



CITY OF KERRVILLE
BUILDING SERVICES DEPARTMENT

**NEW SINGLE FAMILY AND TWO FAMILY BUILDING
PERMIT APPLICATION PACKET**

This packet is to provide all the information concerning the Residential Permit Application; to update the residential checklist containing required documents to submit as part of a residential building permit application to BSD, and to include documents and information needed to comply with the new 2015 International Energy Conservation Code.

Documents included in this packet include the following:

- Information
- Proposed Energy Compliance
- Information on the 2015 IECC Residential Inspection Form
- Residential Energy Compliance Form (2015 IECC)
- Residential Building Permit



City of Kerrville
Building Services Department
200 Sidney Baker Street N, Kerrville, Texas 78028

TO: Building Services Customers
SUBJECT: **INFORMATION**
2015 Residential Checklist and Application
DATE: September 1, 2016
CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Building Services Department (BSD) created this **Information Packet**. The purpose of this information Packet is to provide all the information previously located in various documents in one place; to include the Residential Permit Application, other required forms, and to include documents and information needed to comply with the new 2015 International Energy Conservation Code.

Scope:

A Residential Permit is only used for the following types of work:

- New Residential home which includes all single family, two-family (duplex) and townhomes three stories and less above grade plane
- Additions of any size
- Residential Remodel
- Any Accessory Building built on a lot with an existing home.

Various codes are utilized for the home design, for permitting review, and construction inspections. Residential Permits have a plan review based on the City of Kerrville adopted codes:

Two of the more common site specific reviews are **drainage/flood** as well as **historic**. These reviews occur if the home or structure being proposed is on property that has any portion of that lot located in a FEMA floodplain, or if the property is located in a historic zoning district.

The City does not perform plan review for mechanical, electrical and plumbing systems prior to issuing a residential permit, however licensed trade contractors are required to be hired, separate trade permits pulled by them and inspections approved based on City of Kerrville adopted codes.

The City will also require plan review, permitting and inspections of fire sprinkler systems if applicable. These systems are required for townhomes. Fire sprinkler systems are not required for single-family and duplex homes, however if put in as an option, permits are required.

Submittal Steps

Pre Submittal Documents and Information to Obtain

- Site Plan (Required) – This is to show any and all utility easements and setback lines
- 2015 Energy Conservation (for New Homes only) - Energy Analysis Report based on the path of compliance: (Filled out by an approved rater)
 - For the Prescriptive Path, turn in the 2015 [RESCheck](#) based on the 2015 IECC (from the Department of Energy), [IC3 from ESL](#) (Energy Systems Lab – TAMU), REM/Rate, EnergyGage, or other approved software based on the 2015 IECC.
 - For the Section R405 Simulated Performance path, the energy analysis report is required to contain the information in R405.4.2.1 and the software comply with Section R405.6. Approved software includes IC3, REM/Rate, or EnergyGauge (based on the 2015 IECC performance path).
 - For the Section R406 Energy Rating Index path the submitted report is to comply with Section R406.6.2 for information submitted, and the software used must comply with Section R406.7. Approved software includes IC3, RIM/Rate, and EnergyGauge (based on HERS score – Must be shown to be based on the 2015 IECC ERI path).
- Addressing – Recommend checking if the address is valid
- Drainage – Storm water – Floodplains (Required if any part of the lot is in a floodplain). A Flood Plain Development Permit is required for all new construction projects and remodeling projects adjacent to or in the floodplain. [Floodplain Development Permit](#)
- [Historic review](#) (Required if the property is in a Historic District - Prior Historic Design Review Commission Approval)

Submittal of Application, Forms and Construction Documents Submission for permits to construct may be submitted in :

- Electronically (all documents as a PDF)
- Hard Copy (paper copies of all documents, five sets of plans)

The following items are to be submitted.

- Residential Permit Application – Attached
- Construction Plans with the following required information
- Site Related and Building Related
 - A site plan that matches the recorded platted lot. The site plans shall include: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and required setback lines.
 - Foundation plan of sufficient detail to show conformance to the provisions of the IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements of braced wall panels if required in braced wall plan. When required by Building Official the foundation design must be by a Texas Licensed Architect or Engineer, or submit a geotechnical report with a foundation design (Note: all post tension foundation designs must be prepared by a Texas registered professional engineer).

