



City of Canton
 201 N. Buffalo
 Canton, TX 75103
 Ph. (903) 567-1841
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 Effective 11/22/2022

Residential Plans Submittal Checklist Building Guide for New Homes

www.cantontx.gov

Address: _____ Property ID (PID): _____

All items are required to be submitted at the same time, with a copy of this check list. If you are missing any one of the items below, we will return the sets to you without reviewing the plans.

A Plan Review Fee is due at time of submittal. Please call Development Services at 903-567-1841 to verify the amount due. This fee is non-refundable and non-transferrable.

We need 3 sets of construction plans on minimum 24"x 36" paper. They must be legible and easy to read with a cover page listing each additional page with its description. We also need a USB drive with all of the following items loaded on to it. Those items will be downloaded and the USB drive will be returned to you.

Once the plans have been reviewed and approved, we will keep 1 set, 1 set is to be kept on the job site, and 1 set is for your office. Approved Plans are subject to field verification. Drawings labeled "not for construction" or "for pricing only" will not be accepted.

Staff	App	
		<p>Building Permit Application must be completely filled out including: Contractor's name, address, phone number, and e-mail Owner's name, address, phone number, and e-mail Sub-contractor's name(s) Project address with the Van Zandt County Appraisal Districts PID The estimated value of the project (including all materials and labor) The total square footage of the structure</p>
		<p>Site Plan: Scale: Provide Maximum scale allowed by drawing sheet size, but no less than ¼" = 1"-0 Dimensions of lot Total square footage of lot North arrow Any easements Front, side, and rear setbacks Building footprint with all projections & dimensions to all property lines and/or other buildings Utility locations Drainage plan Erosion control plan including proposed location of silt fencing</p>
		<p>Foundation Plan: Scale: Provide Maximum scale allowed by drawing sheet size, but no less than ¼" = 1"-0 Soils report or letter by an engineer Structural and architectural details Design specifications shall be done by a licensed design professional (i.e. architect or engineer) All drainage must flow away from the house. A form board survey will be required prior to pouring the foundation</p>

	<p>HVAC Details: Location of HVAC equipment Locations of vents and returns Routing and "R" value of ductwork</p>
	<p>Architectural Details: Scale: Provide Maximum scale allowed by drawing sheet size, but no less than ¼" = 1"-0 Roof, to include eaves, overhangs, rake and gables Standard wall section</p>
	<p>Energy Compliance Report (ResCheck): Must be done by a licensed professional Project Information sheet Estimated Annual Energy Usage sheet Door and Window Schedule including Solar Heat Gain Co-efficiency and U-factors</p>
	<p>Floor Plan: Scale: Provide Maximum scale allowed by drawing sheet size, but no less than ¼" = 1"-0 Full architectural plans, fully dimensioned and labeled Include adjoining rooms, labeled as to their use with all window and door locations All wall-to-wall dimensions All room finish ceiling heights List number of exits Opening schedule for windows and doors including size, type, glazing, and operation Typical wall section</p>
	<p>Exterior Elevations: Scale: Provide Maximum scale allowed by drawing sheet size, but no less than ¼" = 1"-0 Identify finish materials to be used All four elevation views are to be shown Note percentage of masonry on each elevation Finished Building height Indicate chimney height in relation to adjacent elements</p>
	<p>Electrical Details: Service meter location and main breaker size in amps Sub-panel locations(s) Location of all smoke detectors (must be interconnected) Location of all electrical outlets, switches and fixtures</p>
	<p>Plumbing Details: Show all plumbing fixtures Show location of water heater (if located in the attic, note it on the plans) Trace water lines and sewer lines Note water meter size needed Note number of water meters needed Complete a water application for each water meter Sewer size minimum is 4" All sewer lines are required to have a clean out installed at the property line</p>
	<p>Stair Details: Stairway width, rise, run, landing length, and headroom height Handrail, guardrail, and baluster details</p>
<p>Additional Information: 1. Proof the property is not located in a floodplain.</p>	