

**Welcome
to the
Texas Institute of Building Design**



Established 1958

Member Information

**Texas Institute of Building Design
1-800-880-8423**



Thank you for your inquiry about the Texas Institute of Building Design. The enclosed information should answer any questions you may have about our organization. We hope you like what you see!

If you would like to help promote the interests of building designers in the state of Texas and would like to become a member, simply study the membership requirements for our various categories of membership, select the appropriate one for you, fill out the application forms, and send in any documentation required to the Institute office. It's that easy!

A member of the TIBD membership committee will contact you if an interview is required for the category you selected. Once all necessary material is in place, TIBD will process your paperwork for membership at both the state and national levels.

Upon approval, you will receive a logo for your use and newsletters and from TIBD. You will also receive information on any local chapter meetings near your area.

TIBD is very proud of our Texas convention and our Design Competition - both are the largest statewide based efforts for the building design profession in the country. Our annual convention is held every June. We hope you will be a part of our organization by that time and will join fellow Texas designers at the annual meeting.

If you have any questions, please do not hesitate to contact this office.

Phone: 800-880-TIBD E-Mail: info.tibd@gmail.com
www.TIBD.ORG



Membership Categories

Professional Membership

Certified Professional Building Designer

Members must meet requirements of and received certification from the National Council of Building Designer Certification and devote 50% or more of their working time to the profession of building design.

Professional Building Designer

Membership requires being engaged in the professional practice of building design for at least five years and devotes 50% or more of their working time to the profession of building design. Up to two years of related education may be substituted for equal amount of experience.

Retired

Membership is for established members who have retired from the practice of building design. CEU'S are not required of retired members.

General Membership

Educator Member

Membership is for instructors of subjects pertinent to the profession of building design.

Student Member

Membership consists of students participating in courses of architecture, engineering, architectural drafting or design technology at a university, college, vocational or high school or an individual participating in on-the-job training.

Practicing Associate Member

Membership consists of an individual who is employed by a Professional member of TIBD.

Associate Membership

Business Related Associate

Membership consists of businesses, firms, or corporations whose interests are related to the building design profession and supports the goals of TIBD.



How to Apply

Prepare the following:

- 1) The enclosed application, including all relevant information. (Proof of enrollment and maintenance of a 2.0 GPA is required when applying as a Design Student.)
- 2) Three letters of recommendation from a builder or contractor, building official, architect or engineer, Certified Professional Building Designer or a Professional Building Designer member of TIBD, that attests to being familiar with the applicant's professional abilities.
- 3) Three sets of separate working drawings and one letter of recommendation for each set of plans for projects the applicant personally prepared and that meet the minimum plan standards as established by TIBD. (General Membership and Associate Members do not have to provide plans.)
- 4) Refer to the dues schedule to determine your first year's dues and initiation fees for your new membership.
- 5) Email info.tibd@gmail.com or call 800-880-8423 for instructions about where to mail your payment and application.

Texas Institute of Building Design
Call or email for current mailing address.

Once your application has been received and verified, a Member of the Membership Committee will contact you for an interview. **At that time, you will be required to present your working drawings for review.**

If you have any questions, please do not hesitate to contact the TIBD office at:

800-880-8423
or
INFO.TIBD@GMAIL.COM

DO NOT SEND YOUR PLANS AT THIS TIME!



Membership Dues

	<u>Initiation Fee</u>	<u>Yearly Dues</u>
Certified Professional Building Designer	15.00	250.00
Professional Building Designer	15.00	250.00
Retired Building Designer	None	75.00
Educator	15.00	95.00
Student	15.00	100.00
Business Related Associate	None	250.00
Practicing Associate	None	100.00

Pro-rated first year dues for new CPBD and PBD members:

January 1 thru March 30	15.00	250.00
April 1 thru June 30	15.00	187.50
July 1 thru September 30	15.00	125.00
October 1 thru December 31	15.00	62.50



Minimum Plan Standards

1. GRAPHIC REPRESENTATION

The plans submitted must include the following:

- All plans are drawn to an established and identifiable scale
- Drawings are appropriately dimensioned
- Drawings are annotated as required
- Proper line weights are incorporated and copies are legible
- Appropriate title blocks, scale indications, north arrow, legends, etc. are included
- Drawings are assembled in a logical order

2. SITE PLAN

A Site Plan provided by others may be substituted if your local business practices do not generally include production of site plans. However, building plans submitted must clearly indicate the site conditions in all cases. The site plan must have the following:

- Property lines and dimensions, street location and name, north arrow;
- Set backs and easements;
- Footprint of house and accessory buildings
- Location of walks, driveways, steps, decks, terraces, retaining walls, and any other landscape items
- If lot has significant slope and/or house incorporates level changes along grade lines, existing and finish elevations and finish floor elevations should be delineated with contour lines or spot elevations.
- Utility connections, sewer lines, or septic system
- Significant existing land forms, trees, rock out-cropping, etc.

