



## **RESIDENTIAL ADDITION PLAN SUBMITTAL**

**Submit permit applications online at  
[www.mckinneytexas.org/css](http://www.mckinneytexas.org/css)**

### **City of McKinney Adopted Codes:**

- 2018 International Residential Code
- 2018 International Energy Conservation Code
- 2017 National Electric Code

### **Addition to an Existing Home**

1. Letter of Intent
2. Valuation of Construction
3. Site Plan
  - Complete address
  - Subdivision (if the lot pertains to a subdivision)
  - Footprint of existing building including the proposed addition and its dimensions
  - Measurement of distance between building and each side of property line
  - All easements on lot
4. Construction Plans
  - Existing Floor Plan (with rooms named)
  - Demolition Plan (if applicable)
  - Proposed Floor Plan (with rooms named)
  - Elevation drawings
  - Electrical and plumbing plans

Engineered Construction Plans will be required for foundation, roof, ceiling for each floor, and shear walls plans (if working off of large plans. Note: Some small additions may not require shear wall; engineer must address the 2018 IRC requirement in a letter concerning shear wall.

5. Engineer Letter for Foundation (Engineer must address the existing and new structure)
6. Sub-Contractor Validation Sheet with proper signatures
7. Square Footage Breakdown
8. Energy Code Compliance

Windows, insulation, ductwork, heating and air are some of the components that must comply with the 2018 IECC. A certified energy rater can create a plan for the addition to the existing home. A third party certified energy inspector by ICC must inspect the project at the various stages. The inspector should provide you with a final inspection certificate. The certificate must state that the project complies with the 2018 IECC, state the name of the inspector, signs the certificate, and states his/her ICC certification number.
9. Permit Submittal Fee of \$100.00 to be paid online on CSS portal.
10. Historic Approval (if applicable)\*



# RESIDENTIAL PERMIT APPLICATION

TODAY'S DATE: \_\_\_\_\_

## ALL CONTRACTORS

**MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM**

*NOTE: This application may be used for all New and Remodel construction. For all commercial construction, please use Commercial or Sign Permit Application.*

### Check the box for the type of Residential Permit:

Single Family Home (detached)  Townhome (attached)  Duplex  Garage (addition or alteration)  Foundation Repair   
 Window Replacement  Storm Shelter  Addition (includes attached living area, arbor, patio covers, storage sheds, etc.)   
 Alteration (includes detached arbor, patio covers, storage sheds, etc.)  Water Heater   
**Check all that apply for the type of MEP Stand-Alone Permit:**  Mechanical /  Electrical  Elec Meter Release /  Plumbing  Gas meter release

Project Address: \_\_\_\_\_  
(Street address)

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
(Name) (Address) (City, State, & Zip Code)

\_\_\_\_\_  
(Email) (Phone)

Contractor: \_\_\_\_\_  
(Name) (Address) (City, State, & Zip Code)

\_\_\_\_\_  
(Email) (Phone)

The City encourages you to have approval from your HOA prior to submittal. Check here if there is NOT an HOA at the project location.

Project Type, Detailed Scope and Location of Work (please be specific, add separate sheet if necessary):

Valuation of Work: \$ \_\_\_\_\_ Builder's House Plan & Elevation Designation: \_\_\_\_\_

Will the Home include a Fence?  Piers?  Res Fire Sprinkler?  Is there an Alley adjacent to the Property? Yes  No

Elect. Provider: Oncor  GCEC  CoServ  Gas Provider: Atmos  CoServ

Storm Shelter Location? Interior  Exterior

Where is the Water Heater located? \_\_\_\_\_ Are you changing the location? Yes  No

What type of Water Heater is it? Tankless  Boiler  Storage Tank  Other

Are you changing from a Storage Tank to Tankless? Yes  No  Is the Water Heater Electric?  Gas?

Size of Water Heater in gallons: \_\_\_\_\_ Number of Water Heaters: \_\_\_\_\_

**NOTICE:** AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Print Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Inspections Department

221 N. Tennessee Street • McKinney, Texas 75069 • Tel: 972-547-7400 • Fax 972-547-2605 Website: [www.mckinneytexas.org](http://www.mckinneytexas.org)

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## SUB CONTRACTOR VALIDATION

<b>Project Information</b>	
	Project Address:
<b>Electrical Subcontractor</b>	
	TDLR - Electrical Contractor Company Name:
	TDLR - Electrical Contractor License #:
	TDLR - Master Electrician Name:
	TDLR - Master Electrician License #:
	License Holder/Agent print Name:
	License Holder/Agent Signature:
<b>Plumbing Subcontractor</b> <input type="checkbox"/> Check box if the project has gas service	
	TSBPE - Company Name:
	TSBPE - Master Plumber Name:
	TSBPE - Master Plumber License #:
	TSBPE - MED Gas License # (if applicable):
	License Holder/Agent print Name:
	License Holder/Agent Signature:
<b>Mechanical Subcontractor</b>	
	TDLR - Air Conditioning /Refrigeration Contractor Name:
	TDLR - License Holder Name:
	TDLR - License Holder #
	License Holder/Agent print Name:
	License Holder/Agent Signature:
<b>Home Owners Association (HOA)</b>	
	HOA Management Company Name:
	HOA Contact Name:
	HOA Contact Phone Number:
	HOA Contact E-mail address:
	<input type="checkbox"/> I HAVE RECEIVED PLAN APPROVAL FROM MY HOA
	<input type="checkbox"/> I HAVE NOT RECEIVED PLAN APPROVAL FROM MY HOA

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