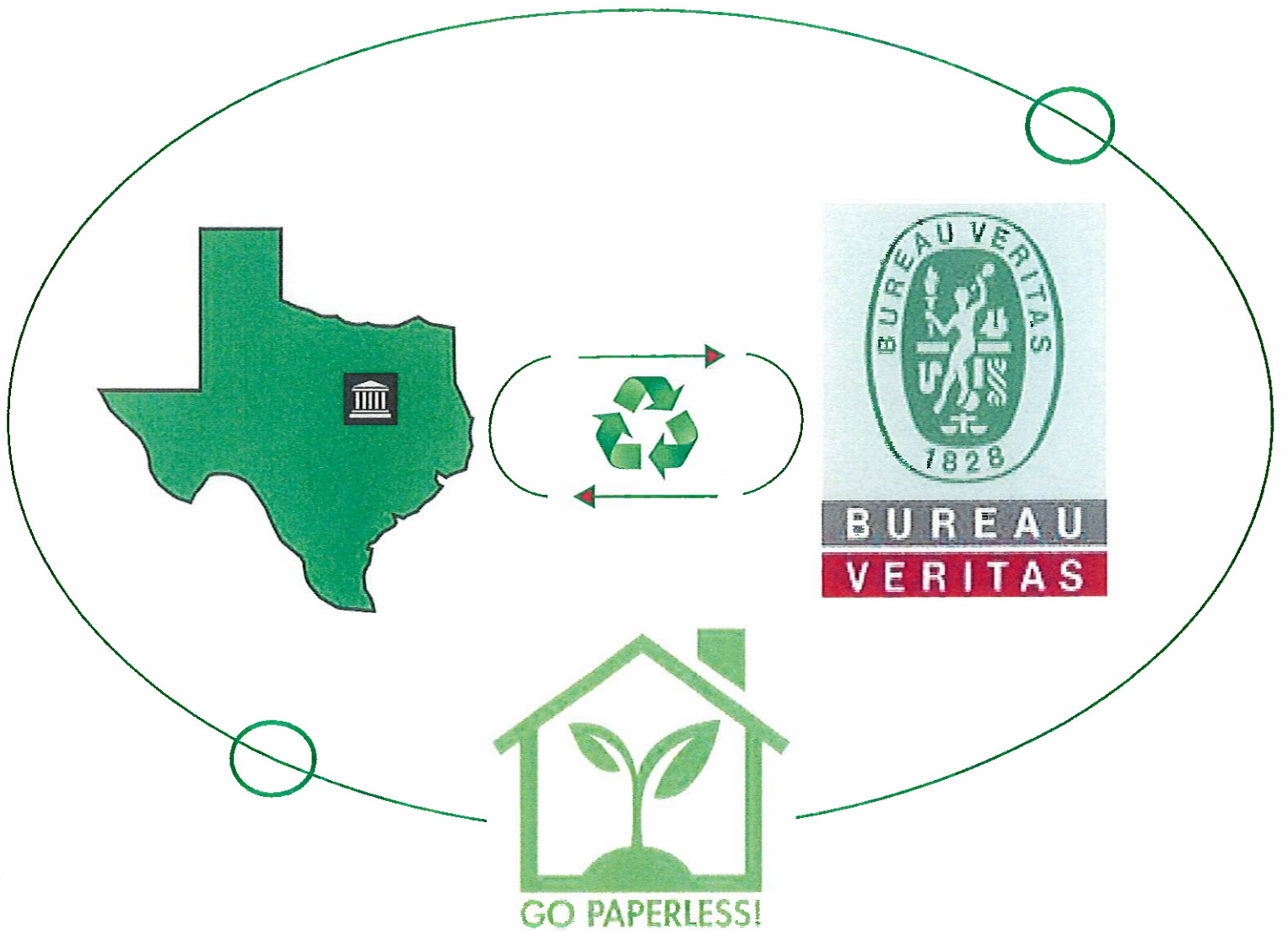


***RESIDENTIAL
ELECTRONIC PLAN REVIEW
PROGRAM***



BUREAU VERITAS NORTH AMERICA, INC

PLANO, TEXAS



BUREAU VERITAS

Plan Review

Facilities Division
Bureau Veritas North America, Inc.
1000 Jupiter Road, Suite 900,
Plano, Texas 75074

