

New Residential Permit Instructions

ITEMS REQUIRED TO BE SUBMITTED

NEW RESIDENTIAL BUILDING PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3179/New-Residential-Permit-Application>

IRRIGATION APPLICATION (with plans)

<https://www.annatexas.gov/DocumentCenter/View/3664/Miscellaneous-Simple-Permit-Application>

FENCE APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3563/Fencing-Permit>

SITE DRAINAGE ACKNOWLEDGEMENT

<https://www.annatexas.gov/DocumentCenter/View/3065/Site-Drainage-Acknowledgement>

UTILITY AGREEMENT

<https://www.annatexas.gov/DocumentCenter/View/3146/Utility-Agreement->

SITE AND PLOT PLAN

BUILDING PLANS (pdf format)

2017 IECC ENERGY COMPLIANCE REPORT

FEES - *Application fees for a new residential permit are required within one week after submittal. Fee total can be requested by emailing permits@annatexas.gov.*

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit.

When entering a permit into SmartGov:

- **Enter the PROJECT DESCRIPTION as subdivision name and phase number.**
- **Enter all contractors who will be working on the project.**
- **Upload all submittal requirements as two pdf documents:
Residential New Build Application Packet and Utility Agreement**

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

IMPORTANT NEW RESIDENTIAL PERMIT REQUIREMENTS

Electronic Residential Plan Review Requirements

(Application) Preparing documents for electronic submittal:

1. Verify the following items are ready for submittal
 - a. Completed/signed residential permit application;
 - b. Site and plot plan showing setbacks, build lines, driveway dimensions, and lot, block & subdivision name;
 - c. Building plans: Cover sheet / address, legal description, and square footage / evaluation plans front, back and sides / floor plans with accurate measurements and room description / mechanical, electrical, and plumbing plans / roof plan detail and pitch / framing plan / cross section plan / foundation plan (engineer stamp and letter) / window- door schedule / utility connections;
 - d. 2017 IECC Energy Compliance report to include mechanical & electrical compliance;
 - e. Utility Service Agreement (water / sewer);
 - f. Plans must be stamped by a design professional to include framing & structural design;
 - g. Signed site drainage document;
 - h. Collin County septic system approval where city services are not provided.
2. Please note: Secured files submitted for review will prohibit the city from performing the review of the document through current review software. This may result in the submittal being returned in order to remove the security settings.
3. Convert all documents and construction plans to PDF format. Submittal packets must be 8 MB or less. This will allow the City staff and inspectors in the field, to access the approved plans on their electronic device. The plan documents must be in PDF format.
4. If you are adding a fire suppression system (sprinkler) you must provide plans including the type of system. These would be directed to the Fire Department for review.
5. Identify if the structure has a septic system or if liquid propane (LP) gas is proposed. LP gas installers must have an endorsement for LP gas through the Railroad Commission. *If natural gas is available and structure is within the city limits LP gas is not allowed.
6. The following are considered separate permits:
 - fences (to be included in submission packet)
 - irrigation (to be included in submission packet)
 - outdoor kitchens
 - swimming pool
 - patio covers or arbors, not part of the submitted plans
 - fire suppression systems
 - water treatment systems
7. All contractors and sub-contractors must be registered with the City of Anna.

This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.