



## New Residential Submittal Checklist

3 online permits for each New Single-Family Build (NSFB)

### Permit 1

- Impact & Tap fees application submitted. Must be received paid prior to building review.
- Environmental Well or Septic Permit - From the County must be obtained before the permit is issued, and a copy given for property records.

### Permit 2

- Floodplain Development Permit Application
  - Upload first elevation certificate (“Construction Drawings”)
  - Structure elevation plans to match EC1

### Permit 3

- Building Permit Application
  - Contractor(s) must upload the following documents required for the building.
- Harborwalk Residents - must have plans approved by POA & MUD district and Design Review Committee with the seal on plans or letter of approval.
- Engineered stamped building plans - one (1) electronic set of entire build to be uploaded through the online permit site. (1,000 Minimum square footage)
- Elevation Certificates: For **ALL NEW BUILDINGS** constructed in the city, we will require THREE (3) separate Elevation Certificates. **FIRST** Elevation Certificate is required with the Floodplain Permit Application. **The SECOND** Elevation Certificate is required once the first floor (or piles driven in VE zones) is established. This is **BEFORE** any additional construction commences. **THIRD** is a Final Elevation Certificate when the construction is complete and before that a Floodplain Certificate of Compliance will be issued.
- WPI-1 – Application for Certificate of Compliance form. (WPI-1)
- Energy Code Compliance (2021 IECC)
  - o Section R103.2: provide all documents listed
  - o REScheck:
    - Each wall section with fenestrations listed separately
    - Letter stating who will complete the energy inspections and comply with section R401.3 before building the building finally.
- Survey / Site Plan – Showing the setbacks.
- Drainage Plan - Must include a drainage plan that prevents runoff to neighboring properties.



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### Inspection information

- Pre-pour inspection
  - Form survey for structures on site.
  - Plumbing underground inspection approval.
  - Second elevation certificate for structures on site.
  
- Building Inspections
  - Each trade is required to purchase their own permits and request inspections.
  - Mechanical, Electrical, and Plumbing (MEP) permits must be inspected and approved before the building cover inspection.
  - The customer schedules inspections online, by 4pm for the next business day inspection. After 4pm will be scheduled the day after.
  - Some new buildings may require additional inspections. It is best to keep in contact with the inspector throughout the new building.
  
- Final Inspection:
  - All MEP systems must be in good working order and approved before the structure is inspected.
  - Energy Code Certificate and testing that comply with Section R401.3

### Certificate of Occupancy Final Items to Upload

- Final Elevation Certificate – Upload to floodplain permit
  
- Certificate of floodplain compliance completion (Inspection may be required, floodplain manager will determine if required and notify contractor)
  
- ResCheck Completion Certificate – Upload to building permit
  
- WPI-8 – Upload to building permit
  
- Stamped Final Survey- Upload to building permit



## New Residential Submittal Checklist

- Customer/Contractor Registration - form with applicable insurances and licenses if not currently registered with the City. Once registered, the customer will receive the customer code and online permit portal instructions.

The City of Hitchcock is now under the following Codes:

- 2021 International Building Code
- 2021 International Plumbing Code
- 2021 International Property Maintenance Code
- 2023 National Electric Code
- 2021 International Existing Building Code
- 2021 International Fuel and Gas Code
- 2021 International Mechanical Code
- 2021 International Residential Code
- 2021 International Energy Conservation Code
- 2021 International Fire Code
- 2021 International Swimming Pool and Spa Code



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## Additional Notes:

- ❖ Email – our office relies heavily on email to correspond with our customers. Please check your email for updates regarding your project.
- ❖ **Effective 11/14/2022:** City Council approved adoption of several significant changes to the Floodplain Development Ordinance. Several of the changes will have an impact on the permit and review process. Please be aware of the following changes:
  1. Building freeboard is now 2' above BFE. That is up from 1' previously. In the AE zone, for new construction and substantial improvements, the top of the first living floor must now be 2' above the BFE. For construction in the Coastal High Hazard (VE) zones, the bottom of the first living floor support beam must be 2' above the BFE.
  2. For residential lots less than 1 acre in size, fill dirt is no longer allowed to elevate any residence. All construction must be elevated by pier and beam, foundation walls or piles. Fill dirt permits will not be issued for residential lots smaller than 1 acre for new construction.
  3. For residential lots 1-acre or larger, any permit for fill dirt must include an engineered drainage plan. Hand drawn drainage diagrams are not allowed. The plan must be created and sealed by a **Professional Engineer**.
  4. On November 14, 2022, the City Council also adopted the new Drainage Policy and Design Criteria Manual. All engineered drainage plans submitted to the city must comply with the provisions of this policy and manual. This information can be found on the website under the Community Development tab at [www.cityofhitchcock.org](http://www.cityofhitchcock.org).
  5. Under the 2021 International Code Council for buildings.
  6. Fire alarms and sprinkler codes contact the Fire Marshal's office for current codes.

*\*This list is neither comprehensive nor exhaustive. The Building Official may require additional drawings or documents due to the complexity of a construction project. Conversely, the Building Official is authorized to waive the submission of all or part of the afore listed construction documents if the Building Official determines that the nature of the work applied for is such that the document is not necessary to obtain compliance with the city ordinances and the adopted code.*



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