- Floor Plan(s)
- Wall and floor/ceiling/roof sections and details. These shall include framing plans and/or framing design information as follows:
 - General - lumber size, grade, species and spacing of all wood elements.
 - Wood framed floors - spans and any intermediate girders. See IRC R502.
 - Wood framed walls – wall type (2x4's @ 16 in. o.c. as example), wall height, headers. See IRC See R602.3.
 - Wood framed roofs – Roof framing plan to include rafters and girders as a minimum. See IRC R802.2, R802.4 and R802.5.
- Exterior elevations (all sides)
- Window and door schedule or details
- Brace wall plan showing compliance with IRC R602.10. The plan shall clearly indicate the braced wall lines and the braced wall method used for compliance to expedite review.

Energy Conservation Related Information required on the Construction Plans, in the Energy Analysis/Compliance Report or in the Submittal Package for New Buildings

- List of Insulation materials or assemblies used and their R-Values
- Fenestration U-Factors and their SHGC
- Calculations for the Area Weighted U-Factors and their SHGC (if applicable)
- Mechanical System Design Criteria:
 - Type of whole house ventilation: Supply, Exhaust, Balanced; continuous or intermittent – indicate use of energy recovery system if any,
 - Design airflow for mechanical ventilation (indicate if local exhaust air flow will be part of the design airflow),
 - List of fan efficiencies for ventilation system – all fans used as components,
 - Calculations for mechanical HVAC equipment sizing.
 - List of proposed mechanical system equipment
- Narrative of how pumps for hot water loop are controlled (if applicable)
- Air duct and hot water piping insulation, type, R-Values and locations
- Show the thermal envelope on the plans – indicate presence of continuous air barrier

For Additions provide information about the proposed wall and ceiling Insulation and proposed Fenestration U-Factors and SHGC. Printouts of Energy compliance software such as REScheck are not required to be submitted.

Inspection Process

Other Permits Required for Construction

Required Trade Permits – Electrical, Mechanical, Plumbing. These permits are pulled by licensed trade contractors .

Optional Permits (if applicable) - Irrigation for Landscaping.

Construction Forms and Letters to turn in prior to Occupancy

Several Inspections will need to be cleared prior to obtaining the Certificate of Occupancy. The exact energy inspections to clear will depend on the compliance path chosen. The Residential Energy Compliance Form and compliance path options are:

- 1) Building Thermal Envelope Air Leakage Test (Required to be an conducted and approved by a 3rd Party)
- 2) HVAC Duct Leakage Test (3rd Party)
- 3) Energy Compliance Information (part of the Residential Energy Compliance Form)
 - a) Insulation/Air Barrier
 - b) Fenestration
 - c) Mechanical Systems
 - d) Plumbing Systems
 - e) Lighting System
- 4) ERI or Simulated Performance Path Report (house as-built rather than as-designed). The printout of the energy analysis software must be turned in prior to closing the permit. The report must show the as-built energy savings of the home, or the ERI of the home, depending on the compliance path chosen. Approved software includes IC3, RIM/Rate and EnergyGauge.
- 5) For Additions, only the Foundation Letter, the Insulation and Fenestration Energy compliance letters are applicable. Mechanical and Plumbing are applicable only for complete new systems that serve the addition only.

If you have any questions on this process, please contact the Permit Technician at buildings@kerrvilletx.gov



City of Kerrville
Building Services Department
200 Sidney Baker Street N, Kerrville, Texas 78028

To: Development Services Customers
Subject: **Information on the 2015 IECC Residential Inspection Forms***
Date: September 1, 2016
Created By: Building Services Department

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information packet; re-written to the requirements of the 2015 International Energy Conservation Code (IECC).

Scope:

The 2015 IECC, Residential Chapters apply to

- Any residential dwelling designed under the International Residential Code including additions. This includes single family and duplex dwelling units, townhomes.
- The residential chapter also applies to dwellings designed under the International Building Code, i.e. the residential portions of any mixed use building, three stories and less, that contains dwelling units, as well as the residential portions of live work units. The 2015 IECC residential chapter also applies to the entire building for Occupancy Groups R-2, R-3 and R-4 buildings, three stories or less in height above grade plane. For groups R-2, R-3 and R-4 buildings that are four stories or more above grade plane, the commercial chapters of the 2015 IECC applies.

