PERMIT SUBMITTAL LIST

CONSTRUCTION OF NEW NON-RESIDENTIAL STRUCTURES

1. Need to submit one (1) complete sets of drawings DRAWN TO SCALE formatted to a minimum of 18x24 print size with enough professional clarity and detail to indicate the nature and character of the work. Entire plan set should also be submitted in pdf **emailable** format. The Plans shall be stamped by a Texas registered engineer or architect.

2. The drawings shall include the following:

    a. a **Plot/Site Plan, drawn by a registered surveyor/engineer/architect,** showing the location of the proposed building and every existing building or structure on the site or lot; said plot/site plan shall include a boundary line survey, easements, right-of-ways, front-side-rear setbacks, a building footprint; related site improvements (i.e. swimming pools, driveways, sidewalks, parking, fire lanes, dumpsters, landscaping details and fences; note a separate plan sheet can contain items such as the landscaping details if necessary), point of electrical connection and water/sewer taps, lot legal description and street address; plan to be drawn to a scale of 1" = 20'; FREE HAND SKETCHES WILL NOT BE ACCEPTED!
    b. **a Form Board Survey** drawn signed and sealed by a professional land surveyor, must show finish floor elevation, top of curb elevation and/or street crown elevation if no curb; flow line of any drainage, and setbacks per applicable ordinances
    c. a **Floor plan** (scale of ¼" = 1')
    d. a **Foundation plan** (scale of ¼" = 1') drawn signed and sealed by a Texas registered engineer
    e. a **typical wall and foundation section/details** (scale of ½" = 1')
    f. a **Plumbing plan**** (showing location of all proposed water closets, lavatories, tubs, showers, kitchen sinks, etc. also a riser diagram and/or line sizes and plumbing fixture calculations shall be furnished) (scale of ¼" = 1')
    g. an **Electrical plan**** (showing location of all proposed disconnects, switches, receptacles, light fixtures, appliances, breaker panels, etc.) (scale of ¼" = 1')
    h. a **HVAC plan**** (showing the location of any proposed unit including duct and register sizes) (scale of ¼" = 1')
    i. building **Elevations** (all four sides with roof) (scale of 1/8 " = 1' or larger)
    j. **a Fire Automatic Sprinkler Plan** (if applicable) must be drawn, signed and sealed by a professional designer
    k. **a Fire Automatic Sprinkler Plan** (if applicable) must be drawn, signed and sealed by a professional designer
    l. an **Erosion Control or SW3P Plan** (if applicable)
    m. **a Life Safety Plan** should include exit capacity analysis

    ** may be combined on Floor plans

    - Scales asked for are a minimum.

3. Plans that are submitted should indicate that they meet the requirements of the cities' current adopted codes and ordinances for framing, wall details, egress, plumbing, mechanical, electrical, energy code compliance, Fire code compliance. The current state adopted of the NEC shall also be utilized.
4. All drawings and data submitted shall be dated and bear the name and address of the designer, builder and/or owner
5. All requests for permits shall be supported by:
    - a completed Application For Permit with a list of all subcontractors
    - a compliance statement (i.e. CommCheck) which clearly states that the new construction meets or exceeds the requirements set forth in the energy code adopted by the City at that time
    - a Project Confirmation Number issued through the Texas Dept. of Licensing & Regulation (TDLR) which verifies compliance with the Architectural Barriers Act and Texas Accessibility Standards if project is valued at or above $50,000.
    - Asbestos Survey
6. Permit fees will be calculated based on the total square footage of the building plan/s submitted for the occupancy.
7. Provide the name of the proposed business with a letter of intent to indicate the proposed occupancy use and type.
8. The General Contractor and all subcontractors will need to register their license with the City prior to commencing work.
9. Once the plans are submitted with all necessary information the plan review process will be 7-14 days. Third party plan reviews may be required in some situations.
10. All signage is to be approved and permitted separately.
11. This may not be a complete list, depending on location, zoning and type of business other requirements may be necessary.

NON-RESIDENTIAL CONSTRUCTION REMINDERS

- Plans approved by the City to be onsite for any inspection or there will not be an inspection and you may have to pay a re-inspection fee.

- Stage 1 inspection: T-pole, check for posting of permit, 911 address posted, SWPPP plan if required, erosion control and secured portable toilets.

- Need to provide a Form Board Survey (Form Board Survey can be post permitting but prior to pour) so that verification can be made that the Finished Floor Elevation is not subjected to flooding conditions. Any construction performed prior to the Form Board Survey submittal and approval, such as Rough Plumbing, shall be performed at Owner's/Builders risk. **It is imperative that the Form Board Survey indicates the following as a minimum:**
    - **proposed elevation of the finished floor**
    - **actual elevation of the top of the form boards at every turn**
    - **actual elevation of the crown of the street to which the lot fronts**
    - **actual elevation of the flow line of any adjacent drainage ditch**

- Stage 2 inspection: Rough plumbing prior to pour

- Stage 3 Inspection: Foundation pre pour inspection

- Stage 4 inspection: Plumbing top out

- Stage 5 inspection: Framing and electrical and mechanical trades top out. Energy and fire caulking at this point.

- Stage 6 inspection: Energy/Insulation inspection as well as Fire caulking of all protrusions after drywall.

- Stage 7 inspection: Plumbing Final, must pass this inspection prior to the CO final inspection

- Stage 8 inspection: Finish out for structure and site plan inspection.

- Fire inspections and fire alarms inspections are additional and as required.

- Occupancy of the building should not occur until a Certificate of Occupancy has been completed.

- All underground utility inspections, such as water/sewer taps, will be inspected by City Public Works Department.

- It is required that a trash receptacle remains on site during the length of time of construction for all waste material. **The builder shall be responsible for maintaining a clean site and if in the judgement of the AHJ that there has been no effort to control construction debris in an orderly manner, a Stop Work Order shall be issued for all construction activities.**

- A site access driveway must be created prior to any inspection request.

- A safe, clear, and unobstructed walking pathway or access to the building must be maintained for City Inspectors. The failure to keep the building accessible for inspectors shall result in a Red Tag being issued for the requested inspection.

- The drainage ditch must remain free and clear of any stockpile of building material, including but not limited to fill sand, framing packages, bricks, porta potty, or any other item that would inhibit the flow of stormwater to the designed discharge point. In addition, prior to the final inspection of the project, the ditch line/s must be returned to the designed flow line as stated in the reviewed and approved Construction Plans for the project.