



Development Services Department

RESIDENTIAL BUILDING PERMIT PROCEDURES

For

NEW HOMES and ADDITIONS

The following are the procedures and instructions for obtaining new home and addition permits within residential zoned districts. For permit information, please contact the Development Services Department at 469.429.4781 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. This is information generally required for permitting and should not be considered an all-inclusive list. If you have specific inspection questions during the construction process, you may contact one of our building inspectors at 469.429.4781. The inspectors are generally available Monday-Friday from 7:30-8:30 a.m. and from 3:30-4:30 p.m. All plans submitted for permitting shall be drawn to an approved scale or dimensioned if approved by Building Official.

NEW HOMES and ADDITIONS (all- inclusive of plumbing, electrical & HVAC fees)

1. Complete the City of Sachse, Texas building permit application.
2. Provide three (3) complete plan sets and one (1) PDF copy of the plan set to a scale no less than 1/8-inch equals 1'-0", which shall include but is not limited to the following:
 - a. Site plan, which shall include **building location, fence location, easements, front, side and rear yard setback lines, maximum and proposed lot coverage, finish pad elevation and finish floor elevation** (site plans shall be drawn to a scale no less than 1-inch equals 20'-0").
 - b. Foundation plan (stamped and signed by a State of Texas Licensed Engineer and provide an Engineer's letter).
 - c. Floor plan (showing and listing all proposed and existing rooms, windows, doors, and areas of construction).
 - d. Roof plan.
 - e. Framing which includes the roof rafter, ceiling joist and wall bracing plans (stamped and signed by a State of Texas Licensed Engineer).
 - f. Detail and section plan (including chimney, stairs, roof framing, second story framing, TJI layout, and any specialty item such as an outdoor kitchen, doggie door, etc.).
 - g. Electrical plan (indicating the location of all outlets, panels, lighting, and other fixtures including but not limited to smoke detectors and carbon monoxide detectors).
 - h. Indicate all plumbing fixture locations on the floor plan.
 - i. Fence plan shall be shown on the site plan if applicable.
 - j. Energy compliance report (Energy Star, or any approved report and provide documentation of HERS rating score).
3. The City retains one (1) complete plan set, sends one copy to the applicable appraisal district (Dallas or Collin County), and returns an approved plan set to the builder.



Development Services Department

4. All Contractors and Subcontractors (General Construction, Electrical, Plumbing, HVAC, Irrigation, HERS Provider, etc.) shall register before permit is issued.
5. Permit fee is based on the City of Sachse Master Fee Schedule.
6. All work and materials shall be in compliance with the City's current adopted building codes: International Residential Code (IRC), National Electrical Code (NEC), the adopted code amendments and the City of Sachse Code of Ordinances.
7. The City reserves the right to request additional information if needed.

ZONING BUILDING REQUIREMENTS

Zoning District*	Minimum Setbacks			Maximum Height		Minimum Lot Area	Maximum Lot Coverage	Minimum Home Size
	Front	Rear	Side	Stories	Height			
R-10	25 ft	See Note 1 Below	See Note 2 Below	2	30 ft	10,000 sf	35%	2,000 sf
R-12	30 ft	See Note 1 Below	See Note 2 Below	2	30 ft	12,000 sf	35%	2,000 sf
R-15	40 ft	See Note 1 Below	See Note 2 Below	2	30 ft	15,000 sf	35%	2,000 sf
R-39	90 ft	See Note 1 Below	See Note 2 Below	2	30 ft	39,000 sf	35%	2,000 sf
R-E	90 ft	See Note 1 Below	See Note 2 Below	2	30 ft	5 acres	35%	1500 sf
PD	See Note 3 Below	See Note 3 Below	See Note 3 Below	See Note 3 Below	See Note 3 Below	See Note 3 Below	See Note 3 Below	See Note 3 Below
*	Contact the Development Services office if your zoning district is not shown on this chart.							

NOTES

1. The required rear yard setback shall not be less than 25 feet or 20 percent of the depth of the lot, whichever amount is smaller.
2. The required side yard setback shall be a width of not less than 10 percent of the width of the lot at the front building line. The width of the lot at the front building line shall be indicated on the site plan.
3. All Planned Development (PD) requirements can viewed on a link from the City's website under the Development Services Department.



Development Services Department

REQUIRED INSPECTIONS

1. First BMP Erosion and Sediment Control (to be approved prior to beginning any work on site)
2. Temporary Electric Pole (T-Pole)
3. Pier (a pre-pour inspection is required) (can be done at any time)
4. Plumbing Rough
5. Foundation (a pre-pour inspection is required)
6. Exterior Sheathing (only required prior to building wrap)
7. Seconds (2nds) (framing, electrical rough, plumbing top-out, mechanical rough, roof & windows)
8. Insulation
9. Utility Final
10. Flatwork (a pre-pour inspection is required) (can be done at any time)
11. Drainage & Grading Final
12. Building Final (includes electrical, mechanical & plumbing)