



City of University Park Plan Submittal Checklist

RESIDENTIAL – ONE AND TWO FAMILY DWELLINGS

1. Two (2) complete sets of legible, bound and collated architectural /engineered plans drawn to scale, size 24" x 36", are required for plan review. The reviewed plans shall include the following:
 - a. Two (2) copies of a legitimate Survey (prepared by a State of Texas licensed surveyor) of a single platted lot. (A final grade survey will be required at final inspection.)
 - b. Two (2) copies of a top of grade beam elevation survey prepared by a State of Texas licensed surveyor, showing the adjacent properties, along with the proposed top of beam elevation for the new structure.
 - c. Floor plan (showing room sizes) drawn to 1/8" minimum scale
 - d. Door and window Schedules showing R-values and SHGC values
 - e. Stair detail (tread and riser heights and widths)
 - f. Elevations showing top plate height, 40' line and 42% line.
 - g. Impermeable surface lot coverage calculation.
 - h. Rear half of lot (50% coverage) calculation
 - i. Two (2) copies of engineered framing plans, including two copies of the shear wall plans. Builder may submit pre-engineered truss layout from the truss manufacturer with engineer's signed seal.
 - j. Two (2) copies of foundation plans stamped by a Professional Engineer licensed by the State of Texas. An engineer's letter shall be attached stating that the foundation and piers have been designed for the specific soil conditions on that lot. EXISTING foundations will need a stamped Engineer's letter stating that the slab will adequately support the proposed structure.
 - k. Two (2) copies of a Site Plan (drawn to scale) locating the structure on the property showing ALL of the following items:
 - i. Legal Description of the Property (Lot, Block, & Subdivision).
 - ii. Building location – Size & distance of all structures from property lines, indicating the location of both 40' rear yard dimension and 42% lot depth.
 - iii. Drive approaches, off street parking, & all driveways.
 - iv. Location and distances from the property lines for all mechanical equipment. (air conditioners, pool pumps, pool heaters, etc.)
 - v. Erosion control method during construction. (Silt fence, erosion control blankets, etc.)
2. Two (2) copies of a Soil Test Report required on all new construction and some additions.

3. Two (2) copies of an Energy Code compliance report required on all new construction and additions, based on the 2015 IECC is acceptable. New Construction will also require a University Park Residential Energy Compliance Path Form. Prior to a final inspection a compliance certificate will be required as well.

4. Four (4) sets of Right of Way plans (R.O.W.) separated from the building plans and must be drawn to scale by an architect, surveyor, or other design professional. The plan shall contain the following:
 - a. Existing water meters, gas meter, and sanitary sewer lateral locations
 - b. Proposed fire line / irrigation water meter, house water meter, gas meter, and sanitary sewer lateral locations. No utilities may be placed in the driveway.
 - c. There must be a minimum 3' separation between water, sewer and gas services
 - d. Existing and proposed power poles and down guy wires
 - e. Proposed electrical service from Oncor to the meter
 - f. Proposed location of the required trash inset (a trash only inset to be a minimum 5' x 3'; Recommended trash and recycling inset to be a minimum of 6' x 3')
 - g. Existing and proposed dimensioned driveways (front and back)
 - h. Existing and proposed sidewalks and lead walks
 - i. Address of property
 - j. Builder name and contact information
 - If the Right of Way utilities are shown on the same site plan layout as the building plans above, there will be six (6) copies total of Right of Way drawings; two (2) for the building plan review and four (4) for the Right of Way review.

5. Three (3) copies each of Fire Sprinkler AND Fire Alarm Plans, size 24 x 36, separated from the building plans and with Fire Department applications for both fire alarm and fire suppression attached. This applies to all NEW CONSTRUCTION, including detached structures greater than 1000 sq. feet and to EXISTING buildings that are enlarged to exceed 4,000 sq. feet of total floor area AND the total square footage of all such additions exceeds the original floor area by more than thirty (30%), regardless of fire area, area separation walls, or fire walls. Items required for Fire Department review are listed on the Fire Department application. **THESE PLANS MUST BE SUBMITTED WITH BUILDING PLANS AT THE COMMUNITY DEVELOPMENT DEPARTMENT AND NO PERMIT WILL BE ISSUED UNTIL BOTH THE FIRE ALARM AND THE FIRE SUPPRESSION PERMITS HAVE BEEN ISSUED.**

6. Storm Water Pollution Prevention Plan (SWPPP). This is required to be submitted to the Public Works department when lots greater than one acre are disturbed. Erosion control must be maintained on all lots regardless of size.