Residential Compliance Path Options:

There are three compliance paths under the 2015 IECC for residential. Each of the three compliance paths requires that certain mandatory provisions of the 2015 IECC be met. Each of the three paths requires their own set of inspections and tests be performed to ensure the design as proposed is correctly built and functions as intended. Depending on the IECC compliance path chosen during design, various inspections will be added to the building permit and thus appropriate information must be submitted to clear those inspections. A Residential Energy Compliance Form (2015 IECC), attached to this Information Bulletin, must be submitted to clear various energy related inspections.

Compliance Path Options and Inspection Requirements – New Buildings:

The following indicate the information needed to submit based on the compliance path:

A. Prescriptive/UA Alternative – Sections R401 through R404:

- Building Envelope Air Leakage Test – This test may only be conducted, submitted and certified by a 3rd party independent certified RESNET energy rater, Texas Licensed Architect/Engineer, or approved alternate
- HVAC Duct Leakage Test
- Insulation materials, R-Value, and Continuous Air Barrier as installed
- Area Weighted Average Maximum/Fenestration U-Factors, Solar Heat Gain Coefficients as installed
- Mechanical System - whole building mechanical ventilation and insulation
- Plumbing System - insulation and hot water loop controls
- Lighting System – percent of high efficacy lamps

B. Performance Path – Sections R405, (and Mandatory R401.3, R402.4, R402.5, R403.1, R403.3.2, R403.3.3, R403.3.4, R403.3.5, R403.4, R403.5.1, R403.6, R403.7, R404)

- Performance Path Compliance Report (includes items in R405.4.2.2) – Software printout of energy compliance with as-built information
- Building Envelope Air Leakage Test – This test may only be conducted, and submitted by a 3rd party independent certified RESNET energy rater, Texas licensed Architect, Engineer or approved alternate.
- Fenestration U-Factors and Solar Heat Gain Coefficients as installed (Section R402.5)
- HVAC Duct Leakage Test
- Mechanical System - whole building mechanical ventilation and insulation
- Plumbing System - insulation and hot water loop controls
- Lighting System – percent of high efficacy lamps

C. Energy Rating Index Compliance Alternative – Section R405, (and Mandatory R401.3, R403.5.3)

- ERI Report – As Built submitted from a 3rd Party Energy Rating Company – Software printout of energy compliance with as-built information
- Plumbing System (Section R403.5.3 piping insulation)

Compliance Path and Respective Inspection Requirements – Residential Additions

A. Prescriptive Only – Sections R502:

- Insulation materials, R-Value, and Continuous Air Barrier as installed
- Fenestration U-Factors, Solar Heat Gain Coefficients as installed
- Mechanical or Plumbing systems when a new complete system

Batch Testing - Thermal Envelope and Duct Testing for R-2, R-3 and R-4 Occupancies

Batch Testing - For a building having seven (7) or more dwelling units, a minimum of 15% of the dwelling units in each building must be tested as required by Sections R402.4.1.2 - building envelope testing, and R403.3.3 - duct testing. For building with less than seven (7) dwelling units, one unit will be tested. If each tested dwelling unit within the batch meets code requirements, then all dwelling units in the batch are considered to meet code.

Batch Identification and Sampling - The builder shall identify a "batch" which is a building where the dwelling units are completed and ready for testing. The third-party testing contractor randomly selects at least 15% of dwelling units from a batch for testing. All units within the batch must be ready for testing (drywall complete, interior door jams installed, HVAC system installed, and final air sealing completed) before the testing contractor can select the units to be tested.

Failure to Meet Batch and Sampling Code Requirement(s)

1. If any dwelling units within the identified batch fail to meet a code requirement as a result of testing, the builder will be directed to fix the cause(s) of failure, and 30 % of the remaining dwelling units in the batch will be randomly selected for testing regarding the specific cause(s) of failure.
2. If any failures occur in the additional dwelling units, all remaining dwelling units in the batch must be individually tested for code compliance.
3. No building may be issued a Certificate of Occupancy until testing has been performed and passed on the prescribed number of dwelling unit(s) selected for testing as indicated above.

Who May Submit to Clear Inspections:

The City of Kerrville amendments to the 2015 IECC require that the 3rd party testing of the building envelope for leakage be performed, and information submitted by an independent certified RESNET energy rater, Texas Licensed Architect/Engineer, or approved alternate.

Multiple parties therefore may submit documents to clear inspections as follows:

1. Building thermal envelope leakage rate. This section of the Residential Energy Compliance Form (2015 IECC) MUST be submitted by the independent certified RESNET energy rater, Texas Licensed Architect/Engineer, or approved alternate indicating compliance with the 2015 IECC.
2. All the other items on Residential Energy Compliance Form (2015 IECC) may be submitted by the installing company, an architect or engineer, the contractor/home builder, or the 3rd party inspector/company.

