

**CITY COUNCIL**

JOSE ALFREDO GUERRA, Jr., *Mayor*  
JAIME ESCOBAR, Jr., *Councilman*  
RUBEN R. GONZALEZ, *Councilman*  
JOSE NOEL SAENZ, *Councilman*  
ROBERTO A. SALINAS, *Councilman*  
JUAN CARLOS SAENZ, *Councilman*



**BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_ Application No. (Assign by city) \_\_\_\_\_

Fee: \_\_\_\_\_

**Section 1 Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Section 2 Contractor:**

Contractor Name: \_\_\_\_\_  
Company's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Section 3 Site Location:**

Physical Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Porcion \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Type of Structure:**

Retail  Restaurant  Office  Pool  Garage  Fence  Other

**Scope of Project:**

New Construction  Demolition  Repair  Remodel  Addition

**Residential**

Living Square Feet: \_\_\_\_\_

Total Square Feet: \_\_\_\_\_

# of Units: \_\_\_\_\_  
Improvement Value: \_\_\_\_\_

     **Non Residential (specify)**

Commercial: \_\_\_\_\_  
Industrial: \_\_\_\_\_  
Building Height: \_\_\_\_\_  
Building Square Foot: \_\_\_\_\_  
Existing Use of Lot: \_\_\_\_\_  
Proposed Use of Lot: \_\_\_\_\_  
Improvement Value: \_\_\_\_\_

**Foundation:**

(Specify) \_\_\_\_\_  
Base Flood Elevation (BFE) \_\_\_\_\_  
Free Board: \_\_\_\_\_

**Utilities:**

Drinking Water Source City of Roma  
Waste Water: \_\_\_\_\_  
Septic Tanks (OSSF) \_\_\_\_\_

**Easements:**

Utilities: \_\_\_\_\_  
Drainage: \_\_\_\_\_  
Flood Zone: \_\_\_\_\_  
Other: \_\_\_\_\_

**Setbacks Lines for Residential Streets Only:**

Front (20 ft): \_\_\_\_\_  
Side (5 ft): \_\_\_\_\_  
Rear (10 ft): \_\_\_\_\_  
Corner side (10 ft): \_\_\_\_\_

<b><u>Inspections</u></b>	<b><u>Date</u></b>	<b><u>Initials</u></b>	<b><u>Approved</u></b>	<b><u>Denied</u></b>
<u>Plan Review</u>				
<u>Utility Department</u>				
<u>Fire Department</u>				
<u>Health Department</u>				

Electrical Inspection

Plumbing Inspection

Building Inspection

The foregoing is a true and correct description of the improvements proposed by the undersign applicant and the applicant states that he will have full authority over construction of same.

The building permit shall not be held to permit or be an approval of a violation or modification of any provisions of city ordinances, codes subdivision restrictions or State law or be a waiver by the City of such violations. Alterations, changes or a deviation from the plans authorized by this permit is unlawful without written authorization from the Building Inspections Department.

The applicant hereby agrees to comply with all City ordinances, codes, subdivisions, restrictions, and State laws and assume all responsibility for such compliance.

It is understood that the improvements shall not be occupied until a Certificate of Occupancy has been issued.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance or if the work authorized by such permit is suspended or abandoned for six months after the time of work is commenced.

This permit is good for one year only.

Print Name: \_\_\_\_\_

Authorized Agent/Owner: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Roma's Residential Plan Requirements

1. Completed Building Permit Application
2. Copy of Property Warranty Deed
3. Set of Construction Documents

In addition to the requirements above, the owner must submit the following drawings with the required information.

