



Building Permit Procedures

Applications can be emailed to the permits department at permits@cleveland.texas.gov

Address: _____

Zoning: _____ Building Tye: _____
(please verify zoning with permit office)

Commercial and Residential Checklist

**The following procedures serve as a guideline. Building requirements are not limited to the provided list.
All plans will be reviewed and approved by City Staff.*

___ Development Plat

- Include (2) mylar copies of approved plat
- Tax Certificates

___ Basic Flood Elevation (*Residential*)

___ Construction Drawings (Please submit **PDF** files to permit department permits@cleveland.texas.gov)

___ Site Plan

___ Survey

___ Foundation Plan

___ Floor Plan

___ Roof Plan

___ Mechanical Plan: 2015 International Mechanical Code (IMC)

- Identify size of units

___ Electrical Plan: 2014 National Electrical Code (NEC)

- Identify electrical loads

___ Plumbing Plan: 2015 International Plumbing Code (IPC)

- Identify gas sizing diagram and water and sewer taps

___ Fire Protection (if applicable)

___ RES Check or COM Check

___ Asbestos Survey (if applicable)

___ TDLR Number (if construction costs **exceed \$50,000.00**)

___ Elevation Certificate

___ Proof of Payment for Water and Sewer Taps

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Alterations or Remodel

___ Construction Drawings (Please submit **PDF** files to permit department permits@cleveland.texas.gov)

___ Floor Plan

___ Mechanical Plan: 2015 International Mechanical Code (IMC)

- Identify size of units

___ Electrical Plan: 2014 National Electrical Code (NEC)

- Identify electrical loads

___ Plumbing Plan: 2015 International Plumbing Code (IPC)

- Identify gas sizing diagram and water and sewer taps

___ Completed RES Check or COM Check

___ Asbestos Survey (commercial demolition)

*Proof of Portable Restrooms and Roll-Off Container(s) are required for all construction sites.
(If approved by the permitting department, portable bathrooms may not be required)

Upon receiving completed plans and building permit application submission for plan review will begin

2-week turnaround for all plan reviews

The Certificate of Occupancy will be issued to the building owner(s) after final inspections are completed and approved by both the City and Fire Department.

Adopted Codes

2014 National Electrical Code (NEC)

2015 International Building Code (IBC)

2015 International Residential Code (IRC)

2015 International Plumbing Code (IPC)

2015 International Mechanical Code (IMC)

2015 International Fuel Gas Code (IFGC)

2015 International Energy Conservation Code (IECC)

2015 International Fire Code (IFC)

2015 National Fire Protection Association 1(NFPA 1)

2015 National Fire Protection Association 101(NFPA 101)

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Minimum Inspections Required During Construction

This is a list of minimum inspections required, but not limited to, for standard construction.

TYPE OF INSPECTION	DESCRIPTION
Form Inspection	Building Set Back Line and Slab Elevations
Ground Plumbing	Water, Sewer Under Slab, Etc.
Water and Sewer Outside Structure	Pipes in ground to Grade
Foundation	Rebar and Concrete
Plumbing Top Out	Waste, Vent, Water and Gas Lines
Electrical Rough IN	Electrical Boxes and Wire Runs
HVAC Rough	Duct and Unit Set
Frame	Suds, Rafters, Joists In Place and Dried In
Insulation	Prior to Sheetrock or Any Other Cover
Plumbing Final Including Gas Test	Fixtures Set and Gas Valves on with Mercury Gauge
Electrical Final	Switched, Plugged and Service Built
DHVAC Final	Grills and Outside Units Set
Grading and Landscape	Swales and Drainage
Building Final	Smoke Detectors and All Interior Complete

* Inspections are requested via email to permits@cleveland.texas.gov for 'next day' inspections.

* Request should be made with the following details: Permit Number, Tye of Inspection needed and address.

* Multi-family, residential, commercial, or industrial construction may require additional or different inspections (i.e., Fire Alarm, Fire Sprinkler, Kitchen Vent Hood, Ansul System, Irrigation, Grease Trap, Driveway/Parking Pad).

* The City of Cleveland requires group-in inspections for Plumbing Underground including Water and Sewer, also, Rough In Inspections and Building Finals – this includes final/frame and all MEPs.

* Contractor/Owner is responsible for all 3rd Party and Special Inspections that are required per the scope of work permitted, and submitted to development Services before Finals or Certificate of Occupancy can be issued (i.e., Post Tension Slab, Structural Steele, Energy Composition Certificate).