



New Single Family Building Permit

The Process

- ◆ Obtain setback information from Planning and Development Services.
- ◆ Obtain 911 Address Information from GIS.
- ◆ Obtain flood information from Design Services (Engineering).
- ◆ Submit Plot Plan
 - Provide dimensions of lot, structure, and set backs. Indicate street(s) and alley adjacent to property. Identify any easements on the property.
 - Indicate North Directional Arrow. (Example: ↑N)
 - Provide legal description of property (Lot #, Block # and Addition) and street address.
- ◆ Submit Building Plans
 - Provide one complete set of plans & specifications. Indicate square feet of living, garage, porches and total.
 - Floor plan drawn to scale
 - Accurately dimensioned building footprint and each room.
 - Provide foundation drawing.
 - Identify the use of each room.
 - Provide door and window information (size and location)
 - Indicate extent of electrical, plumbing and mechanical on a layout.
 - Provide two elevations of the building, identify exterior finishes, roofing material, and height of chimney.
 - Provide RES Check Energy Code Compliance Report.
 - Submit **Notice of Intent (NOI)** or **Construction Site Notice (CSN)**, to **Stormwater Services** if applicable.

Additional Information

- ◆ Building permit must be obtained by the owner of the property, acting as the **Building Contractor**, or a **bonded and registered contractor with the City of Abilene.**
- ◆ **Separate Electrical, Plumbing, and Mechanical permits are required.**
 - ◆ **Bonded and registered contractors with the City of Abilene are required to obtain these permits.**
- ◆ **Separate Driveway Approach permits are required from Design Services.**

Fees

- ◆ **Minimum Fee of \$50.00**
 - \$.10 sq. ft. – carports (under 500 sq. ft.)
 - \$.12/sq. ft. – new living areas and garages.

Staff Contacts

- ◆ **Building Inspections**
(325) 676-6275
(325) 676-6353
- ◆ **Planning and Development Services**
(325) 676-6382
- ◆ **Design Services (Engineering)**
(325) 676-6311
- ◆ **GIS (911 Addressing)**
(325) 676-6412
- ◆ **Stormwater Services**
(325) 676-6281

B-1

Development Service Center

*Ph: (325) 676-6232
Fax: (325) 676-6288*

Location:
*City Hall
555 Walnut Street
Room 100*

***City of Abilene
Homepage:***
[*www.abilenetx.com*](http://www.abilenetx.com)