



201 Bolivar Street/PO Box 1729, Sanger, TX 76266  
940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

### New Residential Permit Requirement Checklist

Contractor must upload all construction drawings which contain the following specifications to Community Core

\*Note: All property shall be properly platted before a permit will be issued.

**Residential Permit Application**

Complete residential application including owner's name, builder's name, subcontractor information, etc.

**Engineered Foundation plan**

- Engineered foundation layout
- Engineered foundation

letter **Energy Code Compliance**

**Report Site Plan**

- Drawn to scale with dimensions
- Drainage arrows
- North arrow
- Easements and building set-back lines
- Driveway location
- Include all structures on site
- Legal lot Description and lot address
- Include % lot coverage including main building, driveways, and parking, and any other concrete work, flat work, etc.

**Floor Plans**

- Drawn to scale with dimensions
- Dimensions of rooms with use of rooms labeled
- Door and window sizes, and height of windows
- Room descriptions and ceiling heights
- 20 minute or solid core door between house and garage
- 1/2" gypsum board separation between house and garage

**Elevation Plans**

- All sides of house, street facing elevations to show all architectural features – exterior finishes, windows, and doors
- Roofing materials used
- Roof pitch
- Overhangs (including depth)
- Overall house height

**Electrical Plans**

- Light fixture locations
- Switches
- Electrical panel location and size
- Smoke detectors
- Carbon monoxide detectors
- Receptacles
- Arc-fault protection in all bedrooms
- GFCI protected receptacles in garage, bathrooms, kitchen counters, exterior locations
- Exhaust fans in bathrooms at showers and/or toilets
- Meter base location
- Air conditioning unit location

**Roof, Ceiling, & Floor Framing Plans**

- Floor/Ceiling framing plans
- Roof framing plans

**Stairway Section**

- Rise and run of stairs
- Handrail and guardrail height

**Wall Section**

- Anchor bolt size, spacing, and treated sill plate
- Wall stud spacing and wall top plate
- Exterior sheathing
- Brick tie spacing and weep hole spacing
- Footing and slab
- Exterior vapor retarder/house wrap
- Interior wall finish
- Siding/exterior finish material
- Joists size, spacing, and rim joist size
- Rafter size and spacing
- Roof type and felt type
- Wall and ceiling insulation with R-values to match Energy Code

**Braced Wall Panel or Wind Bracing Plans**

- Engineered Wall Bracing Plan



201 Bolivar Street/PO Box 1729, Sanger, TX 76266  
940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

### Residential Building Permit Application

Site Address \_\_\_\_\_

Remodel (sf) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Zoning Classification \_\_\_\_\_ Lot (sf) \_\_\_\_\_

Description of Work \_\_\_\_\_ No of Bedrooms \_\_\_\_\_ No of Bathrooms \_\_\_\_\_

1<sup>st</sup> Flr AC Area (sf) \_\_\_\_\_ 2<sup>nd</sup> (sf) \_\_\_\_\_ Total Bldg. (sf) \_\_\_\_\_ Garage (sf) \_\_\_\_\_ Patio/Porch (sf) \_\_\_\_\_ Covered Lot Area % \_\_\_\_\_

#### Applicant/Owner Information

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Contractor Information

Gen Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Elec Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Plumb Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mech Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

By signing below, I hereby certify that I am the owner (or) authorized agent of the owner of this property and that I have read and examined this application and know the same to be true and correct. I grant permission to the City of Sanger, Texas and its authorized agents to enter the premise and associated structures for the performance of official duties. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



201 Bolivar Street/PO Box 1729, Sanger, TX 76266  
940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

All single-family dwelling and duplex units must comply with the following standards:

- All single-family residential dwelling units (detached and attached/townhomes) shall be located on individual lots. Attached single-family (townhomes) as well as duplex units shall be separated by a fire-rated wall.
- Duplex buildings must be designed to appear as a single unit. Any previously platted duplex lots will be exempt from this requirement as of the date of adoption of this manual.
- Have attached garages with minimum 400 square feet. Any garage facing a public street may not extend more than 10 feet beyond the house front. On non-typical lots where site constraints are present, a variance to the maximum 10 feet garage extension beyond house front may be approved by the Director of Development Services or through an alternative façade permit application by City Council.
- All walls, except gabled roof areas, which face a street other than an alley must contain at least 25% of the wall space in windows and doors.
- Windows shall be provided with trim or shall be recessed. Windows shall not be flushed with exterior wall treatment. Windows shall be provided with an architectural surround at the jamb.
- Primary entrances shall face the Public Street and sidewalk.
- Any house elevation shall not be repeated on a group of three lots most directly across the street, nor shall it be repeated on two adjacent lots in either direction on the same side of the street.
- Earn a score of at least **15 points** based on the scoring criteria listed below. Please check the box of the ones you are using:
  - Porch: A covered, unenclosed area projecting at least 4 feet out from the front façade of a single family detached dwelling, or two-family dwelling. A porch must be covered and roofed with materials similar to the balance of the structure. A porch that covers at least 50% of the length of the front façade of the dwelling scores 4 points. A porch that covers at least 25% but less than 50% of the length of the front façade scores 3 points.
  - Dormer: A dormer is a structural element of a building that protrudes from the plane of sloping roof surface, clad in the same material as the exterior walls below the roofline and containing a window. A dormer within the front façade scores 4 points.



