



Residential Single Family New Construction Checklist

ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF DICKINSON

1. Visit **dickinsontexas.gov** homepage and click the icon that says "Permit Portal"
2. Click **Credentials** icon, then click **Apply for Credential** next to General Contractor or your specific trade
3. Create a collaborator account and fill out application with a **valid driver's license** or **photo ID, specific masters and state license** for trade, and **Certificate of Liability Insurance** with the **City of Dickinson 4403 Hwy 3, Dickinson, TX 77539** as the Certificate Holder and a licensed insurance agent's signature

DOCUMENTS REQUIRED BY THE CITY

- **Engineer Stamped Plans:** includes foundation plan. All plans must comply with the 2018 IRC, 2018 IECC, and other codes listed below
- **Floor Plan:** floor plan must have square footage of building and room dimensions located on plans
- **Survey/Plot Plan:** includes all easements and survey of the parcel of land
- **Drainage Plan:** must be stamped by engineer and have all drainage details for the parcel of land
- **Elevation Certificate:** Construction Drawing box must be marked. If the parcel of land is in the floodplain, the required finished floor must be at least **18 inches above the 100 year storm Base Flood Elevation** for that property
- **Energy Letter:** Dickinson Energy Compliance form must be filled out according to the 2018 IECC
- **Sub-Contractor Validation Form:** The General Contractor fills out the top portion. The master plumber, HVAC contractor, and master electrician must complete and sign their sections
- **Form Survey:** once foundation is poured, submit a Form Survey and Elevation Certificate that has the "Under Construction" information

PRE-FINAL DOCUMENTS **MUST** BE UPLOADED BEFORE REQUESTING FINAL INSPECTION ON MYGOV

- **Final Survey/Plot Plan:** if there have been changes, upload the latest survey
- **Final Drainage Plan:** if there have been changes, upload the latest drainage plan
- **Elevation Certificate:** Finished Construction box must be marked. If the parcel of land is in the floodplain, the required finished floor must be at least **18 inches above the 100 year storm Base Flood Elevation** for that property
- **Final Energy Certificate:** Dickinson Energy Compliance form second page must be filled out according to the 2018 IECC
- **WPI-8 Certificate:** Certificate of Compliance that was issued after a licensed TDI Windstorm Inspector has completed their inspection

CODES THE CITY OF DICKINSON COMPLIES WITH

2018 International Building Code
2018 International Residential Code
2018 International Mechanical Code
2018 International Plumbing Code

2018 Energy Conservation Code
2018 Fuel Gas Code
2017 National Electrical Code