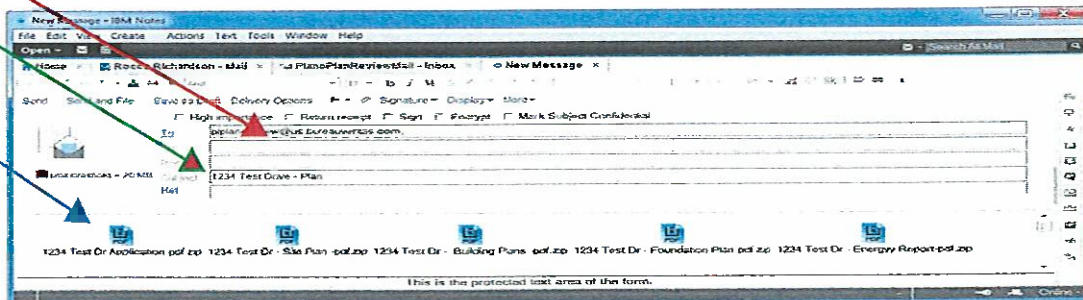
Residential Electronic Plan Review Submittal Guidelines

(Applicant) Preparing Documents for Electronic Submittal:

1. Verify the following items are ready for submittal
 - Application
 - Site Plan
 - Building Plans: Cover Sheet / Elevation Plan / Floor Plan / Electrical Plan / Roof Plan / Framing Plan / Cross Section Plan / Foundation Plan / Window- Door Schedule, etc
 - Engineer Letter / Other Documents
 - Energy Compliance Report
2. Please Note: Secured files submitted for review will prohibit us from performing a review of that document through our review software. This may result in the submittal being returned in order to remove the security settings.
3. Convert all documents and construction plans into PDF format. It is important to keep the submittal packet size to approximately 15mb or less in order to prevent e-mail size limitations from occurring.
4. Send complete PDF file to the City. The plan documents must be in PDF format.

(City) Sending documents to Bureau Veritas for review

1. Attach the PDF files to the e-mail (Note: Submit one permit application project per e-mail)
2. In the Subject Line of the e-mail please provide (first) the project address / then (second) City Name:
Example: 1234 Test Drive - Plano
3. Send complete file to plplanreview@us.bureauveritas.com for review processing.



The City / Jurisdiction will verify all content and forward to Bureau Veritas for review.



BUREAU VERITAS

Plan Review

Facilities Division
Bureau Veritas North America, Inc.
1000 Jupiter Road, Suite 900,
Plano, Texas 75074

Residential Review E-Mail Address Texas / Plano Office

Subject: New Residential E-mail Submittal

To whom it may concern,

Bureau Veritas would like to thank you for your continued support as we implement processes and procedure that would help us better serve you in your residential permitting needs. Bureau Veritas strongly believes it is our corporate responsibility to continually strive toward processes and technology that will impact our way of doing business in a positive and more productive manner. It is for this reason that Bureau Veritas will be accepting new residential application submittals through a primary e-mail submittal account. This account is to be used only by the City for new application processing. This e-mail account is not for revisions or communication purposes once a review has commenced and already in progress. Once an initial submittal is made and the review is assigned to a Plans Examiner, the applicant and or City would then have correspondence directly with the Plans Examiner by way of their direct phone, e-mail, fax, etc. Bureau Veritas has additional staff members that will be monitoring this account daily in order to insure immediate processing. As we all know; employee personal e-mail account submittals can create a potential delay in processing, in the event a staff member is out of the office. So, we are discouraging any new residential submittals directly to our employee's personal e-mail accounts. We understand the need for promptness and this change will help insure that what you submit will be processed without any unnecessary disruptions.

In order to better track your submittals, we ask that when submitting please provide the address of the project location and the City name in the E-mail Subject Line. For Example:

SUBJECT LINE: 1234 N My Street – City Name

Residential Primary E-mail Submittal Account Address

plplanreview@us.bureauveritas.com

If you have any questions or need further clarification please don't hesitate in contacting us

