



City Of Burnet

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BUILDING OFFICIAL'S OFFICE

P.O. Box 1369
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Residential Building Permit Application Procedure

1. Fill out building permit application completely. Ensure each subcontractor has a valid license.
2. Utilize this web site (www.energycodes.gov) for a Rescheck review and download the resulting forms. Ensure that the review includes all applicable portions of your building project.
3. Copy of Site Plan showing the following:
 - a. Project meets the minimum setback requirements of zoning. Site plan should show the building line for the lot.
 - b. Show location of all existing buildings, distance from property lines and from other structures.
4. 2 Copies of Plans- Minimum Size 18 X 24; Preferably 24 X 36 with detailed drawings that show:
 - a. Foundation plan with reinforcement shown, depth of concrete, etc.
 - b. Detailed floor plan showing each room and use.
 - c. Detailed electrical plan showing wiring circuits, outlets/receptacles, service panel location, main disconnect, etc.
 - d. Roof plan (include floor joist plan if two or more stories).

Ensure you allow adequate time for all of the above documentation to be properly reviewed.

Construction Site Requirements

1. Ensure you have sanitary facilities on site for construction personnel to utilize.
2. Each construction site must have a trash receptacle sufficient in size to service the site. **I.E.S.I. currently has an exclusive contract to provide solid waste containers inside the City of Burnet.** Keep your construction site clean and safe.
3. Ensure the project has the correct address prominently displayed. This will insure inspectors locate and inspect the correct project.

Inspection Schedule

Building – Plan Review, Setbacks, Slab Elevation, Footings, Slab/Steel, Framing, Masonry, Roofing, Landscaping and Final.

Electrical – Construction Meter, Rough, Intermediate, Service Loop and Final.

Plumbing – DWV, Water, Rough-In, Sewer, Final.

Mechanical – Rough-In, Final.

Landscape Requirements

Final Inspection

Certificate of Occupancy – Ensure that you request a final inspection prior to your permit expiring. The building permit is valid for a period of 6 months from the date of issue. You **MUST** request an extension of the permit prior to its expiration date. If the permit expires, you will be assessed a fee equal to the original

building permit costs to extend the permit, conduct a final inspection and issue a C of O.

NOTE: If a subcontractor changes for any reason, immediately notify the Building Department with the licensing information for their replacement. This will ensure that your permit is kept up to date with current information.