Permit # _____			
<input type="checkbox"/> DEMO <input type="checkbox"/>	<input type="checkbox"/> FA <input type="checkbox"/>	<input type="checkbox"/> PLAT <input type="checkbox"/>	<input type="checkbox"/> BOA <input type="checkbox"/>
<input type="checkbox"/> ROW <input type="checkbox"/>	<input type="checkbox"/> OH <input type="checkbox"/>	<input type="checkbox"/> SWPPP <input type="checkbox"/>	<input type="checkbox"/> FP/ESMNT <input type="checkbox"/>

**CITY OF UNIVERSITY PARK
PERMIT APPLICATION**

**COMMUNITY DEVELOPMENT DEPARTMENT
4420 Worcola St, Dallas, TX 75206 OFFICE PHONE – 214/987-5411**

PROJECT ADDRESS:	(OWNER INFORMATION IS MANDATORY)			OWNER PHONE
OWNER OF PROPERTY	MAILING ADDRESS	CITY	STATE	ZIP
DESCRIPTION OF WORK TO BE DONE:				
DESCRIBE THE SPECIFIC USE OF THIS ADDRESS: (RESIDENCE, BUSINESS, SF, DUP, ETC.)				
IF THIS PROJECT IS CONNECTED TO A GENERAL CONTRACTORS JOB, PLEASE LIST THE NAME OF THE GENERAL CONTRACTOR				
SQUARE FOOTAGE	FLOOR SPACE IN NEW ADDITION _____ SQ.FT.			
FLOOR SPACE IN GARAGE AREAS _____ SQ.FT.	FLOOR SPACE OF NON-A/C UNENCLOSED COVERED AREAS _____ SQ.FT.			
FLOOR SPACE IN A/C LIVING AREA _____ SQ.FT.	TOTAL AREA UNDER ROOF _____ SQ.FT.			
VALUE OF PROJECT (COMMERCIAL & NEW CONSTRUCTION ONLY)	\$			
IS THIS SPACE CURRENTLY VACANT ___ OR OCCUPIED ___	DUMPSTER CO: _____	PORTABLE TOILET SVC: _____	BONDED CONCRETE	
FOR PUBLIC OR COMMERCIAL BUILDINGS - I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSIONS STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA (S) BEING RENOVATED AND/OR DEMOLISHED. YES <input type="checkbox"/> NO <input type="checkbox"/>				
APPLICANT'S NAME (PLEASE PRINT)	CELL#			
COMPANY NAME	EMAIL			
MAILING ADDRESS	CITY	STATE	ZIP	
APPLICANT'S SIGNATURE:				
<p>Providing false information on a government document is considered a Class A misdemeanor under Section 37.10 of the Texas Penal Code. Upon conviction, this offense carries a penalty of a fine of up to \$4,000 and possible confinement in jail for up to one year.</p> <p>The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction. This permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. All permits require final inspections. New construction and remodel or addition projects are to be considered null and void after a period of 18 months I agree to abide by all laws and ordinances governing this type of work whether herein specified or not and hereby certify that I have read and examined this application and know the same to be true and correct.</p>				

DATE CHECKED _____	CHECKED BY _____	PLAN REVIEW FEE \$ _____	PERMIT FEE \$ _____
ZONING _____	CONST TYPE _____	OCCUP. GROUP _____	# OF UNITS _____ O.L. _____



Right-of-Way Plan Submittal Checklist

Project Address: _____

- (4) Copies of ROW Plan.
- Plans drawn at 1"=10' or 1/8"=1' scale.
- Property address and builder contact info clearly listed on plans.
- All property pins for the site have been physically located and are clearly visible.
- All plan elements include stationing (ex. 15.3' east of the west property pin/15.3' EoW).
- Paved surfaces within the ROW to be removed or installed are shown on the plans.
- Location of existing sanitary sewer lateral at the property line is shown on the plans.
- Location of existing water service(s) is shown on the plans.
- Location of the existing natural gas service and meter are shown on the plans.
- Location and size of the proposed sanitary sewer lateral is shown on the plans.
- Location and size of the proposed water meters are shown on the plans.
- Location of the proposed natural gas service line and meter are shown on the plans.
- Does this project include a basement? (*check if Yes*)
- Location and size of all drainage lines that discharge from the property are shown on the plans.
- Location of existing and proposed utility poles adjacent to the site are shown on the plans.
- Location of the proposed electrical service is shown on the plans.
- Proposed electrical service indicates if aerial or underground.
- Required trash and recycling inset is shown on the plans.

Reviewed by: _____ **Date:** _____



City of University Park
Residential Energy Compliance Path
Energy Code Requirements of the 2015 IRC (IECC)
Submit with application for a building permit

Project Address: _____

Energy Contractor _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope. (Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT)

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):

N1102 (R402) Building Thermal Envelope.

N1103 (R403) Systems.

N1104 (R404) Electrical Power and Lighting Systems (Mandatory).