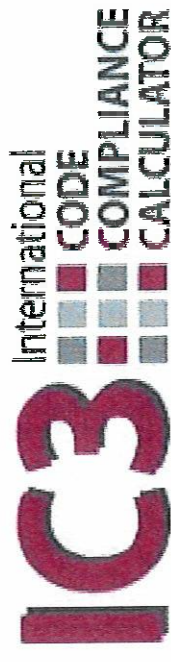
469-241-1834 / 800-906-7199

Thank you,

Bureau Veritas of North America / Plano Texas

Energy Compliance Report

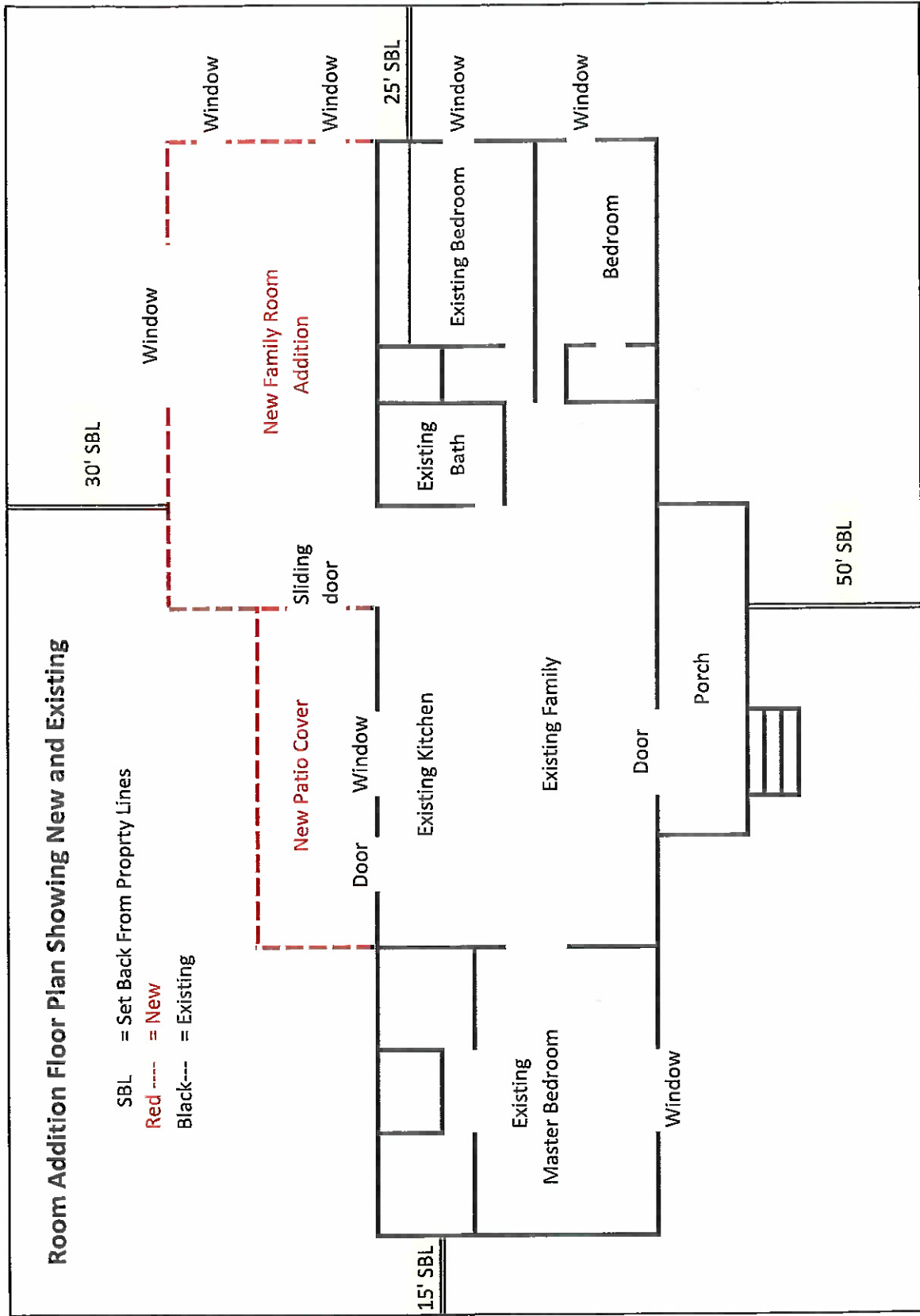
An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



REM/RateTM

Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines
Red ---- = New
Black --- = Existing



