



DRIPPING SPRINGS
Texas



**RESIDENTIAL BUILDER
INFORMATION PACKET**

WHAT WORK REQUIRES A PERMIT?

Any building or structure that is to be erected, constructed, enlarged, altered, repaired, moved, removed, converted, or demolished requires a building permit from the City of Dripping Springs. Cosmetic work, such as painting or carpeting a floor, does not require a permit. If you are unsure that a permit is needed, it is recommended for you to contact the Building Department. If you have been told that a permit is not required, it is always best to call before you proceed with any development or construction activity to prevent being charged penalty fees. Penalty fees can be 2-3 times the typical permitting fees.

AREAS OF JURISDICTION FOR BUILDING PERMITTING:

The City of Dripping Springs has a unique area of jurisdiction. Permits are required for all properties:

1. Within the Corporate City Limits.
2. Limited Purpose City Limits
 - a. Ledgestone Commercial
 - b. Belterra Commercial
3. All Development Agreements in the ETJ
 - a. Anarene/Double L
 - b. Caliterra
 - c. Carter
 - d. Driftwood Creek
 - e. Driftwood Golf & Ranch
 - f. Headwaters
 - g. Parten Ranch
 - h. Reunion Ranch
 - i. Westwood

REFERENCE MAP [HERE](#)

The plan review process consists of checking the completeness of your proposed construction plan. Staff will verify that your project complies with our Zoning Ordinances, Building Codes, and Development Agreement regulations (if applicable). This review takes place prior to any permits being issued. Before applying for Building Permits, ensure all other permitting requirements such as Onsite Sewage Facilities, County

Floodplain, variances, or conditional use permits have been applied for. ***Dripping Springs will be transitioning to a new vendor for permitting software – this document will be updated once the URL is available.***

RESIDENTIAL PLAN REVIEW

During plan review, staff will verify that the proposed new construction complies with the Zoning Ordinance Development Agreement regulations, and the 2018 International Residential Code. Below is a list of requirements needed for the city to conduct a review on a new residential structure. Application and plans will not be accepted if any the following required documents or information are not presented at the time of submission:

1. Residential Building Permit Application

- a. Area Manager or Superintendent contact info required under "General Contractor Information".
- b. Property must be 911 addressed by Hays County GIS & 911 Addressing Division.

2. Construction Plan Set

- a. Plan cover sheet including sheet index/index of drawings, design criteria, address, model name/number, selected options, and elevations (X out unused options).
- b. To Scale Site Plan/Survey. Site plan/survey must include:
 - i. Legal description, lot & block, subdivision, lot dimensions; ii. Dimensions of the proposed residence to property lines, setbacks lines, all easements;
 - iii. Location of all utilities (i.e., water meter, water & wastewater service lines, Onsite Sewage Facilities); and
 - iv. Driveway location(s), including width & type of pavement material to be used.
 1. Driveway approach must follow the City of Dripping Springs Technical Construction Standards and Specifications (TCSS) Manual.
 - v. Impervious cover calculations (area covered by building, driveway, sidewalks, and any other impervious improvements) must be shown on the plans.
 - vi. Drainage flow (hand drawn on site plan is acceptable).
- c. Architectural plans with exterior elevations and cross-section details, as well as floor plan and area schedules.
- d. Framing & engineered lateral wind bracing design with details and callouts.

- e. Electrical plan with load calculation sheet along with final statement on service ampere size/rating - uploaded to permitting software before FRAME/MEP requested.
- f. Mechanical plans – ACCA Manual J,S and D uploaded to permitting software before FRAME/MEP requested.
- g. Energy Compliance Report complete with checklists - software can be accessed at www.energycodes.gov.
- h. Attic vent calculations are required unless insulation type is continuous (conditioned attics do not require vents).

If project is on septic, please ensure the Onsite Sewage Facilities permit is applied for separately with the City Sanitarian or the county.

