSPECTIONS DIVISION**

Case # \_\_\_\_\_

(Not to be filled out by applicant, assigned by BP & I)

1. PID # \_\_\_\_\_ (Central Appraisal Tax ID Number)

2. Address \_\_\_\_\_ Space \_\_\_\_\_  
Zoning Section of Planning, if Address has not been Designated, 541-4931

3. Legal Description: Subdivision/Survey \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_  
Verify Flood Zone in Subdivision Plan Review, 5<sup>th</sup> Floor, City Hall, 915-541- 4823

4. Architect/Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_ Engineer \_\_\_\_\_

5. Scope of Work \_\_\_\_\_  
New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_  
Valuation: \$ \_\_\_\_\_

6. Zone: \_\_\_\_\_ If SP or SC then provide Copy of Contract

7. Parking Provided: Spaces \_\_\_\_\_

8. Area Square Footage: (Remodel) \_\_\_\_\_ S.F.

9. New Square Footage: (Heated Area) \_\_\_\_\_ S.F.

10. 1<sup>st</sup>. Floor \_\_\_\_\_ S.F.

11. 2<sup>nd</sup>. Floor \_\_\_\_\_ S.F.

12. Porch/Patio Square Footage: \_\_\_\_\_ S.F.

13. Garage Square Footage: \_\_\_\_\_ S.F.

14. Flood Plain ZONE: ..... Yes \_\_\_\_\_ NO \_\_\_\_\_

15. Basement: ..... Yes \_\_\_\_\_ NO \_\_\_\_\_

16. Sprinklers: ..... Yes \_\_\_\_\_ NO \_\_\_\_\_

**SUB-CONTRACTORS LIST FOR THIS PROJECT**

ELECTRIC \_\_\_\_\_ Phone \_\_\_\_\_

MECHANIC \_\_\_\_\_ Phone \_\_\_\_\_

PLUMBING \_\_\_\_\_ Phone \_\_\_\_\_

**“ALL HIGHLIGHTED AREAS MUST BE “COMPLETELY FILLED”**

**DOCUMENTS \ DRAWINGS \ VERIFICATIONS**

✓ Civil Drawings (Plot Plan w/ Elevations): Yes \_\_\_\_\_ NO \_\_\_\_\_

✓ Architectural Drawings: Yes \_\_\_\_\_ NO \_\_\_\_\_

✓ Envelope Energy Code Compliance: Yes \_\_\_\_\_ NO \_\_\_\_\_

✓ Door Sizes Noted: Yes \_\_\_\_\_ NO \_\_\_\_\_

✓ Window Sizes Noted: Yes \_\_\_\_\_ NO \_\_\_\_\_

**CPR / PBA PLAN REVIEW:** I am requesting an expedited plan review, I understand additional fees will apply

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

AFFIDAVIT: 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 herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas “one call” system before starting any excavation or digging work.

Must Be COMPLETELY Filled Out



## Residential Building

**Two (2) complete plan sets and an electronic copy of all plan sets will be required.  
Applicant will need the following information:**

1. IRC Code Data Sheet / Residential Building Permit Application, available at [www.elpasotexas.gov](http://www.elpasotexas.gov)
2. Legal description of property, (lot, block, subdivision, tract or survey), available at [www.elpasocad.org](http://www.elpasocad.org)
3. Complete address of property
4. Total square footage for all:
  - a. Living areas
  - b. Garages & carports
  - c. Covered porches, patios & balconies
5. Dimensioned site plan drawn to scale. The site plan drawing requires the following information:
  - a. The property lines
  - b. All setback lines
  - c. Bearing dimensions
  - d. Survey or meets and bounds, either must have professional seal
  - e. Cross sections where required
  - f. Flood zone designation and elevation certificate when required
  - g. All utility easements
  - h. Any inlets for drainage when fronting the proposed lot
  - i. All proposed and/or existing structures on the site
  - j. The Finished Grade, Finished Floor & Top of Curb elevations
  - k. Sidewalks, driveways, parkways & curbs dimensions
  - l. On-site ponding requirements
  - m. All proposed & existing fences
6. Architectural scale drawing of the structure which shows the following:
  - a. Floor plan which indicates:
    - 1) Dimensions & identification of all rooms & spaces
    - 2) Location, size and types of all windows & doors
    - 3) Smoke detector locations
    - 4) Residential fire sprinkler systems if required
  - b. Roof framing plans indicating all beams, rafters, trusses & columns
  - c. Floor framing plans indicating all joists, beams & columns
  - d. Foundation plans indicating the type of foundation and footing details
  - e. Typical exterior & interior wall sections
  - f. Electrical riser diagram, load calculations & panel location required for all structures over 2500 gross square feet
  - g. Exterior elevations showing the front, right, left & rear of structure

Mayor  
John F. Cook

City Council

*District 1*  
Ann Morgan Lilly

*District 2*  
Susannah M. Byrd

*District 3*  
Emma Acosta

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Melina Castro

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Rachel Quintana

*District 6*  
Eddie Holguin Jr.

*District 7*  
Steve Ortega

*District 8*  
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City Manager  
Joyce A. Wilson

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S E R V I C E   S O L U T I O N S   S U C C E S S



- h. Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
  - i. Retaining wall details when there is a difference of elevation over 3 feet up to 4 feet
  - j. Walls retaining more than four (4) feet of soil require Professional Engineer' seal
7. International Energy Code Compliance report. Compliance can be shown by either using the REScheck form that is available at [www.energycodes.gov](http://www.energycodes.gov) or by using an International Energy Conservation Code Prescriptive Package form available at [www.elpasotexas.gov](http://www.elpasotexas.gov) .
8. For help in obtaining information or to contact the Building Permits & Inspection Department, please call (915) 541-4788 or email at: [permits@elpasotexas.gov](mailto:permits@elpasotexas.gov) .

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**Development Services Department**

Victor Q. Torres - Director

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