Construction plans should include the following details

1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

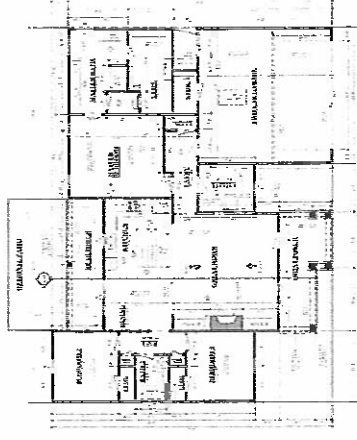
6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
Exterior finishes for roofs and walls

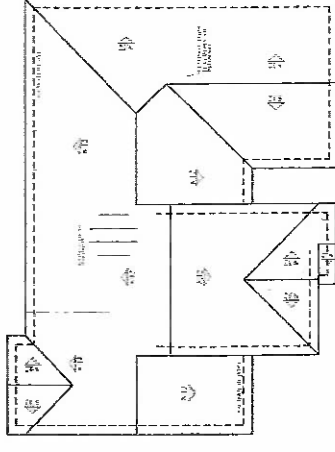
7. Other Documents

- Energy Report
- Engineering
- Other Documents

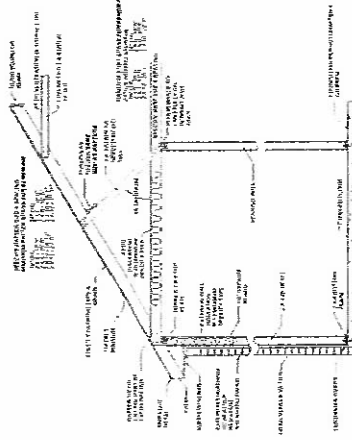
Stair and Guardrail Details (If applicable)



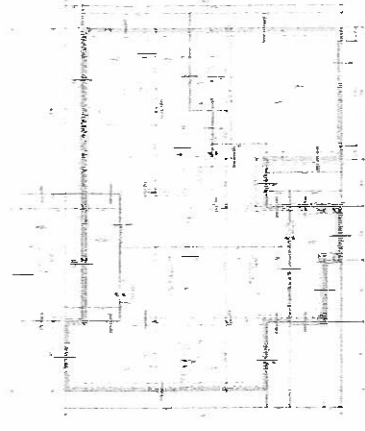
1. Floor Plan



2. Roof / Floor Framing Plan



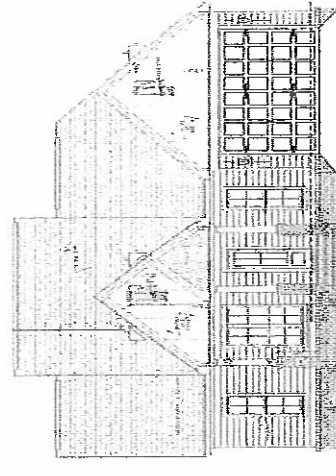
3. Cross Section Plan



4. Foundation Plan



5. Electrical Plan



6. Elevation

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



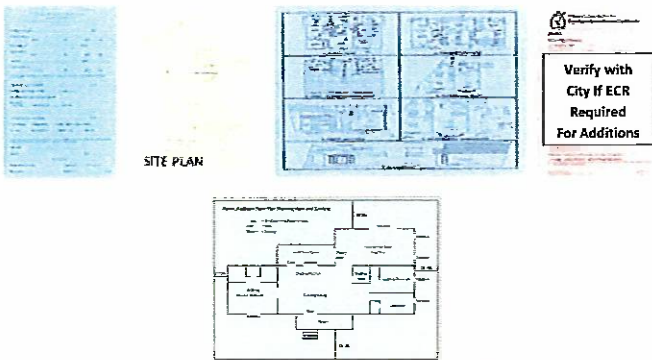
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



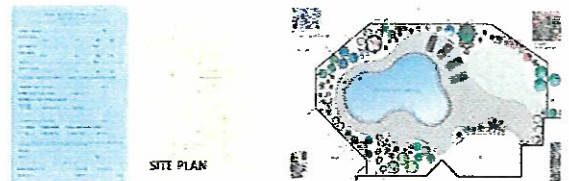
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Home Upgrades / Alterations and Repairs

