

Electronic Residential Plan Review Requirements

(Application) Preparing documents for electronic submittal:

1. Verify the following items are ready for submittal
 - Completed/signed residential permit application;
 - Site and plot plan showing setbacks, build lines, driveway dimensions, and lot, block & subdivision name;
 - Building plans: Cover sheet / address, legal description, and square footage / evaluation plans front, back and sides / floor plans with accurate measurements and room description / mechanical, electrical, and plumbing plans / roof plan detail and pitch / framing plan / cross section plan / foundation plan (engineer stamp and letter) / window- door schedule / utility connections;
 - 2015 ICEE Energy Compliance report to include mechanical & electrical compliance;
 - Utility Service Agreement (water / sewer);
 - Plans must be stamped by a design professional to include framing & structural design;
 - Signed site drainage document;
 - Collin County septic system approval where city services are not provided.
2. **Please note:** Secured files submitted for review will prohibit the city from performing the review of the document through current review software. This may result in the submittal being returned in order to remove the security settings.
3. Convert all documents and construction plans to PDF format. Submittal packets **must be 8 MB or less**. This will allow the City staff and inspectors in the field, to access the approved plans on their electronic device. The plan documents must be in PDF format.
4. If you are adding a fire suppression system (sprinkler) you must provide plans including the type of system. These would be directed to the Fire Department for review.
5. Identify if the structure has a septic system or if liquid propane (LP) gas is proposed. LP gas installers must have an endorsement for LP gas through the Railroad Commission. **If natural gas is available and structure is within the city limits LP gas is not allowed.*
6. The following are considered separate permits:
 - fences
 - irrigation
 - outdoor kitchens
 - swimming pool
 - patio covers or arbors, not part of the submitted plans
 - fire suppression systems
 - water treatment systems
7. Email a completed PDF file to the following City of Anna personnel:
permits@annatexas.gov