



Master Plan Submittals

Step 1

This process is required when a home builder submits a Generic Master Plan Set for house plans that are to be repeated in residential developments. Please fill in the information below; check that all listed materials are included with your submittal, sign and return this application. There is no fee for this submittal or review. Fees are collected during the Building Permit process.

Builder: _____ Plan #: _____ Circle One: Left Right

Elevations (List All to Be Offered): _____

Options (List All to Be Offered): _____

Items needed with each Generic Master Plan Submittal:

- Two (2) Sets of Plans**
- Energy Code Compliance Calculations** (With construction check list prepared by a certified third party)
- Mechanical Layout and Calculations**(Write Soft or Elite Software Calculation report)
- Electrical load analysis and plan** (plans may be in Architectural set)
- Plumbing drain and vent riser diagram**
- Gas riser diagram** (showing Appliance Btu's, total Btu's, Pipe lengths, and Developed Length)
- Architectural plans and details**
- Engineer certified windstorm design**
- Engineer certified framing plans**
- Engineered foundation plans and details** (designed for the soil conditions for the designated subdivision.)

Applicant Name: _____ Contact #: _____

Applicant Signature: _____ Email: _____

After the plans have been reviewed and accepted, one copy of the City Approved and Stamped plans will be returned to the builder. It is the builder's responsibility to maintain this set, as the "City Approved Plans". Printed copies of this set must be available on the job site each time an inspection is required for that particular plan. If approved plans are changed, proposed changes must be re-submitted for review and approved.

Note: **Master Plan sets will not be reviewed until all of the above information is provided.** It is the responsibility of the builder or their agent to be familiar with all the required materials for plan review. Failure to provide above materials may lead to extensive delays in review of plan sets for which the Building Department is not responsible.



Master Plans Submittal – Building Permit Application
Step 2 - New Single Family Residential

NAME OF APPLICANT: _____

CONTACT NAME & PHONE NUMBER: _____

Lot No	Blk No.	Subdivision / Addition			Abstract
Job Address		Master Plan #		Circle One: Right - Left	
Options Included:		Elevation:	# Stories:	# Bedrooms:	# Bedrooms:
Owner	Address	City/State/Zip	Phone	Email	
Contractor	Address	City/State/Zip	Phone	Email	
Architect	Address	City/State/Zip	Phone	Email	
Engineer	Address	City/State/Zip	Phone	Email	
Lot Size	Land Value	Flood Zone	Parking Requirement		
Living Square Footage	Garage Square Footage	Porch/Patio Square Footage	Total Square Footage		
Bldg Height	Ceiling	Floor	Roof		
Exterior Walls	Interior Walls	Foundation	Length	Width	
Total Improvement Cost				Windstorm Insurance Packet (Signature/Initial)	

*NOTE: The City of Alvin does not perform windstorm inspections. It is the Contractor's responsibility to hire an inspector appointed by the Texas Department of Insurance.

FEE: \$ _____
 PLAN CHECKING FEE: \$ _____
 STORM WATER FEE: \$ _____
 IMPACT FEE: \$ _____
 DRIVEWAY / APPROACH FEE: \$ _____
 TOTAL PERMIT FEE: \$ _____

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilation, and air conditioning. This permit becomes null and void if work or construction is suspended or abandoned for a period of 6 months at any time after work is commenced. This application is to be accompanied by suitable drawings, a plot plan and specifications in duplicate for approval. All provisions of the building code or other governing ordinances shall be complied with whether or not therein specified. I hereby accept all conditions herein above mentioned and certify that all statements herein recorded by me are true.

Signature of () Contractor () Owner () Or Agent _____

Date _____

FOR OFFICE USE ONLY	
APPROVED BY: _____	DATE _____



Master Plans Submittals – Building Permit Application Step 2

Upon completion of Step 1, Builders will no longer submit full construction plans with each permit application. The permitting process will be reduced.

The following items will be needed with each submittal :

1. A Completed “Master Plan Submittal - Building Permit Application.”
2. Plot Plan (Provide Elevation Certificate if the property is located in a special flood zone).
3. Storm Water Permit Application Form
4. Application for Address
5. Two (2) copies of all documents. (including Building Permit Application)

After this information has been reviewed and accepted, one copy will be returned to the builder. It is the builder's responsibility to maintain the “City Approved Plans”. Printed copies must be available on the job site each time an inspection is required for that particular plan. If approved plans are changed, proposed changes must be re-submitted for review and approved.

Note: Applications will not be reviewed until all of the above information is provided. It is the responsibility of the builder or their agent to be familiar with all the required materials for plan review. Failure to provide above documentation may lead to extensive delays in review of plan sets for which the Building Department is not responsible.

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