

HEWITT TEXAS

NEW RESIDENTIAL PLAN SUBMITTAL CHECK LIST

- Completed permit application
- Site plan with easements & setbacks to scale
- Elevation plans
- Electrical plans
- Typical wall sections
- Floor plans
- Foundation plan
- Framing plans
- Existing property lines
- Roof with vent calculation
- Roof framing
- Window & door schedule
- ResCheck compliance certificate
- Mechanical ventilation
- Thermal Envelope
- For multifamily construction, please see the Fire Department Checklist below

Please email PDFs to buildingdept@cityofhewitt.com

HEWITT TEXAS

NEW COMMERCIAL PLAN SUBMITTAL CHECK LIST

- Completed permit application
- Site plan with easements & setbacks to scale
- Signage details
- Landscape plans
- Structural plans
- Elevation plans
- Electrical plans
- Civil plans
- Heating & AC plans
- Plumbing plans
- Demolition bond (if applicable)
- Off-street parking plan
- Survey measurements
- Grading plan
- Floor plans
- Engineered foundation plan
- Floodplain designation
- Existing property lines
- CommCheck compliance certificate
- Mechanical ventilation
- Thermal Envelope
- TCEQ requirements
- TDLR accessibility registration number (if applicable)
- Fire Department requirements are listed on next page

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Hewitt Fire Department
100 Patriot Court | Hewitt, TX 76643
Office: (254) 666-0460 | Fax: (254) 666-0699



Plan Submittal Information Sheet

A Fire Protection (FP-1,2) drawing must be included with all Plan submittals for commercial or multifamily new construction and remodels. This drawing will be separate from any fire sprinkler or fire alarm plans and must be included with the construction drawings turned in for permitting. Fire Protection drawings must also be submitted electronically to the Building Department to be input into the MyGov software to facilitate pre-incident planning.

Fire Protection drawings shall be a basic floor plan and include:

- Building Identification / Name and Address
- Occupancy classification / Occupant load
- Exit Signage and Emergency Lighting locations
- Fire Extinguisher Locations
- Room Usage (office, storage, etc.)
- Knox Key Safe Location (located just right of the main entrance at 6-7 feet)
- Fire Hydrant reference with location and distance to furthest part of structure
- Fire Alarm panel (if applicable)
- Fire Riser Room and Fire Dept Connection (if applicable)
- Hazardous Material Storage locations (if applicable)
- Fire lanes (if applicable and not clearly labeled on site plan)
- Reference note for FP System and NFPA Standard (Sprinkler, Alarm, Hood, etc.)

Additional information for compliance with Fire Code and for Fire Inspection:

- The address should be clearly visible in contrasting 6-inch numbers.
- Key safe order forms are included in packet. Contact Hewitt Fire Dept for assistance.
- All electric gates on fire access roads shall be equipped with an emergency access control device. The approved device can be ordered from a distributor found at www.knoxbox.com. For more information on this, contact the Fire Department at 254-666-0460.
- Fire Extinguishers should be mounted in a conspicuous location, readily accessible and 3-5 feet of the floor.
- Hewitt Code of Ordinance – Chapter 34 Fire Prevention and Protection codes can be found at https://library.municode.com/tx/hewitt/codes/code_of_ordinances