The City of Dripping Springs has an Outdoor Lighting Ordinance adopted with regulations for all exterior lighting. A Residential Lumen Calculation workbook is required – and the project must pass an outdoor lighting inspection prior to obtaining a Certificate of Occupancy.

A passed Building Final Inspection report DOES NOT close a construction project, nor does it represent a Certificate of Occupancy. Any project where a residence is occupied prior to issuance of a Certificate of Occupancy will incur an **Unauthorized Occupancy Fee of \$750**. This balance is to be paid before issuance of the Certificate of Occupancy and closing of the project.

SUBMITTAL & REVIEW PROCESS

Plan review begins after payment of the applicable fees has been made. The project will be reviewed by City Staff, city consultants, and/or a 3rd party plan reviewer. Each reviewer may issue comments requiring the applicant to modify and resubmit plans or provide additional information. After the project is approved by all departments, the permit will be issued for construction.

- 1) Application Submitted to Dripping Springs Building Department online via permitting software.
 - a) Jurisdiction has up to 5 business days to ACCEPT a permit application.
 - b) Incomplete applications will be returned. A permit technician will email/call to explain what revisions are needed before the process can resume.
 - c) If the application is not within the City's jurisdiction for building permitting, the Building Department will REJECT the application. Note - some projects may require a site development permit from our Planning Department, but due to location, will not require building permits or inspections from the city.



- 2) Application ACCEPTED, Project Number Assigned, & Invoice Sent:
 - a) Jurisdiction will issue invoice with all applicable project fees.
- 3) Applicant must pay all project fees included in the invoice for the project:
 - a) After payment, jurisdiction has up to 3 business days to issue receipt of payment and initiate Plan Review.
- 4) Plan Review
 - a) Plan Review consists of 2 review categories:
 - i) Planning & Zoning compliance
 - ii) Building Code compliance.
 - b) Jurisdiction has up to 12 business days to provide consolidated comments or approval. Comments will not be issued until all plan reviews are complete. Permit Technician will not provide partial comments.
- 5) If comments are provided, a Review Comment Letter will be issued to the applicant on file via MGO automated email – (If approved, after 1st plan review skip to step 6):
 - a) Applicant must upload resubmittal files online through the Customer Portal.
 - b) Jurisdiction has 3 business days to accept resubmittal documents and initiate the 2nd Plan Review Process.
 - i) If approved after 2nd plan review is complete, additionally allow jurisdiction 2 business days to issue the Building Permit(s).
- 6) If approved after 1st Plan Review - Permit Technician will issue permit:

RESIDENTIAL PERMITTING FEES

7.1 Single Family Dwelling Construction or Improvement of a Residential Building Permit Fees: Includes fees for Building Permit, Inspections & Plan Review for new construction. Includes move in of existing dwelling, enlargement, remodel, alteration, finish-out, major repair, enclosing garage, carport, deck, balcony, porch, swimming pool, hot tub, spa, etc., and electrical, mechanical, and plumbing work. **New Residential Construction**

<i>Square Footage (S.F.)</i>	<i>Fee</i>
0 – 1,500 S.F.	\$942.00
1,501 – 10,000 S.F.	\$942.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. up to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each



additional S.F. over 10,000 S.F.

Alteration/Addition for Residential Construction

<i>Trade Permits</i>	<i>Fees</i>
Building, Mechanical, Electrical, Plumbing, Gas and similar	\$120.00 per trade Fuel
Other project types not listed above	\$192.00 per trade

