



## Residential Remodel or Alteration 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 remodels.

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.

### 1. Required Construction Documents.

- Scope of Work**--detailed written scope of work including remodel area square footage.
- Foundation Plan complying with chapter 4 of 2021 IRC if including foundation repair in the scope of work.
- Architectural Plans**--to include Floor plan--existing and proposed with labeled rooms, window, and door sizes, glazing, and dimensions, roof plan, wall details, elevation plan, 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, etc.) if applicable. Note: When pre-manufactured 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.
- 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.

### Items 2-4 below can be found online at the link below

<https://www.newbraunfels.gov/3432/Forms-Applications>

- 2. Energy Compliance as per chapter 11 of 2021 IRC and 2021 IECC must be demonstrated if scope of work includes modification of the building envelope.  
Go to <https://www.energycodes.gov/rescheck>
- 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.  
<https://www.newbraunfels.gov/DocumentCenter/View/1846>