Additional Information:

For residential additions, the Approved 3rd Party Residential Energy Compliance Letter (2015) is required. Additionally, the Insulation and Fenestration letters are required for residential additions. Any new complete mechanical, or plumbing hot water system installed, must meet the 2015 IECC.

For R-2, R-3 and R-4 buildings with multiple dwelling units, one set of Energy Compliance Documents shall be submitted that covers compliance for the entire building. Separate documents are not required for each dwelling unit.

Submittal of the Residential Energy Compliance Form must be submitted with building permit application.

Thank you,

City of Kerrville
Building Services
200 Sidney Baker St. North
Kerrville, TX. 78028
E-mail: buildings@kerrvilletx.gov

Should you have any questions on this process, please contact Danny Batts, Director of Building Services / Chief Building Official at 830.258.1178



City of Kerrville
 200 Sidney Baker Street N
 Kerrville, Texas 78028

THIRD PARTY ENERGY PERFORMANCE TESTER/RATER REGISTRATION FORM

To register as an Independent Third-Party Energy Performance Tester please complete and present this form in person with valid photo identification.

TECHNICIAN INFORMATION

Name: _____ Driver's Lic. No. _____ State: _____
 Address (No P.O. Box): _____ Phone Number: (____) _____
 City: _____ State: _____ Zip Code: _____ Email Address: _____

**BUSINESS OR COMPANY INFORMATION
 (IF ANY INFORMATION IS DIFFERENT)**

Company's Name: _____ Phone Number:(____) _____
 Business Address (No P.O. Box): _____ Fax Number:(____) _____
 City: _____ State: _____ Zip Code: _____ Email Address: _____

**PROVIDER INFORMATION
 (IF TECHNICIAN IS, OR WORKS UNDER SUPERVISION OF HERS RATER OR PROVIDER)**

Name: _____ Phone Number:(____) _____
 Business Address (No P.O. Box): _____ Fax Number:(____) _____
 City: _____ State: _____ Zip Code: _____ Email Address: : _____
 Signature: _____

CERTIFICATION

**Check one as
 Appropriate**

Type of Certification

Certificate Number

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Home Energy Rating System/Certified Home Energy Rater | _____ |
| <input type="checkbox"/> | Home Energy Rating System/Certified Field Inspector | _____ |
| <input type="checkbox"/> | Building Performance Institute/Certified Building Analyst | _____ |
| <input type="checkbox"/> | Other / as approved by the Building Official | _____ |

ACKNOWLEDGEMENT

I am trained and certified to perform leakage testing for residential energy efficiency. I attest that I am not affiliated with a builder or construction company and that I perform diagnostic testing (blower door, duct blaster) as an independent third-party agent. I understand that the City of Kerrville will confirm my status as a rater through my provider.

I acknowledge that the City requires only leakage testing for new residences. I understand there is no requirement to rate the entire structure but only to perform the duct blaster and/or blower door tests as applicable for the energy code compliance method used. Results shall be provided with volume calculations, targets, and actual performance.

Signature: _____ Date: _____

Energy Testing Technician's Registration No. : _____ Expiration Date: _____

3rd Party Building Envelope Air Leakage Tests **Test/Inspection Date:** _____
 By entering AP# & Date above, I certify that the building envelope has been tested per ASTM E 779 or ASTM E 1827 and the air leakage does not exceed five air changes per hour per Section R402.4.1.2 of the 2015 IECC. I have attached the test results. For sampling of dwelling units in R-2, R-3, and R-4 occupancy buildings, the next section on batch testing is required.

Date:	Phone:	Certification Number or Accredited Rating Provider:
Certifying Company Name:		Certifying Company Address:
Certifying Name (print or type):		Signature:

3rd Party Batch Testing of the Building Envelope and Ducts for Air Leakage – R-2, R-3 and R-4 Occupancies (Excludes Single Family, Duplex and Townhomes)

Total Number of Dwelling Units _____ Number of Dwelling Units Tested _____

Simulated Performance Path Compliance Report Attach the report

Energy Rating Index Compliance Report Attach the report

Duct and HVAC Air Leakage Tests Test/Inspection Date: _____

(For all new buildings as well as residential additions with a separate HVAC system)

By entering AP# & Date above, I certify that the rough-in construction duct test results for air leakage meet the requirement of Section 403.3.3 of the 2015 IECC. I have attached the test results.

