

# Minimum Submittal Requirements:

***Be advised incomplete submittals may be rejected, denied or cause permit processing delays. All applications shall be accompanied by an address issued and approved by the Planning Department. Reference [EPR Upload Standards](#) prior to uploading drawing for the required file name guideline.***

## **Commercial & Multi-Family**

- PDF of the construction plans clearly describing the scope of work
- Plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners
- All structural, mechanical, electrical and plumbing plans shall be prepared and sealed by a Texas Registered Professional Engineer
- If applicable, an energy compliance report prepared and signed by an independent third party code certified ICC energy inspector and plans examiner
- If new construction and additions:
  - One set of specifications
  - [Statement of Required Special Inspection](#)
  - A soil investigation report, prepared by a licensed civil or geotechnical engineer

## **One-Two Family Dwellings & Townhouses**

- PDF of the construction plans clearly describing the scope of work
- Detailed site plan showing and dimensioning all setbacks and easements from the property lines
- If applicable, [Residential Energy Compliance Path Form](#) **and** Energy Compliance Report prepared and signed by an independent ICC certified energy specialist
- If new or addition:
  - As required; Planning Cover Letter
  - Engineered foundation **and** shear wall bracing design and plans. Foundation design should reference the soil investigation report
  - Sub-contractors (MEP) signed permit applications
  - Sprinkler and fire protection plan from contractor
  - [Tree Preservation Certificate](#) and landscape plan

## **Residential Accessory Structures (carports, arbors, etc.)**

- Site plan with the location of the proposed structure
- [Patio Covers, Carports & Arbors Questionnaire](#)

## **Foundation Repairs**

- Engineered letter, design and plans are required for all foundation repairs and a final approval letter when complete

## **Retaining Wall, Screening Wall & Fence**

- Site plan with the location of the proposed structure
- If a wood fence, signed and dated [New or Replacement Wood Privacy Fence Construction Standards](#) Form
- Engineered design and plans are required for all screening walls and retaining walls over four feet (4') in height, measured from the top of the wall to bottom of footing or if retaining wall will support a known or anticipated surcharge

## **Pool & Spa**

- Pool plans and site plan showing the footprint of the pool, enclosure / fence location, and equipment location with reference to the property line(s), setback(s) from property lines (s) and the nearest dimension of the edge of the water to the foundation of the home and other structures
- If residential; a notarized "[Residential Pool Protection Device & Enclosure Affidavit](#)" signed by the homeowner.
- Location of pool approved and plans stamped by the electric utility company (Oncor, United Cooperative)
- Sub-contractors signed permit applications (plumbing, electrical)
- If the edge of the water is less than six (6) feet or excavation is less than five (5) feet to the foundation of home; an engineering letter **and** a notarized [hold harmless letter](#) signed by the homeowner

## **Alternative Energy / Solar**

- A letter from a Texas Licensed Professional Engineer will be required stating that the roof will support the proposed panels
- Provide a data specification sheet for the listed and labeled PV system and its components
- A site plan showing the location of major components on the property, including energy storage
- Electrical one-line diagram of the electrical equipment prepared by a Texas Licensed Professional Engineer
- Sub-contractors signed permit applications (electrical)

## **Other Permit Applications**

- PDF of the construction plans clearly describing the scope of work

**If in doubt contact us [permits@mansfieldtexas.gov](mailto:permits@mansfieldtexas.gov)**