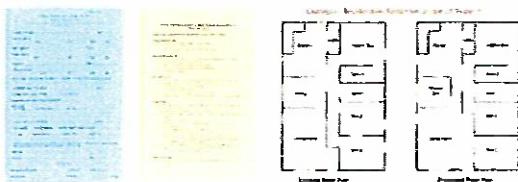
- Application / Note: Inspection Only



- Electrical
- Plumbing
- Mechanical
- Storm Shelters
- Foundation Repair
- Window Upgrades
- Solar System
- Siding / Veneer
- Re-Roof
- Irrigation / Sprinklers
- Utility Clearance
- Concrete Work

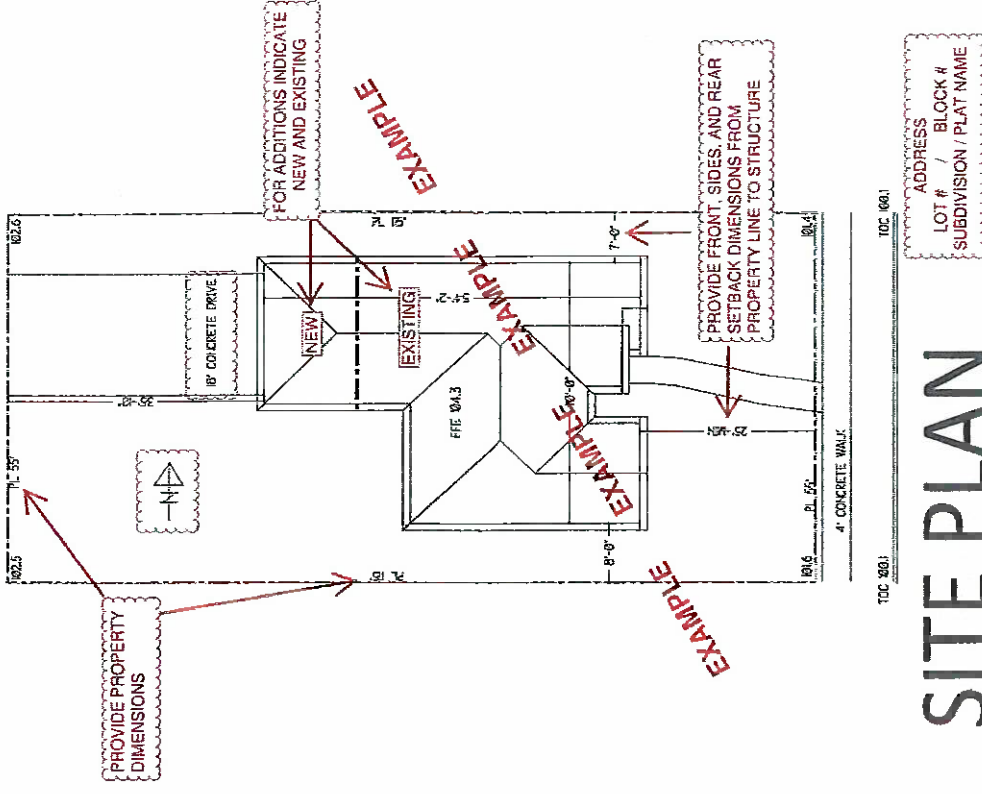
Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc).
- Square footage of all structures / existing and new



Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

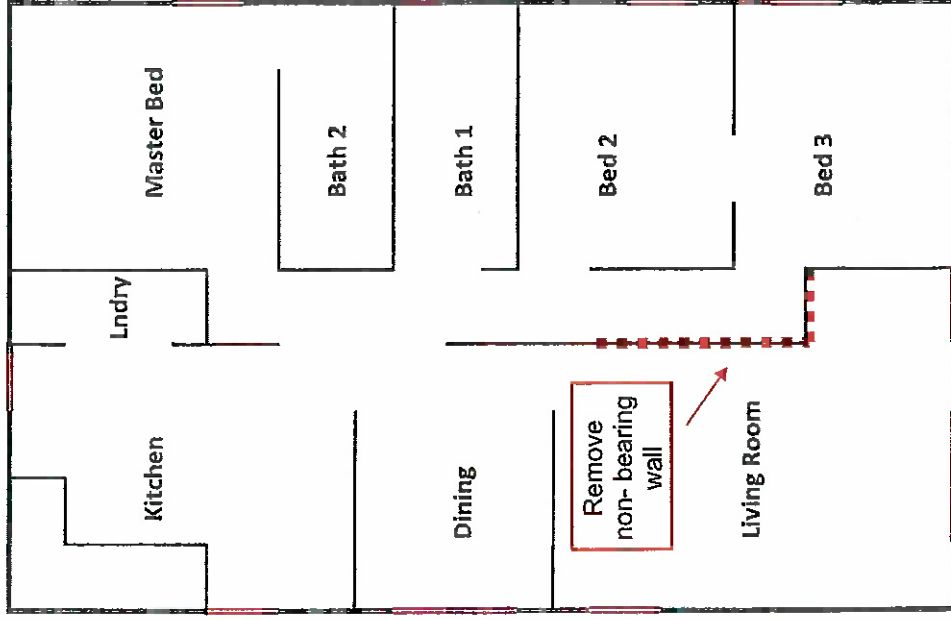
Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

