

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
	Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>
		Electrical <input type="checkbox"/>	Finish out <input type="checkbox"/>
			Other <input type="checkbox"/>
Scope of Work: _____			
THIS PROPERTY IS IN A FLOODPLAIN: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> If yes, provide Flood Plain Certificate to the City			

DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes No

Owner Information: _____

Name: _____ Project Contact Person: _____

Address: _____

Phone Number:	Cell Number:	Email:	
Engineer	Contact Person	Phone #:	Email
Architect	Contact Person	Phone #:	Email <input type="checkbox"/>
General Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

Building Permit Fee: _____
 Plan Review Fee: _____
 Water Tap Fee: _____
 Sewer Tap Fee: _____

Meter Deposit Fee: _____

Total Fees: _____
 Receipt #: _____
 Issued Date: _____
 Issued By: _____
 BV Project #: _____



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan^(a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report^(b)
12. Asbestos Survey (for renovation or demolition permits)^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information^(d)

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and remodel/additions for Commercial projects. Have applicant submit the following:

1. Permit Application
2. (3) Sets of plans
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.
5. Asbestos Report or declaration (if remodel or demo)

FedEx Plans to Bureau Veritas, small commercial jobs may be emailed to fwplanreview@us.bureauveritas.com

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Task Management System.
2. Verification of all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for delivery.

Bureau Veritas will Fedex or email plans back

City Staff

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign

COMMERCIAL CONSTRUCTION INSPECTION TEMPLATE

		YES	NO
SITE	Storm Water/Erosion Control		
	Trash Bin/Address Post		
	Electric T-pole		
	Flatwork - Approach, sidewalk, driveway		
UNDERGROUND	Electric Underground - Building		
	Electric Underground - Site		
	Plumbing Rough		
	Water Service		
	Yard Sewer		
FOUNDATION	Pier / Footing		
	Grade Beam		
	Foundation Pre-Pour		
	Form Survey		
BUILDING	Electric Rough		
	Mechanical Rough		
	Gas Piping Rough/Test		
	Plumbing Top-Out		
	Framing		
	Sheathing		
	Brick Ties		
ENERGY	Energy Insulation		
ABOVE CEILING	Above Ceiling Electrical		
	Above Ceiling Mechanical		
	Above Ceiling Plumbing		
UTILITY RELEASE	Electric Utility Release		
	Gas Utility Release		
FINALS	Electric Final		
	Mechanical Final		
	Gas Final		
	Plumbing Final		
	Backflow Test Report		
	Fence Final		
	Landscape Final		
	Customer Svc. Insp. Letter		
	Energy Final		
	Building Final		
	Certificate of Occupancy		

BV to provide Building Inspector from 8am to 5pm Monday-Friday as needed.

BV to provide typical Building Inspections as required per agreement and per 2015 International Codes.

BV will conduct Civil onsite inspections on Sanitary Sewer, Storm Drains, Water Service, & Utilities per approved plans and design specifications upon installation prior to cover up.

Saturday and weekend work will be conducted as needed and scheduled at additional fee beyond standard work hours per agreement.

BV not responsible for any inspections as required by Chapter 17 of the IBC regarding special inspections.

Inspections requested by 5PM will be done the next business day.