

CITY OF NEW HOME

REQUIREMENTS FOR COMMERCIAL/RESIDENTIAL CONSTRUCTION

1. Registration as a contractor to do business in the City of New Home is required.
2. Insurance requirements: Any person, firm or corporation seeking to obtain permits required by the City of New Home shall have in force a comprehensive general liability insurance policy in a minimum amount of one hundred thousand dollars (\$100,000.00) per occurrence, and including coverage for bodily injury and property damage with products liability and completed operations coverage. Prior to approval of any permits, the applicant shall furnish the building official with a certificate of insurance evidencing the required insurance coverage. The certificate shall include the company name and DBA, if applicable, and shall clearly indicate the nature of the work for which permits are sought. The insurance coverage shall include a provision that in the event such coverage is cancelled or reduced, the insurance carrier shall notify the building official at least ten (10) days prior to such cancellation or reduction in coverage. Any active permit shall be automatically suspended during any period in which the applicant fails to maintain in effect the required insurance coverage.
3. **PERMIT REQUIRED:** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, shall first make application to the building official and obtain the required permit before work begins.

BUILDING INSPECTIONS

City of New Home Building Permits and Inspections

Building Codes

Construction in the City of New Home must meet the following specifications and standards:

2000 International Building Code

2000 International Residential Code

2000 International Plumbing Code

2000 International Mechanical Code

2000 International Electrical Code

Do I need a permit?

The construction, enlargement, alteration, repair, movement, demolition of a building or structure, or the erection, installation, enlargement, alteration, repair, removal, conversion or replacement of any electrical, gas, mechanical (heating, ventilation, air-conditioning) or plumbing system, if regulated by any one of the adopted codes or ordinances, will require a permit PRIOR to the work being performed. Please contact City Hall for more information on permitting at (806) 924-7514.

Construction Permits

The City requires construction permits on new construction and on additions or remodels, and follows the 2000 International Building Code. Builders are responsible for permits, and building plans must be submitted and reviewed before any permit will be issued. Submittals for both commercial and residential new construction require two paper sets of construction plans, the application, and the energy report (on new construction). All permit fees are calculated on the number of inspections required. Each inspection is \$90. The City of New Home contracts all building inspections with Area Wide Inspections. Robert Sherwood is our Building Inspector. He will set the permit based on the number of inspections needed when he reviews the plans. The City of New Home will notify you once Mr. Sherwood has reviewed the plans with your permit totals.

Once your permits have been paid to the City of New Home, you can begin construction.

Please note the city accepts cash, check, or money orders made out to the City of New Home.

Permits are issued for 180 days. Although all work does not have to be completed, the project must show progress. Failure to begin construction within 180 days will cancel the permit.

How Do I Request an Inspection?

Please contact the City of New Home at (806) 924-7514 when you are ready for an inspection. We will then notify our Building Inspector. The Building Inspector WILL NOT schedule or perform inspections if you call him directly. The inspector will leave a green or red tag on the job site once the inspection(s) are completed. You may contact the City of New Home to check the status of an inspection. Typically, most inspections occur within a 48-hour period. Please note that plumbing inspections mostly occur after 5:00 pm. Please leave gauges hooked up and do not cover up until the inspection has been completed.

Order of Required Inspections

1. Footing
2. Plumbing rough
3. Return air (if applicable)

Numbers 1-3 must be complete before slab inspection

4. Slab
5. Plumbing top out
6. Heating and air ducts, mechanical vent ducts
7. Electrical rough

Numbers 4-7 must be complete before framing inspection

8. Framing
9. Gas
10. Electrical underground service (if applicable)
11. Flatwork
12. Sewer and service lines (water and gas)
13. Electrical final
14. Plumbing final
15. Heating and air conditioning final

Numbers 9-15 must be complete before final building inspection

16. Final building inspection (before building is occupied)
17. The City of New Home will perform a CSI (Customer Service Inspection) when the final is called in.

New Construction of an Accessory Building

If you adding a storage shed, workshop, garage, swimming pool, pool house, or any other accessory building to your property that is larger than 320 square feet a variance is required in addition to the permits for your project.

What is a Variance?

If your project is 320 square feet or larger or has walls taller than eight feet you will need a variance. The variance cost is \$125.00. A notice of a public hearing will be placed in the local newspaper. The City of New Home's official newspaper is the Lynn County News. The notice must run at least 16 days prior to the public hearing and the Lynn County News publishes every Thursday. A notice will also be sent to every property owner within a 200-foot radius of your property giving them the opportunity to appear and be heard at the City of New Home City Council Meeting. There will be a public hearing at the council meeting that must remain open for at least thirty minutes then the council will take action on the variance. Once your variance has been approved by the council you can pay the permits and begin construction. Please remember to call City Hall for all inspections. If you have any questions regarding variances please do not hesitate to contact the City Secretary, Teresa Olsen at (806) 924-7514.

Helpful Tips from Our Building Inspector:

- Do not order concrete until your inspections have passed
- The property address must be visible from the street

Contact Information:

Mailing: PO Box 278, New Home, TX 79383

City Hall: 206 E. Broadway, New Home, TX 79383

Phone: (806) 924-7514

Office Hours:

Monday-Friday

8:00-12:00 1:00-5:00