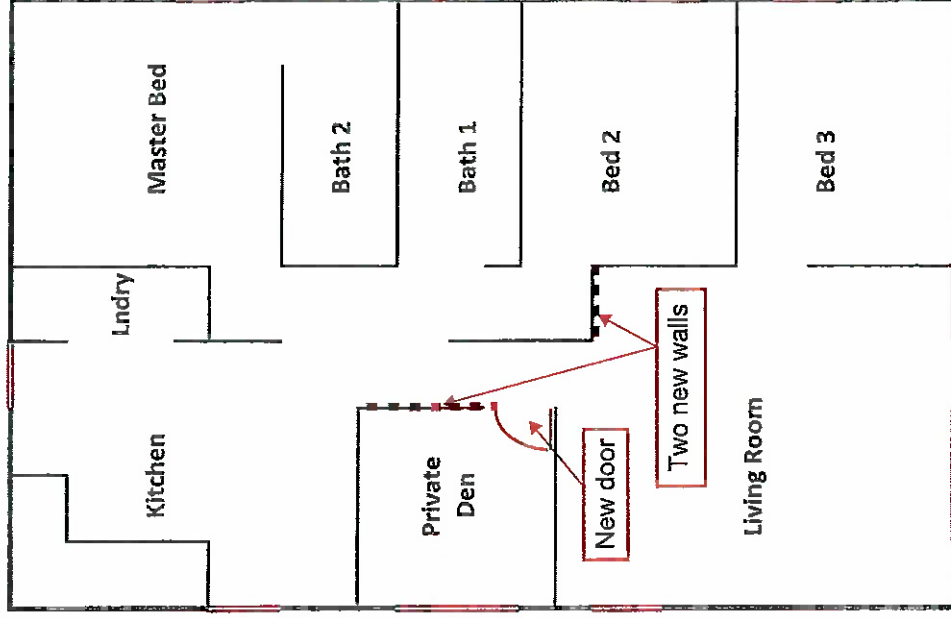
If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Example: Residential Remodel Scope of Project