### **Cover Sheet**

Cover sheet is the first sheet of the set. It should indicate the following:

- Name of owner
- Name of Contractor
- Air conditioned space
- Total square footage

### **Plot Plan**

A plot plan is a drawing indicating the location of the proposed building with relation to the property. It must show the following:

- Legal description of property
- Footprint of proposed structure and all existing buildings
- Front setback
- Side setbacks
- Rear setbacks
- All easements
- Location of water, gas and sewer to be installed

### **Floor Plans**

A floor plan is the layout of the configuration and sizes of spaces within. It must show the following:

- Labeling of all spaces
- Door sizes
- Window sizes
- Size and Support of all beams and headers

### **Exterior Elevations**

Exterior elevations indicate the facade of the all four sides of a building. It must show the following:

- All wall and roof materials
- Header elevations

### **Wall Details**

The wall details shows of the material makeup of exterior and interior walls. Details should indicate the following:

- Wall Insulation
- Roof Insulation
- Framing sizes and construction

**Electrical Plan**

Electrical plans indicate the location of all wall outlets, light fixtures, switches, etc.

Plans should clearly indicate the following:

- Location of all electrical outlets
- Labeling of not typical outlets (220v, GFI's, etc.)
- Service panel location
- Smoke alarm locations

**Foundation Plan**

Foundation plans is a dimensioned layout of the concrete slab or wood floor framing.

Plans should clearly indicate the following:

- Size and depth of concrete grade beams (if applicable)
- Footing details indicating depth and reinforcing

**Stair Details (if applicable)**

Stairs details should be specific to submitted plans. Typical details will not be accepted. Details should indicate the following:

- Maximum rise of 7 ¾" and a minimum tread of 10"
- Minimum 36" width at stairs
- Headroom no less than 6'-8"
- Handrails and guardrails

End of Requirements

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## **Required Inspections**

In every construction within city limits, or dealing with utilities that belong to the city of Roma, the general contractor has the responsibility to call for inspections. The following are required inspections

### **Building**

The contractor shall call the city for the following inspections:

- Foundation
- Wood Frame
- Drive/Approach Sidewalk
- Final

Please contact city hall at (956) 849-1411 to schedule inspections. Please specify type of inspection required.

### **Plumbing**

The contractor shall call the city for inspections on plumbing connections such as sewer, water, and gas. The city will also inspect lawn sprinklers and backflows. The following on site inspections will be required before anything is covered.

- Plumbing Rough In
- Pipes and Vents
- Plumbing Final
- Building Sewer
- Building Gas
- Lawn Sprinklers

Please contact city hall at (956) 849-1411 to schedule inspections. Please specify type of inspection required.

### **Electrical**

The contractor shall call the city for the following electrical inspections:

- Rough Underground
- Rough Electrical
- Rough Above Floor
- Final

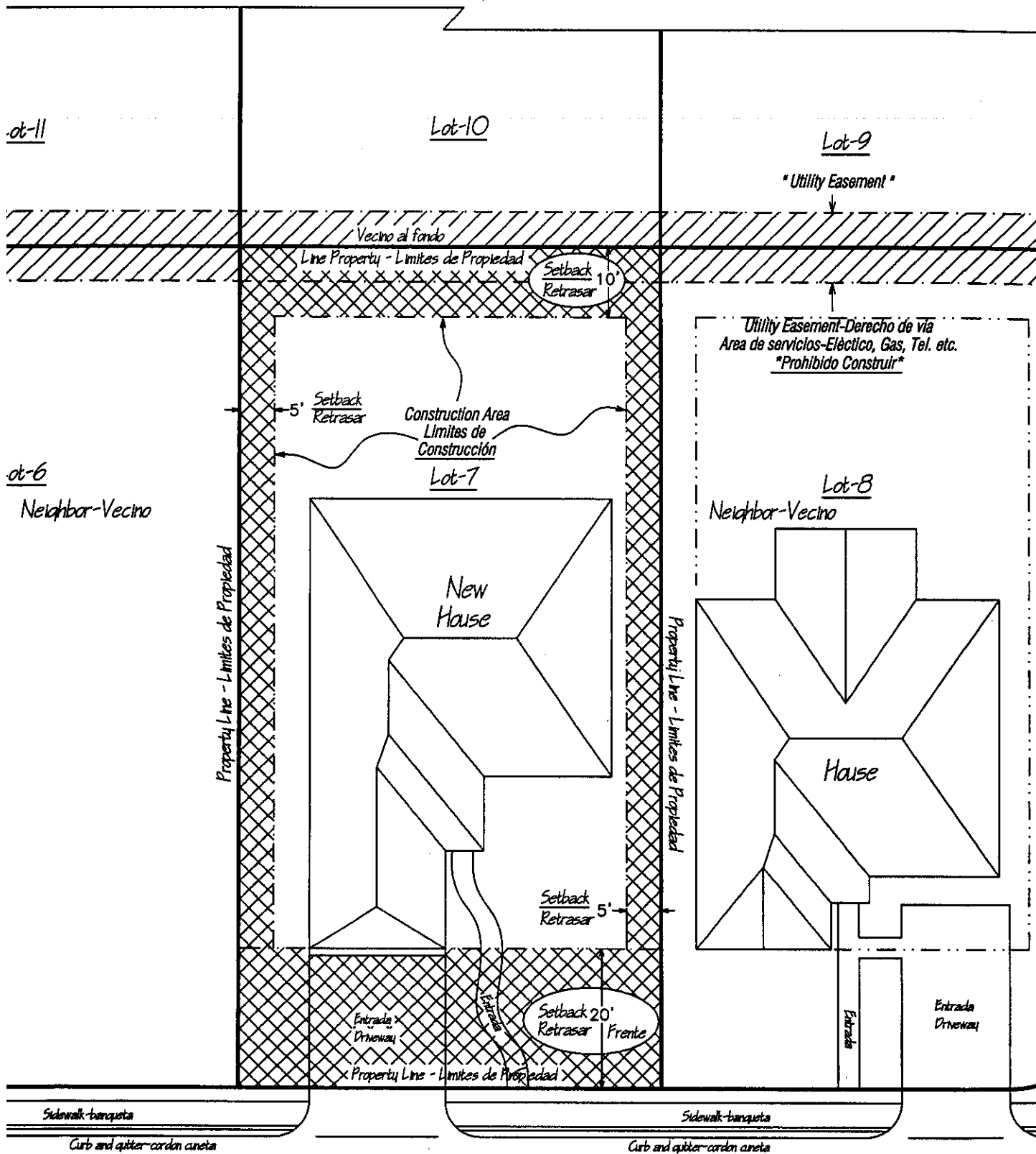
Please contact city hall at (956) 849-1411 to schedule inspections. Please specify type of inspection required.

### **Fire (Commercial only)**

The general contractor has the responsibility to contact the fire marshal to schedule fire inspections.

Please contact the fire marshal at (956) 849-2231 to schedule inspections.

# Sample Plot Plan - Ejemplo Plano de un Solar



















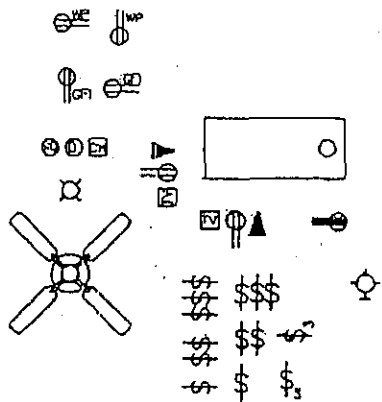
Margarita Street  
Calle Margarita

849-3963

# ELECTRICAL

## ELECTRICAL LEGEND

-  TELEVISION OUTLET
-  DOOR CHIME
-  DUPLEX RECEPTICAL WATERPROOF
-  DUPLEX GROUND FAULT INTERRUPT
-  DUPLEX RECEPTICAL
-  RECEPTICAL, 208/240 V
-  SURFACE MOUNTED INCANDESCENT
-  WALL MOUNTED INCANDESCENT
-  CAN LIGHT
-  SINGLE POLE SWITCH
-  THREE WAY SWITCH
-  FOUR WAY SWITCH
-  SMOKE DETECTORS
-  FAN/LIGHT
-  PUSH BUTTON SWITCH
-  TELEPHONE



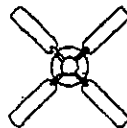
### GENERAL NOTES:

2. LOCATION OF FIXTURES AND/OR OUTLETS ARE SUGGESTED LOCATIONS AND MEET LOCAL CODE REQUIREMENTS.

3. OWNER TO VERIFY EXACT LOCATION OF FLOOR OUTLETS IN FIELD.

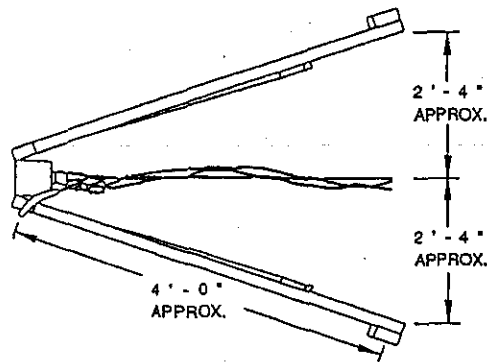
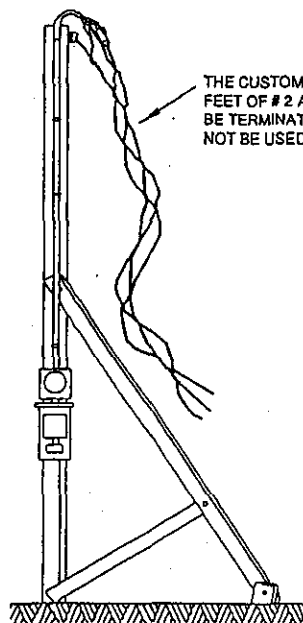


2' X 4' RECESSED FLOOR.



CEILING FAN WITH LIGHT KIT





**GENERAL CONDITION NOTES:**

THE COMPANY WILL BE RESPONSIBLE FOR:

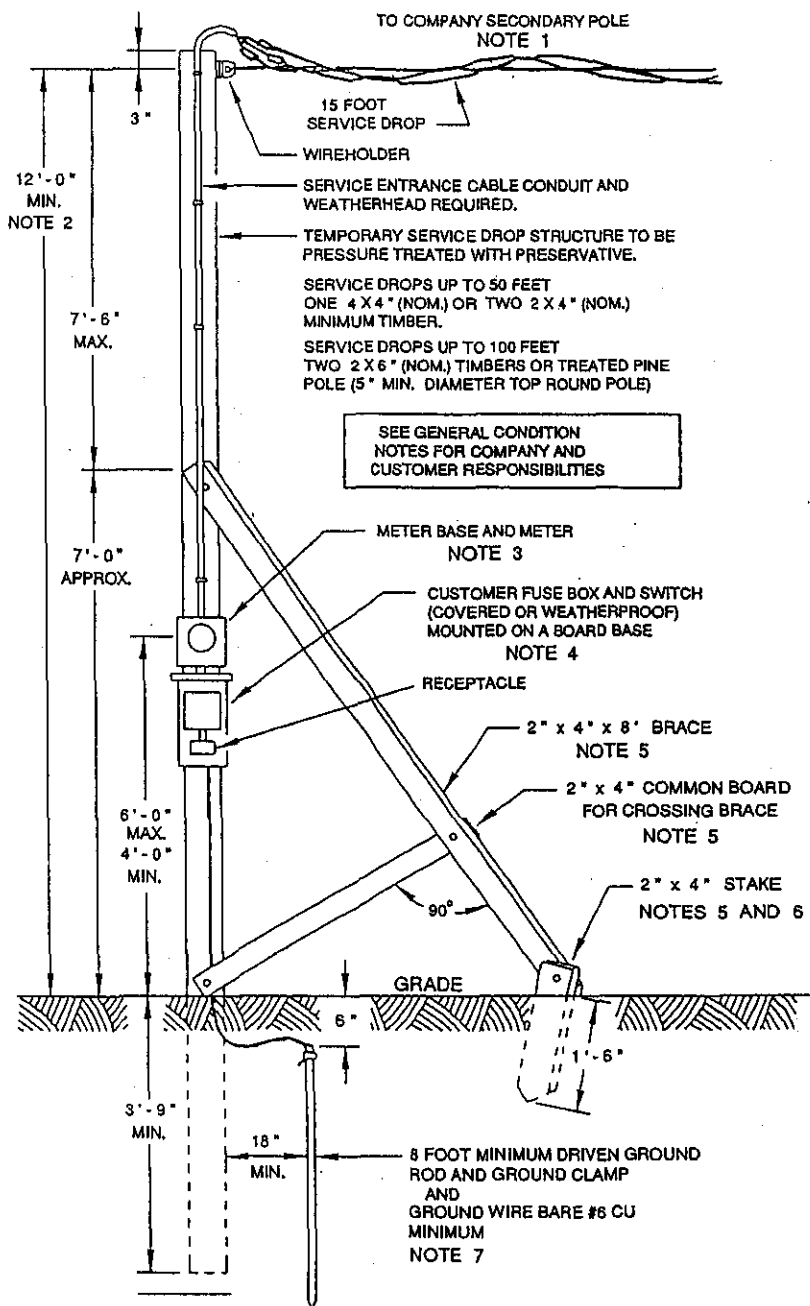
- (a) PROVIDING AND INSTALLING OVERHEAD SERVICE DROP (NO. 2 OR NO. 4 TRIPLEX SERVICE DROP).
- (b) INSTALLING AND REMOVING THE METER.