By checking the following, and signing below, I certify that the indicated systems were built per the energy conservation as designed, and meets the requirements of the 2015 International Energy Conservation Code

Insulation Materials, R-Value, and Continuous Air Barrier as installed

Fenestration U-Factors, Solar Heat Gain Coefficients as installed

Mechanical System Insulation, Equipment Size and Efficiencies, and Mechanical Whole Home Ventilation details as installed

Measured whole house ventilation rate (cfm) _____

Timer Settings for percent % run time if ventilation is not continuous: _____

Plumbing System Hot Water Piping Insulation and Controls for Hot Water Loop Systems (if applicable) as installed

R-Value of hot water piping insulation _____

[] Lighting System as installed

Percent of High Efficacy Lamps as installed _____

CERTIFICATION STATEMENT:

At the time of this test/inspection, all items checked and noted above were tested and/or inspected in accordance with Information Bulletin #167, the requirements of the Residential energy efficiency section of the 2015 International Energy Conservation Code, and were found to be in conformance with the energy model as designed and approved by the City of Kerrville.

Date:	Phone:	Company Name
Company Address:		
Certifying Name (print or type):		Certifying Name (Signature):

(Please return to office)

Office use

Public works _____ Inspections _____ Planning _____ Engineering _____ Fire Marshal _____ Flood Plan _____



**SINGLE FAMILY AND TWO FAMILY BUILDING
PERMIT APPLICATION
CITY OF KERRVILLE, TEXAS**

PERMIT# _____

Project Address _____

Project Business Name (Commercial y) _____

Lot # _____ Block # _____ Subdivision _____

Property Owner _____ Phone (Day Time) _____

Mail Address _____

Email Address _____ FAX NUMBER _____

Contractor _____ Phone (Day Time) _____

Mail Address _____

Email Address _____ FAX NUMBER _____

Description of Work and Use of Property _____

Estimated Project Cost(required): _____ New Sq Ft: _____ Total Sq Ft: _____

IF CHANGE OF MAILING ADDRESS OR PHONE NUMBER CHANGE PLEASE CHECK BOX SO WE
WE CAN UPDATE IT IN OUR SYSTEM

Office Use Only:

TRANS# 835.0

01-6231 Permit Fee: _____ 01-6247 Flood Plain Fee: _____

01-6243 Plan Check Fee: _____ 01-6437 Water Tap Fee: _____

08-6242 Parkland Fee (East): _____ 01-6438 Sewer Tap Fee: _____

08-6243 Parkland Fee (West): _____ 02-6915 New Acct. Fee: _____

Other Fee: _____ Other Fee: _____

Book #: _____ 02-690 Install Meter: _____

TRANS# 834.0 (GENERAL CONTRACTOR) LICENSE # _____ \$ _____

TOTAL \$ _____

APPROVAL _____ DATE _____

IMPORTANT REQUIREMENTS YOU MUST FOLLOW AND INFORMATION YOU SHOULD KNOW

1. If any portion of the project site lies in the flood plain you ***must*** submit an application for “Development in the Special Flood Hazard Area.”
2. City Ordinance 2004-02 states that the construction of sidewalks along all public rights-of-way is ***generally*** required as follows:
 - a. As part of the building permit requirement for all new commercial and/or multifamily developments **or any** expansion of said developments, regardless of additional square footage.
 - b. As part of the building permit requirement for all new single and/or two-family residential developments, except as follows:
 - 1) In subdivisions legally platted prior to January 1, 1981, including replats of said lots;
 - 2) In subdivisions legally platted after January 1, 1981, where at least 75% of the lots in said subdivision have been developed prior to January 13, 2004;
 - 3) Notwithstanding "a" and "b", above, sidewalks are required if **any** adjacent tract or lot has existing sidewalk or will be required to construct sidewalks pursuant to the ordinance.
 - c. Refer to Ordinance 2004-02 for a more comprehensive list of specific exemption requirements.
3. The Building Official cannot issue a certificate of occupancy prior to the construction of the sidewalk(s) required by City ordinance and approval of the sidewalk construction by City staff.
4. The address of the project must be prominently displayed on the site near the street and the permit displayed in a weatherproof enclosure. Permit/Inspection Boards- (minimum size being 12x10, with address clearly marked, must be 48 inches off the ground and **MUST** be on site for new construction). This provides a place for proper posting of permits as well as a place for city inspectors to leave inspection reports for the contractors. Non-Compliance with proper posting will cause a delay with inspections.
5. By signing this application I swear the information contained is true and correct to the best of my ability and profess to have sufficient knowledge of City of Kerrville codes, Ordinances, State, and Federal regulations. I further agree to abide by all Federal, State, and City regulations, and good engineering practices. I understand that the issuance of this permit does not waive any of regulations and other permits may be required in conjunction with this building permit. I understand that Occupancy of a building by the owner, tenant, or anyone else on which a permit has been issued, prior to the issuance of a Certificate of Occupancy is a violation of City Codes and Ordinances for which I may be held liable.
6. The City of Kerrville requires a foundation form board survey to be conducted and submitted to the Building Inspections Division by a Licensed State Land Surveyor prior to the Building Inspections Division releasing the contractor to pour the foundation system concrete. This is to insure that all minimum zoning and building code setbacks are being maintained and that the structure is being located as was approved on the building plans.
7. I have read the attached memo and acknowledgement about the Stage 3 Water Restrictions and Understand that the City will only provide water when Stage 2 or lower Water Restrictions go into effect.

SIGNATURE OF OWNER, CONTRACTOR, or AGENT

DATE

Permit Submittal Checklist

Please go through the checklist and initial each line below indicating that you have provided the required information for your building permit application along with five (5) sets of all plans that are required for submittal. All plans must be to scale and plans must be 18 x 24 or larger.

- _____ **Site plan (5 sets of the site plan)** - Show sizes and locations of water and wastewater service connections.
Also show the nearest fire hydrant on the plans. Show distances from all sides of the proposed building to the property lines. All plans must include utility easements and setbacks on the site plan. **Survey may be required**. Show new and existing sidewalk locations.
Sidewalks (where required, see page 2, number 2 of this document) shall be constructed in the following locations and widths:
Residential Areas - 4' wide along all adjacent public Right of Ways for new home construction in all newer subdivisions and/or where a sidewalk connection can be made with an adjacent property (whether developed or undeveloped). Sidewalks are not required for expansions of existing residential property.
- _____ **Drainage Plan** - Showing compliance with the State of Texas and the City of Kerrville requirements.
- _____ **Foundation Plan** - Showing the size & location of all grade beams, sizes, spacing of steel, beam detail, and layout of any drilled piers.
- _____ **Floor Plan** - Showing and labeling the rooms of the building, window sizes; the locations of all electrical devices such as plugs, lights, switches ceiling fans, smoke detectors, sub-panels, service panel; locations of all plumbing fixtures, water distribution line details, building drain details, the location and size of heating & A/C unit and appliances (such as washers, dryers, and water heaters).
- _____ **Elevations** - At least (5) five elevations (front and back) to be shown on residential plans and (5) five on commercial plans. NOTE: this may not be required on small jobs
- _____ **Framing plan/material list** – Provide or describe sizes, spans, spacing, and material type and grade of all framing members including headers, ceiling joists, and rafters.
- _____ **Roofing material** - Submit the type of roofing material to be used (wood roofing shingles and shakes are not allowed)
- _____ **International Energy Conservation Code** - Paper work showing compliance with the International Energy Conservation Code. Must be submitted by an approved 3rd party rater.
- _____ **Information Packet** – Information regarding the 2015 International Energy Conservation Code.

- _____ **Retaining Walls** - If there is a retaining wall four feet (4'-0") or more in height being built as part of this project, an engineered design must be submitted. Shorter walls may require engineered plans depending on the type, location, and other factors.

- _____ **TCEQ or EPA permits** - If the project is located on a site of one (1.00) acre or more, you must obtain a permit from the Texas Commission on Environmental Quality (TCEQ) or if five (5.00) acres or more you must obtain a permit from the Environmental Protection Agency (EPA). More information maybe found at the TCEQ website at www.tceq.state.tx.us

- _____ **Number of plans required** – All single and two-family dwelling require a minimum of five (5) sets and (1) CD of plans to be submitted. This allows for simultaneous review of the application by all departments. Some applications may require more sets of plans to be submitted.