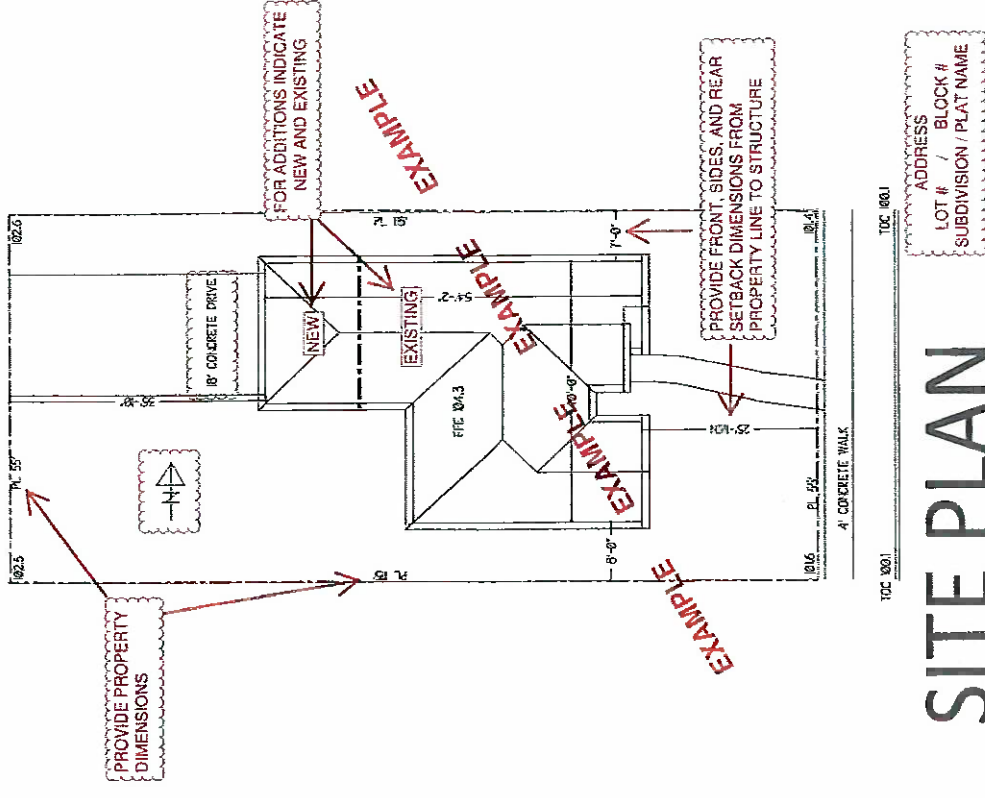
Existing Floor Plan



Proposed Floor Plan

Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc).
- Square footage of all structures / existing and new

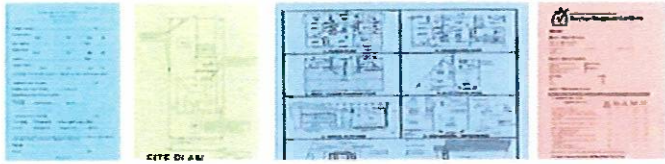


Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

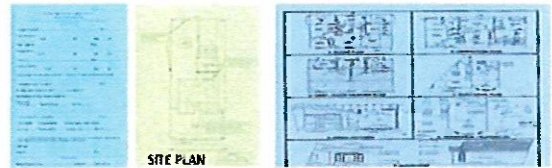
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



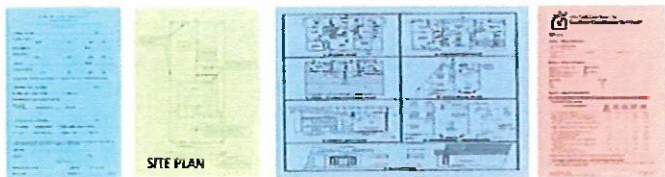
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



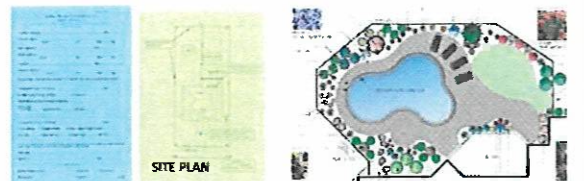
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: Inspection Only



Note:

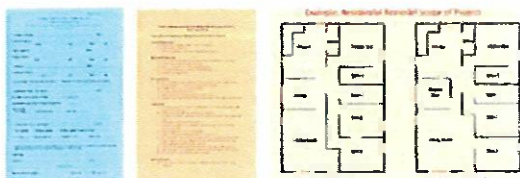
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

- Electrical Repair
- Plumbing Repair
- Mechanical Repair
- Electrical Service Upgrade
- Siding / Veneer
- Re-Roof
- Irrigation System
- Concrete Deck / Slabs
- Foundation Repair

Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After





City of Orchard

Residential Permit Application

9714 Kibler Street
Orchard, Texas 77464
Phone: (979) 478-6893
www.orchardtexas.net

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:			
NEW SFR	<input type="checkbox"/>	SFR REMODEL/ADDITION	<input type="checkbox"/>
PLUMBING	<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>
ACCESSORY BUILDING	<input type="checkbox"/>	LAWN IRRIGATION	<input type="checkbox"/>
		SPECIFY OTHER:	
		ELECTRICAL	<input type="checkbox"/>
		SWIMMING POOL	<input type="checkbox"/>
		DEMO	<input type="checkbox"/>
		FENCE	<input type="checkbox"/>
Description of Work:			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
		Number of stories: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____	Mobile #: _____	Email: _____	

Contractor Type	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			
TPO Energy Provider			

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
--------------------	----------------------

Permit Fee: _____
Received By: _____
Date: _____

BV Project #: _____