201 Bolivar Street/PO Box 1729, Sanger, TX 76266  
 940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

- Multiple Materials:** The use of a combination of masonry and non-masonry materials in the exterior of a building façade. For example, an exterior wall with brick veneer from the ground up to the bottom of the windows, with wood siding up the balance of the walls to the eaves. The materials should be visibly different from each other from the public right of way. Each non-masonry material must cover at least 20% of the façade. One building may not have more than 5 different building materials. The total score earned will be based on the percentage of masonry as per the table below:

5 points	100% masonry	0% other materials
4 points	75% masonry	25% other materials
3 points	50% masonry	50% other materials
2 points	25% masonry	75% other materials
1 points	0% masonry	100% other materials

- Major Offsets to Front Façade:** A façade with a major offset is one with a section at least 10 feet wide set back at least ten additional feet from the balance of the façade. A major offset scores 4 points.
- Stone or Brick Accents:** Stone or brick accents is the application of stone or brick masonry on a non-masonry exterior to draw attention to an architectural element. Such elements include but are not limited to corners, doors, windows, a front deck, or the columns supporting a front porch. The accents should equal at least 5% of the front façade. The use of stone or brick accents scores 4 points.
- Hidden Garage:** A hidden garage is an enclosed parking space with a garage door that does not face the same street as the front façade. A hidden garage scores 3 points.
- Steep Roof Pitch:** A steep roof has a pitch of at least 7:12. A steep roof pitch scores 3 points.
- Gabled Accents:** A small triangular portion of a wall between the edges of a sloping roof along the front façade of a residence. A gabled accent scores 3 points. A gabled dormer is considered a dormer and not a gabled accent.
- Cross Gabled:** A residence is cross-gabled when it has multiple gables aligned on perpendicular axes, intersection in a cross at the highest point on the roof. A cross gabled roof scores 3 points.
- Multi-Angled Roof:** A multi-angled roof has one or more sections equaling at least 1/3 the total roof width with a pitch at least 1:12 different than the balance of the roof. A multi-angled roof scores 3 points.
- Roof Accent:** A roof accent is a functional element in the structural or mechanical system of the building located above the top of the first floor that is visibly different from the balance of the roof because of color or material. A roof with one or more accents score 3 points.
- Window Grids:** Window grids are permanently-attached materials that visually divide the windows of the front façade into smaller transparent areas from the public right-of-way. Window grids score 3 points.



201 Bolivar Street/PO Box 1729, Sanger, TX 76266  
940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

- Window Shutters: A pair of panels, often louvered, fixed outside a window. Window shutters scores 2 points.
- Expanded Dwelling Size: A dwelling size that measure at least 150% of the minimum dwelling unit size required by zoning ordinance scores 4 points.
- Bay Windows: A bay window is a window space projecting outward from the main walls of a building and forming a bay in a room. A front façade with one or more bay window scores 2 points.
- Portico: A covered walkway leading to the front door of a building. A portico must be covered and roofed with materials similar to the balance of the structure. A portico scores 2 points.
- Pent Roof or Pent Roof Returns: A pent roof is a small, self-supporting, single slope roof attached to a building. A pent roof return is a pent roof attached to the façade at the bottom of the gable. The use of a pent roof or pent roof return scores 2 points.

Interpretations of the scoring criteria as applied to proposed new construction or re-construction shall be made by the Director of Development Services. Appeals of any and all interpretations shall be considered by the city council.

Buildings that do not meet the minimum criteria mentioned in this section may be considered for approval by City Council through an architectural alternative permit application after conducting a public hearing. Notice of the public hearing shall be mailed to properties within two hundred feet (200') of the property at least ten (10) days prior to the hearing.