

# **ICC 2003 BUILDING CODE – GUIDELINES**

## **101.2 SCOPE:**

The provisions of this code shall apply to the construction, alteration, movement, enlargement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected to; attached to such building or structure.

## **101.3 INTENT**

The purpose of this code is to establish the **MINIMUM** requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

## **105.1 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 erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation which is regulated by this code, or cause any such work to be done, shall first make an application to the Building Official and obtain the required permit.

- A. Building Code 2003 ICC**
- B. Electrical Code 2000 NEC**
- C. Plumbing Code 2003 ICC**
- D. Mechanical Code 2003 ICC**

## **105.3 APPLICATION FOR PERMIT:**

To obtain a permit the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall:

- 1. Identify and describe the work to be covered by the permit for which application is made.**
- 2. Describe the land on which the proposed work is to be done; by legal description, street address or similar description that will readily identify and definitely locate the proposed work intended.**  
**(Check Minimum Lot Square Footage- If lot does not meet requirements, the re-plot of property may be required. Building Set-Backs.)**

3. **Indicate the use and occupancy for which the proposed work is intended.**  
(Check zoning and Flood Plan Information.)
4. **State the valuation of the proposed work.**
5. **Be signed by the applicant or applicants authorized agent.**
6. **Give other data and information as required by Building Official.**  
(Upon approval of application, agent may pursue construction documents.)
7. **Obtain construction documents and other information required.**  
(Res-Check of Com-Check to meet Texas Energy Code, provide proof of required insurance and licenses or homestead exemption.)

#### **106.1 SUBMITTAL DOCUMENTS:**

Construction documents, special inspection and structural observation programs, and other data shall be submitted in **THREE (3)** sets, with each application for permit. The construction document shall be prepared by a registered design professional when required by the statutes of special conditions exist. The Building Official is authorized to require additional construction documents to be prepared by a registered design professional. **(Special Conditions: Special Wind Region Structures must be designed to meet 120 MPH wind for coastal areas, wind loads must be calculated and certified by a Texas Engineer. International Code Figure – R301.2)**  
(Not as a code concern, but for future insurance purposes and future sales, agent is notified to the importance of windstorm inspections.)

#### **106.2 SITE PLAN:**

The construction documents submitted with the application for permit shall be accompanied by site plan showing to scale the size and location of new construction and existing structures on the site, distance from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways and design elevations; and it shall be drawn in accordance with the accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The Building Official is authorized to waive or modify the requirement for site plan when the application for permit is for alteration or repair, or when otherwise warranted. **(The City of Freeport, Building Department, to help cut down on entail cost, accept hand drawn site plans on residential construction, we also work with the citizens on flood plan information and set back requirements during this process.)**

#### **106.3 EXAMINATION OF DOCUMENTS:**

The Building Official shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.  
**(The City of Freeport, according to code, has Fire Marshal review documents.)**

#### **106.4 APPROVAL OF CONSTRUCTION DOCUMENTS:**

When the Building Official issues a permit, the construction documents shall be approved, in writing or by stamp, as “Reviewed for Code Compliance.” One set of construction documents so reviewed, shall be retained by the Building Official.

**(The City of Freeport retains a second set in the Fire Marshal’s Office.)**

The other set shall be returned to the applicant. Applicant shall keep returned set at the site of work and shall be open to inspection by the Building Official or a duly authorized representative.

**(The City of Freeport process’, after all information has been supplied, in normal conditions, without extenuating circumstances, such as re-plot, takes approximately 10 days.**