7.2 Mobile & Modular Home Move In Permit Fee (includes fee Move In Permit, Inspections & Plan Review): \$450.00

7.3 Residential Inspection Fee (for inspections not included in building permit fees): \$100.00

7.4 Residential Demolition/Moving Permit Fee: \$100.00

7.5 Replacement Permit Fee (lost or damaged): \$25.00

7.6 Waiver/Variance Request Fee: \$500.00

7.7 Work begun without permit(s) shall be double the normal permit fee amount.

7.8 Trade Registration Fees

7.8.1 Mechanical, Electrical and Irrigation Master/Contractor Registration: No fee

7.8.2 Irrigation Installer Registration: \$25.00 annually

7.9 Residential Swimming Pool Permit Fee: \$450.00

7.10 Unauthorized Occupancy Fee (occupying building without certificate of occupancy): \$750.00

7.11 Reinspection Fee by City Staff, fees to double with each reinspection (including but not limited to: concrete work, framing, electrical, plumbing, etc.):

a. First Reinspection: \$50.00

b. Second Reinspection: \$100.00

c. Third Reinspection: \$200.00

d. Any further reinspections beyond the third reinspection are to double in price as demonstrated in 3.7(a) – (c)

REQUIRED INSPECTIONS AND EXPECTATIONS BEFORE SCHEDULING Temporary Pole Inspection

Review City temporary pole policy.

Plumbing Rough Inspection

- Printed plans are on-site **and remain throughout the project**. Inspectors can fail the inspection if plans are not present.
- Bedding material shall be dry prior to requesting inspection.
- Air tests are prohibited according to the ICC Plumbing Code and PVC manufacturer's installation instructions. Air is allowed on cast iron.
- Pipes shall be bedded on compacted earth, fine gravel, or similar granular material. Sand or fill material with sharp or large aggregate will not be allowed as pipe bedding.

Sewer/Water Service Line Inspection

- Bedding material shall be dry and free of rocks prior to requesting inspection.
- Do not backfill trenches before inspection; all pipe joints must be visible.
- Maintain minimum required distance between water service and building sewer lines.
- Private to public sewer connection must be visible at the time of the inspection.

Pre-pour Electric and Plumbing Inspection

- Form Survey must be uploaded before inspection can be requested.
- Inspection can be called before engineer observation. Conditions must be ready for concrete, ie. steel in place, but structural components will not be inspected. Inspectors will not fail for water or trash in beams.
- Verify FORMS SURVEY has been submitted
- Verify Concrete-Encased Electrode is as per 2023 N.E.C Code and installed in the lower-third of concrete beam and that NO splices are present (at least 5' of conductor above the form board).
- Verify all exposed plumbing PVC has been wrapped/protected.

Sheathing Inspection/Water Resistive Barrier

- Trash receptacle required to be on-site prior to requesting this inspection and must be maintained throughout construction. Inspections can be cancelled if trash is overtopping the receptacle.
- If using OSB/Plywood/CDX you must first pass the Sheathing nailing Pattern inspection. After passing and wrapping you can request the water resistive barrier inspection. Some systems such as Zip System/T-Ply shall also require a successful fastening inspection prior to a WRB inspection after all penetrations and joints have been sealed.

Insulation Inspection

- Spray-in foam meets manufacturer's recommendation for minimum clearances from heat sources or combustibles.
- R-Value of installed insulation must match the REScheck indicated values submitted by the builder and all checklist items have been verified.
- Insulation Baffles must be in place at the time of this inspection.

Drywall Inspection

- Do not Tape & Float before approval of nailing pattern. **Brick Tie/Metal lathe (anytime)**
- The longest wall shall be built-up to four feet high, then request the brick-tie inspection. Structural Lintel (over garage opening) can be inspected in conjunction with this inspection OR at the Frame/MEP combo.
- All metal lathes must be fastened in place prior to requesting inspection. If construction sequence prevents both being ready at the same time, add a note to the inspection request clarifying which item is ready.