Plus all mandatory provisions

Option #2 – Section N1105 (R405) Performance Approach

Plus all mandatory provisions

Option #3 – ENERGY STAR Certified Homes®

Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative

Minimum envelope requirements \geq Table 402.1.2 or 402.1.4 – 2009 IECC

Plus all mandatory provisions

Option #5 – ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance^a

Envelope Component	Option #1	Option #2
R402.4 Air Leakage	$< 4ACH^{50}$	$\leq 4ACH^{50}$
Wall Insulation Value	$R_{13} + R_{3^b}$	$R_{13} + R_{3^b}$
Fenestration U-factor/SHGC	$\leq 0.32/0.25$	$\leq 0.32/0.25$
Ceiling R-value	$\geq R_{49}$	$\geq R_{49}$
Duct Insulation	R8	R6
Radiant Barrier Required	No	Yes

^a Except for the values listed in the table, all other mandatory code provisions are applicable.

^b First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option “compliance report”

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Print Name: _____ Sign Name: _____ Date: _____



City of University Park
Residential Energy Compliance Certificate
Energy Code Requirements of the 2015 IRC (IECC)
Provide this form at building completion prior to final inspection

Project Address: _____

Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

Rough-In Test Option (R403.3.3)

Post Construction Option (R403.3.3)

System #1 - _____ CFM25 System #2 - _____ CFM25 System #3 - _____ CFM25

System #4 - _____ CFM25 System #5 - _____ CFM25 System #6 - _____ CFM25

I certify that I have conducted a duct leakage test and it has passed the requirements of the 2015 International Energy Conservation Code. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ ACH50

I certify that I have conducted an air leakage test and it has passed the requirements of the 2015 International Energy Conservation Code. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 IECC, as amended, for the selected compliance approach.

- Option 1(a) Prescriptive: Sections N1101.14 (R401) through N1104 (R404)
- Option 1(b) Prescriptive: REScheck™ UA Approach Only: Sections N1101.14 (R401)-N1104 (R404) (attach report)
- Option 2 Performance: Section N1105 (R405) Performance Approach (attach report)
- Option 3 ENERGY STAR Certified Homes® (attach certificate)
- Option 4 Energy Rating Index Compliance Alternative (ERI): Section N1106 (R406) ERI: _____
- Option #5 ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

UNIVERSITY PARK FIRE PERMIT SUBMITTAL GUIDELINES & ORDINANCE SUMMARY

Construction plans for fire alarm and fire sprinkler systems must be turned in with building plans to Peek Service Center, 4420 Worcola, Dallas (214.987.5421), to include:

- 1 application from **EACH** contractor (fire alarm and fire sprinkler)
- 3 sets of plans/drawings (*make sure project address is on plan*)
- 1 copy of calculations (for sprinkler system)
- 1 copy of specifications for equipment used
- 1 copy of company and/or technician license

FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION MAY RESULT IN PROJECT DELAYS!

First on-site visit to include visual/hydro inspection of sprinkler equipment and rough inspection of fire alarm equipment.

Final inspection must be attended by both sprinkler and alarm technicians. Tests will be performed to confirm all systems are completely installed and active. Also tested will be water flow, smoke detection and monitoring.

All fire alarm systems must be registered annually with University Park Direct Alarm.

PROJECT ADDRESS: _____

BUILDER INFORMATION

Company: _____

Contact: _____

Company Address: _____

Telephone: _____

Email: _____



PERMIT APPLICATION

City of University Park
Fire Dept.
3800 University Blvd., 2nd fl
University Park, TX 75205
Tel: 214.987.5380 Fax: 214.987.5384

Building Permit Number:			
Project address:			
Owner of property:			
Specific use:	Res <input type="checkbox"/>	Bus <input type="checkbox"/>	Vacant <input type="checkbox"/> (please check one)
Type of permit:			
Fire Alarm	<input type="checkbox"/>	Temporary Bleachers	<input type="checkbox"/>
Fire Sprinkler Overhead	<input type="checkbox"/>	Tent	<input type="checkbox"/>
Fire Sprinkler Underground	<input type="checkbox"/>	Underground Tanks Installation	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>	Underground Tanks Removal	<input type="checkbox"/>
Hood Suppression	<input type="checkbox"/>	(please check one)	
Description of work to be done:			
*Value of project:			

***This figure to include to include the total value of work/contract amount.
(all labor, materials, overhead, etc.)**

The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction. This permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6-month period. All permits require final inspections. I agree to abide by all laws and ordinances governing this type of work whether herein specified or not and hereby agree that I have read and examined this application and know the same to be true and correct.

Applicant name (please print)

Company title

Applicant signature

Company

Complete mailing address

Email address:

Phone #



**CITY OF UNIVERSITY PARK
APPLICATION FOR WATER UTILITY SERVICE**

TODAY'S DATE _____

REQUESTED CONNECTION DATE _____
(Monday-Friday Only)

BUILDER'S NAME: _____

CONTACT NAME: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

DRIVERS LICENSE OR TAX ID NUMBER: _____

The City of University Park has the right to verify all information provided on this application. The City of University Park is allowed by the Texas Utility Code to require this information prior to starting service.

***I hereby make application for utility service subject to the Ordinances and Regulations of the City of University Park.

Signature: _____ Date: _____