- _____ **Code Summary Table** – All building plans (except single and two-family) shall include a code summary table. This table shall contain at a minimum, building area, building height, number of stories, building code use and occupancy classification, actual building use, building code construction type designation, design occupancy numbers, number of parking spaces provided, is a sprinkler system provided, is a fire detection system provided, and any other information the design professional feels would be useful or is required by the code official.

- _____ **Water Restriction Information** --- Owner, Contractor and all other effected parties have read and understand the Water Restrictions that the City of Kerrville is currently under.

- _____ **Permit/Inspection Boards-** (minimum size being 12x10, with address clearly marked, must be 48 inches off the ground and MUST be on site for new construction). This provides a place for proper posting of permits as well as a place for city inspectors to leave inspection reports for the contractors. **Non-Compliance with proper posting will cause a delay with inspections.**

This checklist is to help guide you through the plan submittal process. If you have not provided all the required information, action on your permit application will be delayed until that information is submitted and reviewed. Please note that although you have turned in everything on the checklist, the plans examiners may request additional information later. If there is other information about the project that you feel is important for the construction of your project, please submit that information at this time. If you have any questions, please feel free to ask the permit technician or the building official.

Signature _____ Date _____



City of Kerrville
Building Services Department
 200 Sidney Baker Street N, Kerrville, Texas 78028

RESIDENTIAL ENERGY COMPLIANCE FORM (2015 IECC)

Project Street Address: _____

Owner/Builder _____

Building Permit Number: _____

2015 IECC Compliance Path: (Check the Energy Compliance Path used in the Design Phase. Then submit information and reports as required by checking various requirements listed)

<input type="checkbox"/> <u>Prescriptive Path R401 through R404</u> <ul style="list-style-type: none"> ▪ Building Envelope Air Leakage Test ▪ HVAC Duct Leakage Test ▪ Insulation materials, R-Value, and Continuous Air Barrier as installed ▪ UA Tradeoff/Fenestration U-Factors, Solar Heat Gain Coefficients as installed ▪ Mechanical System - whole house ventilation and insulation ▪ Plumbing System - insulation and hot water loops ▪ Lighting System – Percent high efficacy lamps 	<input type="checkbox"/> <u>Simulated Performance R405</u> <ul style="list-style-type: none"> ▪ Performance Path Compliance Report (Report shall include items in R405.4.2.2) ▪ Building Envelope Air Leakage Test ▪ Fenestration U-Factors, Solar Heat Gain Coefficients as installed ▪ HVAC Duct Leakage Test ▪ Mechanical System - whole house ventilation and insulation ▪ Plumbing System - insulation and hot water loops ▪ Lighting System – Percent high efficacy lamps 	<input type="checkbox"/> <u>Energy Rating Index R406</u> <ul style="list-style-type: none"> ▪ ERI Report – As Built (Report printout indicating ERI as built) ▪ Plumbing System - insulation of hot water piping
Date: _____ Phone: _____	Certification Number or Accredited Rating Provider: _____	
Certifying Company Name: _____		Certifying Company Address: _____
Certifying Name (print or type): _____		Signature: _____

(Please return with Permit Application)

PROPOSED ENERGY COMPLIANCE:

2015 Energy Compliance Path: Prescriptive Path R401 through R404
 Simulated Performance R405
 Energy Rating Index R406

Energy Compliance Tool: REScheck IC3 REM/Rate Energy Gage
 Other

Percent % above Code: Energy Star Version (If applicable)

Duct Insulation R-Value: Plumbing Hot Water Insulation R-Value:

Mechanical Ventilation Provided: Supply Whole house minimum ventilation design
 Exhaust rate: per IRC Table M1507.3.3 (1)

A house must have at least one programmable thermostat per HVAC system

Date:	Phone:	Certification Number or Accredited Rating Provider:
Certifying Company Name:		Certifying Company Address:
Certifying Name (print or type):		Signature:

ACKNOWLEDGEMENTS & SIGNATURE

Expiration of Plan Review and Permits

Applications for which no permit is issued within 180 days following the date of application shall expire if not pursued in good faith or if abandoned by the owner. Plans and other data submitted for review may be destroyed by the building official. The building official may extend the time for an applicant to obtain a permit for an additional 180 days upon request of the applicant who must show justifiable cause in writing. If an application expires, plans must be resubmitted as a new permit under the current International Residential Code adopted by the City of Kerrville adopted codes.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. – 2015 IRC Section R105.5

Once issued, building permit belongs to property owner.

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 or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Signature: Date:

Relationship to project: Date:

(Please Return with Application)