



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 •
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 NEIGHBORHOOD SERVICES

Residential Plan Review and Permitting Process

Submitted documents should be complete to expedite plan review and permit issuance.

Residential Permit Checklist – New, Remodels, Addition	
	Permit Application
	2 copies of Plot Plans to include Legal Description (Lot, Block, Subdivision) and Lot Dimensions
	2 Energy Reports addressing the City's adopted Energy Code
	2 Stamped Engineered Foundation Letters
	2 Stamped Engineered Foundation Plans
	2 Sets of House Plans

What are these items?

Construction Document Submittals	Two (2) copies, complete sets, of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.
Plot Plan (Site Plan)	Drawn to scale 1"=20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.
Floor Plans	Drawn to a scale of ¼" =1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.
Exterior Elevation Plans	Drawn to a scale of ¼"=1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, overhangs.
Structural Plans	Where required, drawn to a scale of ¼"=1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.