



RESIDENTIAL BUILDING PERMIT GUIDELINES

To help expedite the plan review and permitting approval process, the following general guidelines are provided. Please feel free to contact the Building Services Dept. at 512-272-5555 ext. 4 for specific questions.

Residential Projects: All plans & documents must be submitted in PDF format and uploaded through the online submittal portal.

Check your plans! Be certain your submittal includes the following information:

- Apply online at www.mygovernmentonline.org
- Complete and with an accurate address
 - Addresses provided by and/or verified through City of Austin 911 Addressing at www.austintexas.gov/department/911-addressing
- Zoning must be verified – [check zoning here](#)
- Plot plan of the lot (this can be obtained at www.traviscad.org)
 1. Must indicate the location of the building on the lot and set back dimensions, all easements affecting the lot, proposed parking and drainage details.
- Site plan and details (to include landscape plan)
- ResCheck Form (Energy Conservation Code)

Submittal Requirements (1st time submittals and re-submittals) Upload (1) PDF w/full set of plans

Include the following:

- Foundation plan and details (signed and sealed by engineer)
- Floor plan and details
- Wall construction plan or Cross Section and Details
- Fire rated eave detail if Eaves encroach into 5 ft side building setback line
- Roof plan and details or truss specifications
- Other pertinent structural details
- Elevations
- Electrical plan & details
- Plumbing plan & details
- Mechanical Plan & Details
- Masonry Calculations

Depending upon the project, additional data may be required (details, computations, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculation/analysis, etc.)

TYPES OF BUILDINGS THAT REQUIRE A PROFESSIONAL ENGINEER'S STAMP

- Buildings over 5,000 sq ft or with clear span greater than 24 feet.
- Other than standard construction.
- All foundations

***** FLOOD ZONE – Must comply with City and Federal Regulation, if applicable*****

RESIDENTIAL – ELECTRICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- Electrical Service Load Analysis per adopted National Electrical Code.
- Plans shall clearly indicate the location of Electrical Distribution Equipment.
- Power, Lighting, and Equipment Layout.
- Locate GFCI receptacles.
- Electrical Notes on plans to substantiate items.
- Locate smoke detectors.
- All documentation shall be submitted as an integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's Stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped glued, clipped, etc..., to the plans as documentation.)

RESIDENTIAL – PLUMBING SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- Show Plumbing Layout
- Water Meter Size and Water Service Line Size
- Water Heater Size and Type (gas/electric)
- Type of materials to be used.

RESIDENTIAL – MECHANICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Manor for Plan Review:

- HVAC locations

- Indicate Gas or Electric
- Type and Size of Unit
- System Distribution

PERMIT FEE EXAMPLE

Fee Schedule

2,200 square foot home: 1,500 sf living area, 450 sf garage, 50 sf covered front porch, 200 sf covered back patio

- 2,200 square feet x \$0.60/square foot = \$1,320
- 8 inspections x \$60/inspection = \$480
- Technology fee = \$30
- Water and Wastewater Tap fees

\$750/each *if needed* = \$1,500

- Water Impact fee *if needed* = \$1,560
- Wastewater Impact fee *if needed* = \$3,200

TOTAL Permit fee for 2,200 sq. ft. = \$8,090.00

- Public works can verify water and wastewater taps to determine the condition of existing taps
- If the property has previously had water and wastewater service, no impact fee is necessary
- Impact fees in subdivisions are based on platting dates:

Platted Dates	Water Impact Fee	Wastewater Impact Fee
September 6, 2017 – present	\$1,560.00	\$3,200.00
May 18, 2016 to September 6, 2017	\$2,121.00	\$2,323.50
June 6, 2012 to May 18, 2016	\$1,800.00	\$1,800.00
November 19, 2008 - June 6, 2012	\$2,500.00	\$2,100.00
May 16, 2007 - November 19, 2008	\$2,200.00	\$2,100.00
July 28, 2004 – May 16, 2007	\$1,700.00	\$1,800.00
September 27, 2000 – July 28, 2004	\$1,575.00	\$1,925.00
November 16, 1994 – September 27, 2000	\$1,440.00	\$1,630.00
May 18, 1989 - November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985 – May 18, 1989	\$500.00	\$850.00

City Ordinance Links:

- [Building Regulations](#)
- [Zoning, Height, Setbacks, and Lot Requirements](#)
- [Tree & Landscape Requirements](#)
- [Masonry Requirement](#)
- [Development Services Related Fees](#)

RESIDENTIAL DISTRICTS

R-1 Single Family

Permits detached single-family dwellings with a minimum of 1,500 square feet of living area, and related accessory structures, on a minimum lot size of 7,500 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,500 sq ft	Maximum Height	35 ft
Minimum Lot Width	60 ft**	Minimum Setbacks:	
Maximum Building Coverage	40%	Front Yard	25 ft
Maximum Building Coverage		Street Side Yard	15 ft
with Accessory Buildings	50%	Side Yard^^	5 ft
Landscape Requirement	per lot^	Rear Yard	25 ft

** Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

^ Two (2) 2-inch trees, six (6) 2-gallon shrubs, grass lawn

^^ 10' side yard to all C, I, and IN

R-1

Single Family

Permitted and Conditional Uses

Residential

Accessory Structures
Real Estate Sales Office (c)

Single-Family Residential
Temporary Construction Buildings

Civic

Community Recreation - Public
Private primary and secondary
educational facilities (c)
Public primary and secondary
educational facilities (c)

Public Buildings
Religious Assembly
Safety Services
Water Supply Facilities

Commercial

Bed and Breakfast (c)
Home Occupations
Small Child Care Center (c)

R-2

Single Family

Permits detached single-family dwellings and duplexes with a minimum of 1,000 square feet of living area, and related accessory structures, on a minimum lot size of 7,200 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,200 sq ft	Maximum Height	35 ft
Minimum Lot Width	50 ft*	Minimum Setbacks:	
Maximum Building Coverage	40%	Front Yard	20 ft
Maximum Building Coverage		Street Side Yard	15 ft
with Accessory Buildings	50%	Side Yard	5 ft^
Landscape Requirement	per lot**	Rear Yard	10 ft

* Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

** Two (2) 2-inch trees, six (6) 2-gallon shrubs, grass lawn

^ 10 ft side yard to all C, I & IN districts

Permitted and Conditional Uses

Residential

Accessory Structures	Single-Family Residential
Real Estate Sales Office (c)	Temporary Construction Buildings

Civic

Community Recreation - Public	Public Buildings
Private primary and secondary educational facilities (c)	Religious Assembly
Public primary and secondary educational facilities (c)	Safety Services
	Water Supply Facilities

Commercial

Bed and Breakfast (c)
Home Occupations
Small Child Care Center (c)



SETBACK WAIVER REQUEST

On approval by the Planning Commission, lots platted prior to 1980 having approximately 5,750 square feet of lot area may request approval of reduced setbacks from one or more of the setback requirements for the zoning district. The Commission shall consider the adjoining lot uses to determine whether reduction of the setback requirements is appropriate. Upon approval of building plans, the setbacks may be not less than 5 foot side yard, 10 foot rear yard and 15 foot street side yard setback and 20 foot front yard setback. Lots owned by the same person may be combined into one building site.

City of Manor Code of Ordinance, Chapter 14, Exhibit A, Article II, Section 20(j)(2)

Applicant Contact Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Information

Address: _____

Lot: _____ Block: _____

Zoning District: _____

Requested Front Setback: _____

Requested Rear Setback: _____

Requested Side Setback: _____

Applicant Signature

Date

STATE OF TEXAS §
COUNTY OF _____ §

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 201_.

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