THE CUSTOMER WILL BE RESPONSIBLE FOR:

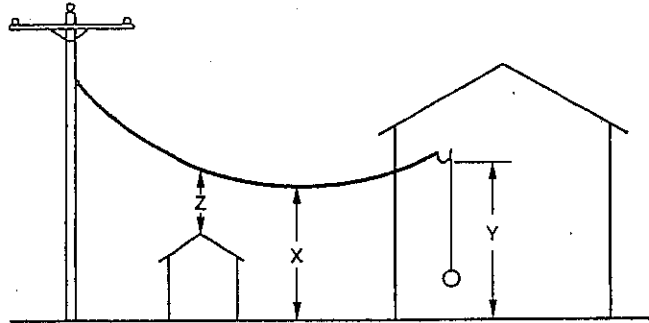
- (a) PROVIDING AND INSTALLING THE COMPLETED TEMPORARY STRUCTURE TO WHICH SERVICE DROP WILL BE ATTACHED. INSTALLATION MUST MEET THE COMPANY'S REQUIREMENTS TO BE CONNECTED. SERVICE ENTRANCE CONDUCTORS SHALL PROJECT FROM WEATHERHEAD A MINIMUM OF 15 FEET.
- (b) A TOOL SHED (IF AVAILABLE) OR OTHER TYPE OF FIXED SUPPORT MAY BE USED AS A TEMPORARY SERVICE DROP ATTACHMENT IF SUCH SUPPORT PROVIDES EQUAL STRENGTH AND PROPER CLEARANCE.

**GENERAL CONDITION NOTES:**

1. TEMPORARY SERVICE DROPS NOT TO EXCEED 100 FEET.
2. THE SERVICE ATTACHMENT SHALL BE INSTALLED AT A HEIGHT THAT MAINTAINS PROPER CLEARANCES FOR SERVICE DROP CONDUCTORS. REFER TO PAGE 2.
3. THE METER SOCKET USED ON COMMERCIAL CUSTOMERS SHALL HAVE A LEVER OPERATED BY-PASS FOR THREE PHASE AND SINGLE PHASE.
4. CUSTOMER FUSE BOX AND SWITCH MAY REQUIRE CURRENT LIMITING FUSES TO COMPLY WITH LOCAL CODES.
5. USE 1/4" x 4" HOT DIPPED GALVANIZED LAG SCREWS OR MACHINE BOLTS TO SECURE SUPPORT STRUCTURE. IN CORROSIVE AREAS SUBSTITUTE WITH STAINLESS STEEL HARDWARE.
6. A 2" x 4" STAKE IS RECOMMENDED BUT DEPENDENT ON SOIL CONDITIONS OTHER MATERIAL SUCH AS CONCRETE FORM STAKES MAY BE USED TO SECURE THE SUPPORT STRUCTURE.
7. CUSTOMER GROUNDING SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE. THE GROUND WIRE SHALL BE CONNECTED IN THE METER SOCKET.



