



Residential Addition Application Checklist

All residential buildings shall be designed to comply with 2021 International Residential Code (IRC) with applicable amendments adopted by the City of New Braunfels. This form is applicable to residential additions. Listed below are the minimum construction drawings and documents to be submitted before the residential permit application may be deemed complete. Please note that additional information may be required during technical plan review. All construction drawings shall be drawn to scale and legible. All items shown in **RED** are required for complete submittal. **A detailed scope of work is required.**

1. Required Construction Documents.

- **Site Plan** – scaled drawing to include proposed building footprint, property lines, easements, setbacks, all existing structures, and proposed flatwork, including driveways and sidewalks.
- **Foundation Plan** complying with chapter 4 of 2021 IRC. If addition is greater than 500 square feet or requires a foundation repair, an **Engineered Foundation Plan** sealed by Texas licensed engineer is required.
- **Architectural Plans** - to include existing and proposed floor plans with labeled rooms, window, and door sizes, glazing, and dimensions, roof plan, wall details, elevation plan, window, and door schedules, if applicable.
- **Roof and Ceiling Framing Plans** - complying with chapter 8 of 2021 IRC. (Should include information such as framing member sizes, lumber type, grade, span, spacing, dead load, live load, etc.).
 - Note: When pre-manufactured roof trusses are used, truss layout and truss details will be required.
- Floor framing plan (for wood framed floor) per chapter 5 of 2021 IRC, if applicable. (Should include information such as framing member sizes, lumber type, grade, span, spacing, dead load, live load, etc.).
 - Note: When pre-manufactured floor trusses are used, truss layout and truss details will be required.
- **Wall Bracing Plans** complying with chapter 6 of 2021 IRC. If addition is greater 500 square feet, **Engineered Wall Bracing Plans** signed and sealed by a Texas licensed engineer is required.
- **Beam and Header Details** if walls are being removed or opened. If load bearing walls are to be modified or removed engineered drawings and details may be required.
- **MEP Plans** - Mechanical, Electrical, and Plumbing plans if applicable.
- **Erosion Control Plan & Documentation** – <https://www.newbraunfels.gov/3432/Forms-Applications>

2. Energy Compliance Report i.e., RESCHECK, showing compliance with chapter 11 of 2021 IRC.

Go to <https://www.energycodes.gov/rescheck> Please note that 3rd party Approval / Inspections showing compliance with chapter 11 of 2021 IRC requirements must be permanently posted at final building inspection before a Certificate of Completion will be issued.

Items 3-4 below can be found online at this link <https://www.newbraunfels.gov/3432/Forms-Applications>

3. All contractors including general contractor must be registered with the City of New Braunfels. **Subcontractor permit applications**, submitted by registered trade contractor, shall be submitted prior to construction start.
4. If Homeowner is making application for personal residence, Homestead Verification Form and Homeowner as General Contractor Form must be completed and submitted with permit application and all required documents.
5. Floodplain Application Form shall be submitted for properties in the floodplain. For proposed structures to be located in the floodplain, pre-construction elevation certificates shall be submitted with the application. <https://www.newbraunfels.gov/DocumentCenter/View/1846>