



BUILDING INSPECTIONS DIVISION
RESIDENTIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION:	ZONE _____	DATE _____	STAFF _____	TXDOT PERMIT _____
Project Address _____	GEO ID# _____			
Lot _____ Block _____	Subdivision Name _____			
Description of Work _____ (example: new single family dwelling, remodel existing dwelling, addition to existing dwelling, new porch/garage, solar panels)				
Square Footage of Living Area _____	Patio/Porch _____	Garage/Carport _____	Total _____	

OWNER/CONTRACTOR INFORMATION:

General Contractor: _____	Contact Name: _____	Phone: _____
Owner's Name: _____		
Property Address: _____	Owner's Phone#: _____	
(THE ABOVE INFORMATION MUST BE CORRECT. IT IS REQUIRED THAT THE CERTIFICATE OF OCCUPANCY HAVE THIS INFORMATION)		
Estimated Project Cost: \$ _____	Email Address: _____	

SUBMITTAL CHECKLIST

Please submit the following items along with the completed application above.

UNDER NO CIRCUMSTANCES WILL AN INCOMPLETE AND/OR PARTIAL SUBMITTAL BE ACCEPTED.

Effective immediately, **NO** application will be accepted without a 2024 REScheck Compliance Report (www.energycodes.gov), Manual J (A/C Report), an engineered sealed Windstorm Plan and a complete set of plans in the size of 11x17.

FOR OFFICE NOTES ONLY

Complete set of plans is to include the following:

- Site Plan
- Foundation Plan
- Floor Plan
- Mechanical, Electrical and Plumbing Plans
- Elevation Plan
- Driveway and Sidewalk

SPECIAL CONDITIONS: Must comply with all 2024 IBC, IRC, IFC, IPC, IMC, IFGG, IECC, ISPSC, IPMC, 2023 NEC Code Requirements, State Law, Local Ordinances & Setback Requirements

A pre-pour survey by a licensed surveyor and/or civil engineer will be required to ensure setback/easement compliance on any cul-de-sac lots and/or irregular lots, if the house is placed on the exact setback allowed on a regular lot .

Please allow 3-5 business days to pick up permit or you may inquire at (956) 580-8691 or (956) 580-8687.

NO BUILDING SHOULD COMMENCE WITHOUT A BUILDING PERMIT.

Important Notes:

- The City cannot issue construction permits if the property is not zoned for single-family or one duplex construction (whichever is applicable to the project). Do not assume the property is "grandfathered".
- The City cannot issue construction permits if the property is not platted in accordance with the City's subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- Most projects within the City's Historic Preservation Overlay District also require approval by City's Historic Preservation Commission in accordance with Section 1.47B of the City's Zoning Ordinance.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- Minimum size wire is 12 ga.
- Pool contractors require a liability insurance.
- The City strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the City.

It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections at (956) 584-5161 (reviewed blue prints must be on-site for ALL inspections):

INSPECTION SUMMARY

- **Temporary Pole (T-Pole)** Optional
- **Plumbing Rough-In** (Water test with 5ft. stack) * Tar is not permitted on any plumbing lines. String lines shall be set for all property pins upon inspection
- **Sewer Tap**
- **Foundation - (Steel)**
- **Nail Pattern - (Must follow Engineered Windstorm)**
- **Framing, Rough-In Mechanical, Rough-In Electrical, Waterlines & Vents, and Poly Seal**
- House Wrap (WRB), Windowsill flashing and windows shall be installed at this phase for inspection
- **Insulation - Walls & Ceilings** (Must provide the home's Energy Certificate for the Final Inspection)
- **Infiltration** - Building envelope to be sealed. Seal around any openings and penetrations. This includes around any and electrical outlet boxes, water lines, A/C Ducts to sheetrock, exhaust fans, recessed can lights, etc.
- **Driveway/Sidewalk**
- **Temporary Clearance - (T-Clear)** Need to provide ESID#
- **Final Inspection** - Home shall be open and ready for inspection by all building trades
- Lot shall be graded and clean of any debris

ISSUANCE OF CERTIFICATE OF OCCUPANCY IS UPON \$50 PAYMENT AND REQUEST WITH A 24 TO 48 HOUR WINDOW

- **A \$50 re-inspection fee (per trade) is due prior to any re-inspection being conducted.**
- Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to & approved by the City prior to the commencement of any such work.
- Construction work (including sub-trades) requiring City permits that are initiated without such permits shall be subject to a **double permit fee** & the possibility of citations to the municipal court and/or the revocation of his/her City registration.

INSPECTIONS THAT ARE CALLED IN BETWEEN 8:00 AM - 12:00 PM

ARE INSPECTED IN THE AFTERNOON

INSPECTIONS THAT ARE CALLED IN BETWEEN 12:00 PM - 5:00 PM

ARE INSPECTED THE FOLLOWING MORNING

The foregoing is a true and correct description of the improvements contemplated by the undersigned applicant, and the applicant states that he will have full authority over the construction of same, and hereby agrees to comply with all ordinances of the City of Mission and assumes all responsibility for such compliance. It is understood that the improvements shall be not be used until Certificate of Occupancy has been issued.

Contractor/Owner/Agent _____

Date _____

PLOT PLAN

**SHOW ALL EXISTING BUILDINGS AND STRUCTURES SHOW
NEW WORK AND DISTANCE TO PROPERTIES**

REAR OF PROPERTY

SIDE PROPERTY LINE

SIDE PROPERTY LINE

FRONT OF PROPERTY