



## NEW RESIDENTIAL PERMIT

This Checklist is intended to help provide the information and data needed for a complete application. A request for a New Residential application requires approval by staff.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [www.taylortx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId=](http://www.taylortx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId=) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Project Information

#### General Questions

	Owner, Applicant, and Contractors information
	Description of Work
	Project Value (\$)
	Site Location
	Square Footage (living, garage, porch, and gross total)
	Lot, Block, and Subdivision (if applicable)

**Supporting Documents:** The following paperwork must be submitted as a PDF electronically

	<b>LANDSCAPE PLAN (if required)</b>
	<b>DRIVEWAY DETAIL</b> Engineered PV05
	<b>SITE PLAN (must be drawn to scale)</b> Utility Easements, Street Right of Way, Setbacks, Dimensions locating proposed structures.

	Vehicular street accesses (Driveways), Surveyed grade elevation of highest point (Note as Benchmark Elevation 100'), First Floor Elevation (Relative to Benchmark), and slope of grades showing General Drainage.
	<b>FOUNDATION PLAN</b> Designed by a state (TX) registered professional engineer
	<b>STRUCTURAL PLANS (must be drawn to scale)</b> Roof and ceiling framing layouts and details (lumber size, species, and grade) showing all locations. Floor and Roof design (trusses) must be available at time of inspection. Wind Brace Plan.
	<b>FLOOR PLAN</b> Layout of each floor with all rooms labeled. Location of all plumbing fixtures, including future fixtures and water heater. Location of condensing unit(s). Door sizes and swing are shown. Window sizes and type are shown (identify safety glazing where required by Code – sizes must match REScheck report).
	<b>BUILDING PLANS (must be drawn to scale)</b> Roof layout with all hips, valleys and ridges shown and pitches labeled. Hearth, fireplace, and chimney shown. Dimension chimney height in accordance with IRC. Attic access size and location. Wall section with insulation shown for roof, walls, and floor as applicable – must match REScheck report.
	<b>ELEVATIONS</b> Front, Rear and Side Elevations. Exterior Finishes.
	<b>ENERGY COMPLIANCE DETAILS (RES Check)</b> Submit a passing energy compliance report prepared in accordance with the City's current adopted IECC, like REScheck or IC3.
	<b>MANUAL J/S/D</b> Load calculations with ACCA approved software required.
	<b>ELECTRICAL DETAIL</b> Main Disconnect and Breaker panel location is indicated. All lights, switches, and receptacles shown. GFCI receptacles indicated. Arc-Fault circuit protection indicated. Waterproof / GFCI receptacles shown at exterior. Smoke detectors, Carbon monoxide alarms, and required ventilation shown. Ventilation shown for all bathrooms, water closets and other similar rooms.
	<b>FLOODPLAIN / FLOODWAY &amp; REPORT (if required)</b> Boundaries of all FEMA designated flood plains affecting the project. Indicate FIRM Base Flood Elevation and finished floor elevation (BFE + 2' freeboard) for each structure and utility, if applicable. Indicate whether structures and utilities will be elevated, or flood proofed, if applicable. Initial Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.

#### City of Taylor Contact