3. FLOOR PLANS

The floor plan must show the following:

- Full dimensions as required for layout and construction
- Room labels
- Attached structures (garages, carports, porches, decks, balconies, etc.)
- Location, size and type of all doors, windows and skylights; [sizes may be listed on schedules with appropriate key to plan]
- Location and type (masonry, zero-clearance, etc.) of fireplaces
- Location of plumbing fixtures
- Location of all appliances
- Location of all cabinets, counter tops, and other built-in furnishings.
- Location of all stairs, hidden ladders, etc., used for access to other levels
- General notes as required to adequately describe the conditions shown

4. EXTERIOR ELEVATIONS

The exterior elevations must show the following:

- Complete elevations representing all sides of the building,
- Grade lines and finish floor lines;
- Door and window locations
- Finish and trim materials with adequate annotation
- Roof pitches, crickets, saddles, overhangs, eaves, rakes, etc. and roofing materials (for exposed roofs)
- Foundation and roof vents where visible
- Gutters and downspouts if applicable

5. CROSS SECTIONS AND DETAILS

The cross sections and details must show the following:

- At least one complete cross sections through the building
- All foundation conditions with adequate dimensions;
- All floor framing connections to foundations and walls;
- All ceiling and roof framing connections to walls and beams;
- Any critical or unusual connections or combinations of materials.
- Stair construction, including (if applicable): landings, headroom, tread and riser dimensions, handrails, etc.
- Masonry fireplaces including dimensions, footings, damper, flue chimney and hearth construction

6. ELECTRICAL AND PLUMBING MECHANICAL PLANS

The electrical, plumbing and mechanical plans may be separate, or the information may be shown on other plans. The following information must be shown:

- Location of all electrical outlets, with GFCI outlets labeled;
- Location of all light fixtures and switches;
- Any motorized equipment, fans, vents, etc.
- Location of service entrance and panels
- Location of telephone, televisions, and other special purpose outlets;
- All heat registers and thermostat locations;
- Heating and cooling equipment location;
- Water heating systems location;
- Gas and water service entrance and/or meter location if known

7. FOUNDATION PLANS

The foundation plan must show the following:

- Location and size of footings, stem walls, piers, grade beams, etc. including footings and piers for independent structures such as carports and decks
- Location and size of anchor bolts and hold or tie downs (graphically shown or noted)
- Location and thickness and reinforcing of concrete slabs
- Location of foundation vents, access holes, doors, etc.
- Location, size and reinforcement for poured concrete or block foundation walls
- Location of variances in elevation for floor slabs

8. FRAMING PLANS

The framing plans may be separate, or the information may be shown on other plans. The framing plans may be provided by an engineer if typical for local business practices or required by local statutes. The following information must be shown:

- Size, direction and spacing of floor joists;
- Size, direction and spacing of ceiling joists;
- Size, direction and spacing of rafters or trusses;
- Size, direction and location of all beams, girders and headers, including support posts;
- Location of hips, valleys, ridges, cants, crickets, scuppers, roof drains, etc.

9. SPECIFICATIONS

The drawings must contain, as part of the general notes or in a separate format, appropriate specifications to describe the materials and/or workmanship required. The specifications must include the following:

- Description of exterior wall construction
- Reference to applicable codes
- Requirements for concrete strength
- Requirements for grade and type of lumber, including laminated beams and sheathing.
- Finish materials for typical interior surfaces.



THE STATE OF TEXAS)

COUNTY OF _____)

AFFIDAVIT

Before me, personally appeared the undersigned, who, after being duly sworn, stated the following information to be true and correct:

I, _____, of the City of _____,

County of _____, Texas, do hereby state that the attached plans were personally prepared by me. The plans are not required to be dated. I am professionally responsible for these plans and they represent the typical quality of the services rendered by me, as a Building Designer. The plans and specifications referred to above are those attached to my application for membership in the Texas Institute of Building Design.

Signature

Sworn to and signed before me this _____ day of _____, _____.

Notary Public, _____ County, Texas



MEMBERSHIP APPLICATION

CATEGORY BEING APPLIED FOR (check one)

Professional Membership

☐ Certified Professional Building Designer ☐ Professional Building Designer ☐ Retired Building Designer

Associate Membership

☐ Business Related Associate ☐ Practicing Associate Member

General Membership

☐ Educator Member ☐ Student Member

GENERAL INFORMATION

Full Name _____
Business Name _____
Street Address _____
City _____ State _____ Zip _____
Business Phone _____ Cell Phone _____
Fax _____ Email _____

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- 1] Fill out application, including all relevant information. (Proof of enrollment and maintenance of a 2.0 GPA is required when applying as a Design Student.)
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