



# CITY OF BAY CITY

## City Planning Division

Building Department located at Municipal Services Building  
1217 Avenue J, Bay City, TX 77414  
(979) 323-1173 Building Department  
(979) 323-1659 Public Works



**BUREAU  
VERITAS**

## New Residential Plan Review Checklist

*Submission of digital plan sets is recommended. If you are submitting a hard copy, two (2) sets of plans are required.  
Plan Review and Inspections will be completed by Bureau Veritas.*

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Completed Building Permit Application**

\_\_\_\_\_ **Site Plans to include**

Legal Description (lot, block, subdivision)

North arrow and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** [www.energycodes.org](http://www.energycodes.org)

\_\_\_\_\_ **Foundation Plans** – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.

\_\_\_\_\_ **House plans** - Floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).

\_\_\_\_\_ **Driveway approaches and drainage culverts** – Engineered plans (Driveways accessing State Highways require TXDOT permit)

\_\_\_\_\_ **Water and sewer tap requests** - both forms must be submitted with the permit application and must be paid before the building permit is issued.