Framing/MEP Combo

- Building shall be DRIED-IN (ALL windows, doors, attic vents, and roof shingles installed) before requesting this inspection.
- ALL trades finished with rough-ins.
- Plumbing vent system under water test by filling the system with water to a height of no less than 5 feet above slab, tub/showers flood tested, water lines pressurized, tub drain boxes are poured-back. • ALL wind bracing engineering components in place.
- ALL fire-stop installed, EXCEPT over the electrical chase above the sub-panel box or electrician MUST de-rate the branch circuit conductors.
- Truss packet at location/Deflection Clips installed as per manufacturer.
- Ensure electrical load centers/panel boxes are not located in engineer brace-walls or in spray-foam insulated wall cavities.
- Pull-down stairs have been installed according to manufacturer specifications, with approved fasteners and weather stripping, or ladder is provided. The Builder is responsible for providing a ladder for inspection of attic components and roof-ceiling construction.
- Attic vents: Intake and exhaust shall be balanced 50/50 to 60/40 - intake/exhaust (calcs shown in the plan). Each roof plane over living space shall have exhaust vents in the upper third. Ridge vents and air hawks cannot be mixed on the same roof plane; mixing products creates short circuiting and can draw moisture into the attic.

Gas Final

- Class 1A diaphragm gauge minimum. (Gauges that are maxed-out/in the RED will not be accepted.)
- Propane systems must be finalized at the plumbing rough.
- ALL isolation valves for final equipment must be in place.
- Electrical bonding clamp must be metal-to-metal (remove paint/tape).
- Any exposed rigid gas piping shall be protected from corrosion.

Electrical Meter Loop

- Service equipment must be completely built out.
- Service equipment must be bonded by conductors or metallic nipples/bonding bushings as directed by P.E.C. and IRC/N.E.C.
- Home or structure must be trimmed-out or blanked off.

Building MEP Final

- ALL Final documents, inspection reports, and/or testing reports shall be uploaded by the applicant.
- All ancillary finals must be conducted prior to requesting C.O. (irrigation, back-flow). Do not submit the Certificate of Occupancy request for new builds; email the permit technicians and have them review the project for completeness.
- All egress components in place (stairs, guards, handrails etc.).
- ALL instruction manuals for ALL appliances/systems located at the kitchen for verification.
- All Development Agreement stipulations will be verified during the Building MEP Final.
- Permanent Building Address in accordance with the IRC Code is required.

Irrigation Final Inspection

- Backflow Report indicating DCV has been tested.
- Rain sensor in place.
- Design packet/instruction manual zip-tied at control panel.

Lighting Final Inspection

- Lumen Calculation Workbook uploaded.
- ALL values must be correct (bulb lumen, fixture counts).

Items needed for closing out project (C.O.) (T.C.O.)

- Foundation Engineer's Pre-Pour report.
- Foundation Form Survey
- Truss drawings (if used)
- Blower Door Test

- Duct Blast/Duct Leakage Test
- Structural Steel Welding Reports (if applicable) • Structural Steel Bolt Torquing Reports (if applicable)
- All inspections passed.

Special Instructions

- Propane must be tested through a class 1A pressure gauge at plumbing rough.
- Address blocks shall be a minimum of 4-inch-tall numbers – this is a fire/life/safety issue, first responders must be able to ID the address at all times.
- Trades must be registered before inspections are released. Random license checks will be conducted.
- Applicant info must be updated to reflect Builder Rep on-site before permit will be issued.
- CSIs cannot be completed without final fixtures in place. Normally this inspection occurs at the Building Final. CSI forms are filled out by the individual inspector, ask them, not the permit technicians.
- Job address (minimum 4" tall numbers only) must be posted in a physical location and visible from the Right of Way. Inspectors can cancel any inspection if the address is not posted.
- Construction on subsequent phases cannot begin until inspection on current phase has passed or the inspector gives approval to proceed.
- Cancelled inspections must be rescheduled by the applicant. Building Department staff lack permissions to log in from your account.
- Each project shall have a trash receptacle on site; can be man-made and must be emptied if trash is over-topping.
- Port-a-Johns are required every other house on one side of the street (1:4) in subdivisions and every job site where the property is more than .75 acres.