# CONTRACTOR CHECKLIST REQUIREMENTS

1) A completed permit application is required. Incomplete applications will not be received.

2) A completed “Application for Water and Trash” service.

3) Three sets of plans are required. Plans must include the legal description consisting of the subdivision name, lot, block, and common address. The height of single family residential homes is limited to 35 feet maximum. Fire sprinkler systems are required for all new homes. Square footage is to be specified clearly per area as well as total house height and may be required to be verified by an architect/engineer, bearing the seal of the professional. Every elevation must be shown including the materials used. Foundation plans are required to bear the seal of an engineer. Plans can be 24’ x 36’ or 11’ x 17’. Plans not meeting these requirements will not be received.

4) If your construction requires fire sprinklers, the permit must be submitted to Building Inspections by your registered Fire Sprinkler Company with the Fire Sprinkler application in your plan package.

5) Three plot / site plans 11’ x 17’ are required. Plans must include legal description, common address, property boundaries, easements, concrete flatwork existing/proposed, buildings with setback lines, flood zones, finished floor elevation, as well as all appurtenances.

6) Contractors intending to build new, remodel or room additions to single family dwellings must be licensed with the Texas Residential Construction Commission.
   Contractor registration for general contractors, each licensed trade, as well as your concrete contractor is required.
   We cannot receive your submittals if all contractors, including you, are not registered. It is your responsibility to supply to the City a copy of your contractor’s registration, as well as your sub-contractors registration, with your submittals.

7) Termite treatment is required. This will be provided by you on the final certificate of occupancy inspection request.

8) An On Site Sewage Facility is required in the City of Lucas. A final approval by the Collin County health department is required upon the final certificate of occupancy request.

9) A residential plan of the International Energy Conservation Code must be included in your plans. This is to be completed by a certified energy plans examiner. A certificate, from the certified agency, stating the home complies with the energy code is required on the final certificate of occupancy request.

10) A preliminary site grading plan of your lot is required. Lot grading plans must include contour lines or flow arrows indicating the approved flow of water drainage. The final request for a certificate of occupancy requires a final drainage survey bearing the seal of a registered professional surveyor to be available to the City.

11) A roll-off dumpster container with cover is required. This must be a minimum 20 cubic yard covered container. The City may impose a fee and or a separate permit at any time for your container.

12) Plan review fees, in addition to permit fees, may be implemented at any time.

13) Be advised that plans that have been reviewed, then needing revisions imposed by the builder, will be subject to a fee equal to half the original permit fee.

14) Public Works will do an onsite inspection on water meters and valve boxes prior to a Certificate of Occupancy on a new home. It is the responsibility of each contractor to make sure that their work is up to the standards of the Public Works department. A few of their requirements are:
    a. Water Meter Boxes: Required to be intact with lid and box both in good condition and not filled with dirt or debris. Finished grade needs to be 2” below the top of the box, in anticipation of sod placement.
    b. Water Valves: Valve boxes need to have lids in pace and concrete collars undisturbed and unbroken. The valve box should not be filled with dirt or debris. Finished graded needs to be 2” below the top of the lid.
    c. Fire Hydrants: Hydrants need to be undisturbed. Finished grade needs to be 2” below the bottom of the bottom flange.

# CONTRACTOR REGISTRATION

**INSPECTION REQUEST LINE**
**Ph 214-644-0779**

Office 972-727-8999
Fax 972-727-0091

**Building Inspections**
665 Country Club Road
Lucas, Texas 75002

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Company: _____

Address: _____ City: _____ Zip: _____

Office phone: _____ Mobile: _____ Fax: _____

Email Address: _____ Website: _____

Master/License Holder (if applicable):_____

Master License #: _____ Exp.:_____ D L #: _____ Exp.:_____

Please list the name and driver's license number of persons permitted to pull permits for this Master:
*(It is the responsibility of the contractor to notify the City of any changes in personnel.)*

Authorized Agent/s of Company: _____

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**CHECKLIST - PLEASE INITIAL:**

- — Completed Contractor Registration Form
- — Copy of State Trade License
- — Copy of Drivers License/Government ID
- — Copy of Company's General Liability License (minimum requirement)

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE GUIDELINES AS SET FORTH AND THIS REGISTRATION MAY BE REVOKED AND MY PRIVILEGES TO WORK IN LUCAS FORFEITED FOR FAILURE TO COMPLY WITH THE GUIDELINES AND BUILDING CODES OF THE CITY OF LUCAS, TEXAS.

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**Signature of Contractor or Acting Agent for Contractor** **Date**

| | | | |
|---|---|---|---|
| **"301"** | **Contractor Registration General**<br>#301 General $75 - #308 Fire $75 - #309 Water Well $75 | **$** | _____ |
| **"302"** | **Contractor Registration Electrician**<br>#302 Electrician $75 | **$** | _____ |
| **"303"** | **Contractor Registration Plumbing**<br>#303 Plumbing $75 | **$** | _____ |
| **"304"** | **Contractor Registration Lawn Irrigation**<br>#304 Lawn Irrigation $75 - #307 Backflow Tester $35 | **$** | _____ |
| **"305"** | **Contractor Registration Mechanical**<br>#305 Mechanical $75 - #306 HVAC $75 | **$** | _____ |
| **Total Registration Amount Due** | | **$** | _____ |

**Official Use Only:**

**Received by:** _____ **Date:** _____
Building Inspections

**Processed by:** _____ **Date:** _____
Billing Department

**Received Monies From:** _____ **Check:** _____ **Cash** _____