## SERVICE DROP CABLE CLEARANCES



X = IN-SPAN GROUND CLEARANCE  
 Y = DRIP LOOP GROUND CLEARANCE  
 Z = ROOF OR BALCONY CLEARANCE

NATURE OF SURFACE UNDERNEATH SURFACE DROP CABLE	VERTICAL CLEARANCE ABOVE SURFACE FOR SERVICE DROP CABLE (FEET) NOTES 1 AND 2
TRACK RAILS OF RAILROADS	24.0
ROADS, STREETS, DRIVEWAYS, PARKING LOTS, ALLEYS AND OTHER AREAS SUBJECT TO TRUCK TRAFFIC NOTE 3	18.0
DRIVEWAYS, PARKING LOTS, AND ALLEYS	16.0 NOTE 4
SPACES AND WAYS SUBJECT TO PEDESTRIANS OR RESTRICTED TRAFFIC ONLY NOTE 5	12.0 NOTE 6
ROOFS OR BALCONIES	11.0 NOTE 7
SWIMMING POOLS	22.5 NOTE 8

**NOTES:**

- ALL CLEARANCES LISTED ARE SPECIFIED BY THE NESC. THESE ARE MINIMUM CLEARANCES WHICH MUST BE MET FOR THE SAG CONDITION WHICH CAN OCCUR EITHER AT : MAXIMUM OPERATING CONDUCTOR TEMPERATURE OR, MAXIMUM LOADING AT 32° F. NESC ICE, FINAL SAG.  
  
AN INCREASE IN DESIGN CLEARANCE AT TIME OF INSTALLATION IS RECOGNIZED AND ACCEPTABLE TO ACCOUNT FOR FUTURE RESURFACING OR GRADE CHANGES. A 12 INCH INCREASE IS TYPICAL IN LIEU OF ANY SPECIFIC INFORMATION, IT IS RECOMMENDED THAT THIS FACTOR SHOULD BE CONSIDERED AND, AS APPROPRIATE, INCLUDED WHEN PLANNING SERVICE INSTALLATIONS.  
  
A POINT OF CLARIFICATION IS NECESSARY REGARDING WHAT CAN APPEAR TO BE A 2 FOOT INCONSISTENCY BETWEEN THE NESC AND THE NEC FOR CLEARANCES OVER "ROADS, STREETS, DRIVEWAYS, PARKING LOTS, ALLEYS AND OTHER AREAS SUBJECT TO TRUCK TRAFFIC" (NESC - 16 FEET VS. NEC - 18 FEET). NEC CLEARANCES ARE SPECIFIED (WITH LESS SAG) AT A CONDUCTOR TEMPERATURE OF 60° F., NO WIND, WITH FINAL UNLOADED SAG IN THE CONDUCTOR. THE 2 FOOT DIFFERENCE IS PARTIALLY ATTRIBUTED TO COMPARATIVELY LARGER SAG BY NESC SPECIFICATIONS. ADDITIONAL ALLOWANCES MADE FOR RESURFACING, ETC. IN APPLICATION OF THE NESC RULE WILL ACCOUNT FOR THE REST OF THE 2 FOOT DIFFERENCE. A SERVICE INSTALLED TO EITHER SPECIFICATION WOULD BE VERY SIMILAR WHEN ANALYZED BY THE OTHER. THEREFORE, THERE IS NO PRACTICAL INCONSISTENCY BETWEEN THE TWO CODES IN THIS SITUATION.
- IN ADDITION TO PROPER DESIGN FOR GROUND/SURFACE CLEARANCES, BE CAREFUL TO PROVIDE CLEARANCES FROM BUILDING OPENINGS, WINDOWS, DOORS, ETC. (TYPICALLY 3'-0"). PROVIDE A MINIMUM CLEARANCE OF THREE (3) INCHES FROM DOWNSPOUTS AND EAVES FOR SERVICE CONDUCTORS 0 TO 750 VOLTS FOR CONDUCTORS MEETING NESC RULE 230C1, 230C2 OR 230C3. THIS CLEARANCE MAY BE REDUCED TO ONE (1) INCH. ROUTE SERVICES SO THAT RAISED PATIO/DECK AREAS CAN BE AVOIDED IF POSSIBLE. AS AN ALTERNATIVE, CONSIDER PROVIDING ADDITIONAL CLEARANCE, WHEN FEASIBLE.
- TRUCKS ARE DEFINED AS ANY VEHICLE EXCEEDING 8 FEET IN HEIGHT, AREAS NOT SUBJECT TO TRUCK TRAFFIC ARE AREAS WHERE TRUCK TRAFFIC IS NOT NORMALLY ENCOUNTERED NOR REASONABLY ANTICIPATED.

