

PERMITTING PROCESS TIME

All permits take **10-15 business days** to process. Incomplete applications, out-of-order items, or skipping steps within the process will cause *delays* in issuing your permit. *Please read the following information carefully.*

PERMITTING PROCESS SEQUENCE (NEW)

- The Applicant emails the completed **Residential New Construction Permit Application** to permits@annatexas.gov.
 - We *cannot* process permits until a property has been assigned an address.
 - Contact Jonathan Hausler, Senior GIS Analyst, (jhausler@annatexas.gov) to request addresses if needed.
- The City sends the Applicant an invoice.
- The City reviews the application.
- The Applicant submits *payment for the permit with the invoice*. The payment must match the invoice. Do not submit the payment until you have received the invoice.
- The City issues the *stamped, approved permit* to the Applicant.
- The Applicant prints the stamped **Utility Agreement** (found in the *stamped, approved permit package*) to submit with a **\$315** check directly to the Utility Billing Department for the water meter installation.
- The Utility Billing Department schedules the installation.**
- The applicant requests inspections by emailing inspections@annatexas.gov. Do not request an inspection before the permit is paid and issued.

REQUIRED ITEMS SPECIFICATIONS

- Convert all documents and construction plans to **one (1) PDF packet**.
- Submit required items **in the order listed**.
- Do **not** submit secured files.
- Submittal packets **must be 32 MB or less**.

PERMIT APPLICATION REQUIRED ITEMS

- Residential Permit Application**, completed and signed
- Signed **Site Drainage** document
- Signed **Utility Agreement**
- Building Plans**
 - Site and Plot Plan showing setbacks, build lines, driveway dimensions, and lot, block and subdivision name
 - Floor plans, with accurate measurements and room descriptions
 - Mechanical, electrical, and plumbing plans
 - Elevation plans front, back, and sides
 - Roof plan detail and pitch
 - Engineer letter

- Foundation plan
- Framing plan (sheer/bracing walls)
- Ceiling/Roof framing plan
- Window-door schedule
- Fence plans (no separate fence permit application required)
- Irrigation plans (no separate irrigation permit application required)
- ☐ **2021 ICEE Energy Compliance Report** to include mechanical and electrical compliance
- ☐ Plans must be **stamped by a design professional** to include framing and structural design
- ☐ **Collin County Septic System Approval** where city services are not provided

SEPARATE PERMITS

- ☐ Outdoor kitchens
- ☐ Swimming pool
- ☐ Patio covers or arbors, not part of the submitted plans
- ☐ Fire suppression systems
- ☐ Water treatment systems