

## **NEW RESIDENTIAL**

**Two (2) complete plan sets or an electronic copy will be required with the following information:**

- 1) 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) Property address
- 4) Total square footage for all:
  - a) Living areas
  - b) Garages & carports
  - c) Covered porches, patios & balconies
  - d) Driveways
- 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; concrete aprons
  - 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 and Carbon monoxide detector locations
    - 4) Residential fire sprinkler systems if required
    - 5) All bedroom window sills height
  - b) Roof framing plans indicating all beams, rafters, trusses & columns
  - c) Floor framing plans indicating all joists, beams & columns
  - d) If using trusses, a truss package sealed by a professional engineer shall be included
  - e) Foundation plans indicating the type of foundation and footing details
  - f) Typical exterior & interior wall sections
  - g) Electrical riser diagram, load calculations & panel location required for all structures over 2500 square feet of living area
  - h) Exterior elevations showing the front, right, left & rear of structure
  - i) Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls

- j) Retaining wall details when there is a difference of elevation over 3 feet up to 4 feet
  - k) Walls retaining more than four (4) feet of soil require Professional Engineer' seal
- 7) International Energy Code Compliance report. Compliance can be shown by using the REScheck form that is available at [www.energycodes.gov](http://www.energycodes.gov)

All plans must comply with the latest adopted edition of:

- 1) International Code Council family of Codes. Available at: [www.ICCSAFE.org](http://www.ICCSAFE.org)
- 2) National Electrical Code. Available online
- 3) Local amendments in the El Paso Municipal Code which can be found at:
  - a) Building Code amendments:  
[https://www.municode.com/library/#!/tx/el\\_paso/codes/code\\_of\\_ordinances?nodeId=TIT18BUCO](https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO)
  - b) Fire Code amendments:  
[https://www.municode.com/library/#!/tx/el\\_paso/codes/code\\_of\\_ordinances?nodeId=TIT9HESA\\_CH9.52FIPRCO](https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT9HESA_CH9.52FIPRCO)
  - c) Subdivision  
[https://www.municode.com/library/#!/tx/el\\_paso/codes/code\\_of\\_ordinances?nodeId=TIT19SUDEPL](https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SUDEPL)

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:

<http://www.elpasotexas.gov/planning-and-inspections>