- FOR RESIDENTIAL DRIVEWAYS ONLY, WHEN A BUILDING DOES NOT HAVE SUFFICIENT HEIGHT TO ALLOW A SERVICE ATTACHMENT LOCATION WHICH WILL PROVIDE 15 FEET OF CLEARANCE, THE CLEARANCES MAY BE REDUCED TO:

**SERVICES 277 VLG:**

IN-SPAN GROUND CLEARANCE - 12.5 FEET  
 DRIP LOOP GROUND CLEARANCE - 10.5 FEET

**SERVICES 120 VLG:**

IN-SPAN GROUND CLEARANCE - 12.0 FEET  
 DRIP LOOP GROUND CLEARANCE - 10.0 FEET

- SPACES AND WAYS SUBJECT TO PEDESTRIAN OR RESTRICTED TRAFFIC ONLY ARE THOSE AREAS WHERE RIDERS ON HORSEBACK, VEHICLES OR OTHER MOBILE UNITS EXCEEDING 8 FEET IN HEIGHT, ARE PROHIBITED BY REGULATION OR PERMANENT TERRAIN

CONFIGURATIONS OR ARE OTHERWISE NOT NORMALLY ENCOUNTERED NOR REASONABLY ANTICIPATED.

- FOR RESIDENTIAL DRIVEWAYS ONLY, WHEN A BUILDING DOES NOT HAVE SUFFICIENT HEIGHT TO ALLOW A SERVICE ATTACHMENT LOCATION WHICH WILL PROVIDE 12 FEET OF CLEARANCE, THE CLEARANCES MAY BE REDUCED TO:

**SERVICES 277 VLG:**

IN-SPAN GROUND CLEARANCE - 10.5 FEET  
 DRIP LOOP GROUND CLEARANCE - 10.5 FEET

**SERVICES 120 VLG:**

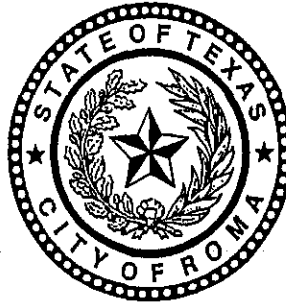
IN-SPAN GROUND CLEARANCE - 10.0 FEET  
 DRIP LOOP GROUND CLEARANCE - 10.0 FEET

- WHERE ROOFS OR BALCONIES ARE NOT READILY ACCESSIBLE AND WHERE VOLTAGE BETWEEN SERVICE CONDUCTORS DOES NOT EXCEED 300 VOLTS OR WHERE CABLES MEETING NESC RULE 230C2 OR 230C3 AND VOLTAGE DOES NOT EXCEED 750 VOLTS, CLEARANCE MAYBE REDUCED TO 3.0 FEET.

- CLEARANCE IN ANY DIRECTION FROM THE POOL WATER LEVEL, EDGE OF POOL, BASE OF DIVING PLATFORM OR ANCHORED RAFT. CLEARANCE IN ANY DIRECTION TO A DIVING PLATFORM IS 14 FEET.

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Application Sketch Paper

A large grid of graph paper for sketching, consisting of approximately 20 columns and 25 rows of squares.