



City of Stephenville New Commercial Building Information Packet

Building permitting is the process through which the City of Stephenville ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such permits will fall into one of two categories—residential (including add-on construction and remodel) or commercial. In each case, the process will include the review and approval of construction on site plan, the payment of permit fees and issuance of building permit, scheduled inspections of the work in progress, and approval at project completion.

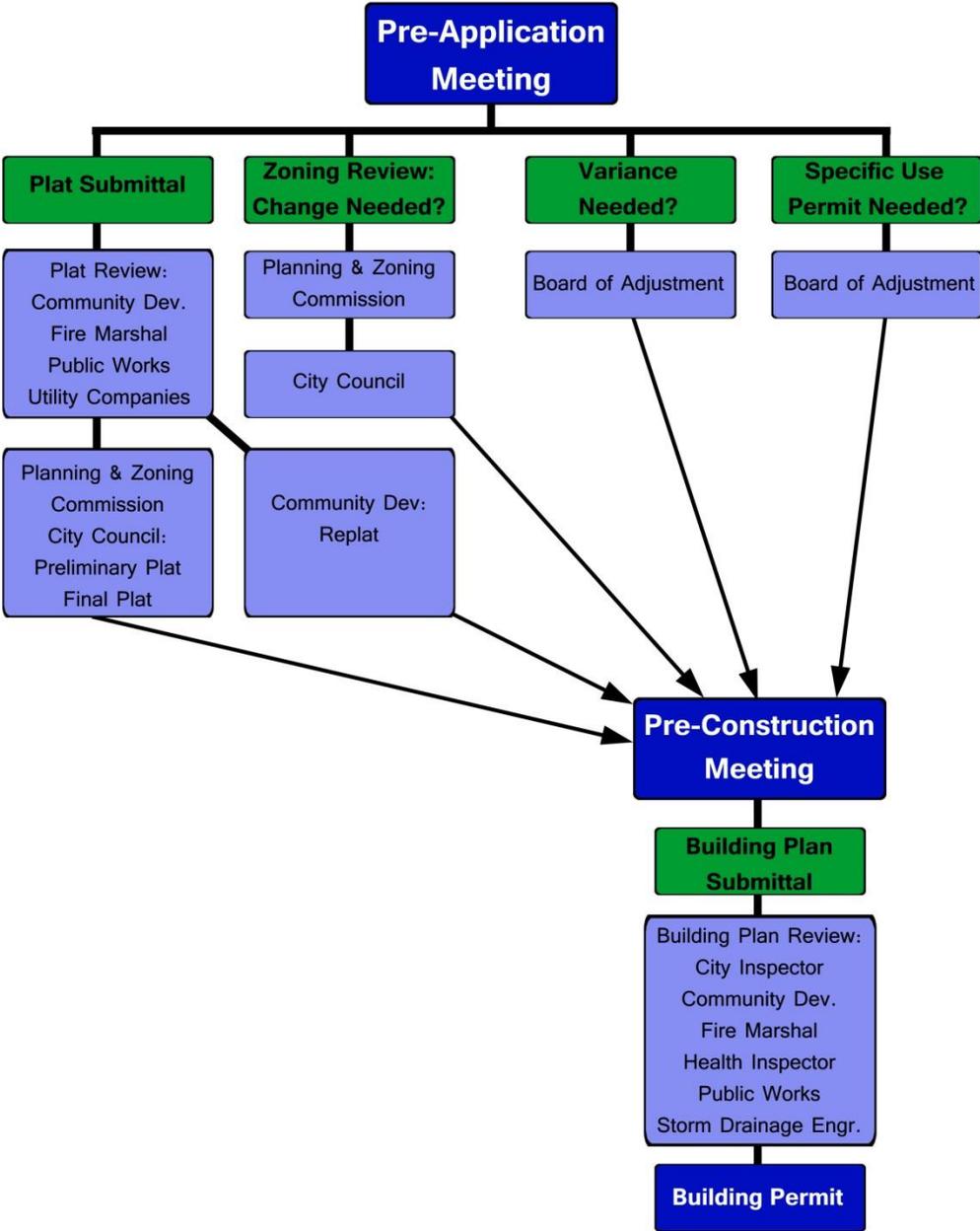
We are currently enforcing 2006 ICC Codes as well as City Ordinances.

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www.ci.stephenville.tx.us



City of Stephenville Community Development Development Process Overview



City of Stephenville

Community Development

Commercial Building Permits

1. Prior to Building Permit Application the following must be completed:
 - a. The general, mechanical, electrical, plumbing, irrigation contractors and backflow tester must register with the City of Stephenville. Documentation needed for license holders:
 1. Copy of Master License
 2. Copy of Driver's License
 3. Copy of Liability Insurance (minimum of \$300,000)
2. Complete Application for Building Permit and submit to the Community Development Department.
3. Submit the following completed documentation:
 - a. Five (5) complete sets and of building plans:
 1. Site Plan
 2. Mechanical Plan
 3. Electrical
 4. Plumbing
 5. Irrigation
 6. Any other plan pertinent to this project
 - b. Asbestos check form. (remodel only)
 - c. TDLR number
 - d. Utilities review signoff sheet
 - e. COMcheck Certificates
 - f. Drainage Study
4. Pay fees:
 - a. Application fee
 - b. Plan review fee
5. Review Process:
 - a. Includes concurrent reviews by: Building Inspectors, Public Works Director, Stormwater Engineer, Fire Marshal, Health Inspector (if needed), and Community Development Director.
 - b. Comments for all department reviews will be within approximately ten (10) working days.
6. Prior to Building Permit issuance, the following must occur:
 - a. Permit fees paid in full including building, mechanical, electrical and plumbing fees.
7. Construction must begin within 180 days of permit issuance or permit becomes null and void and an extension must be requested in writing from the applicant to the Building Official.
8. At least one inspection must occur for each 180 days, or the work will be considered abandoned.

*All documentation submitted to the Community Development Department of the City of Stephenville shall be complete, without blank spaces and in compliance with adopted City Ordinances and codes. All required documents, fees and attachments shall be submitted as described to be determined complete for processing. **Incomplete applications will be denied.**

City of Stephenville Community Development Building Permit Process Overview

Building permitting is the process through which the City of Stephenville ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such permits will fall into one of two categories—residential (including add-on construction) or nonresidential. In each case, the process will include the review and approval of construction and site plans, the payment of permit fees, the issuance of a building permit, scheduled inspections of the work in progress, and approval at its completion.

Nonresidential plan review will generally be completed within ten (10) days of your submission, provided that the plans are complete and no technical problems are identified. Nonresidential plans may be reviewed by several departments, each possessing a specific area of responsibility. This technical plan review group includes the Community Development Department for zoning, land use and development standards, the Fire Department for the fire codes, the building inspectors for the structural codes (building, electrical, mechanical, and plumbing), the Public Works Department for utilities (water and sewer), and the Stormwater Engineer for stormwater ordinance requirements. Further, plan review and compliance inspections by these various departments will be monitored and scheduled by the Community Development Department.

Once all final inspections and approval have been attained from the City of Stephenville, the owner is ready to make application for his/her Certificate of Occupancy. A Certificate of Occupancy for each use or change in tenant and/or owner must be obtained from the City's building inspectors prior to the occupancy of the new structure.

In both cases, construction must begin within 180 days of the issuance of a building permit, and at least one inspection must occur for each 180 days, or the work will be considered abandoned.

The building inspectors will be your central point of contact for residential building permits and the Community Development Office will be for the nonresidential building permit processes.

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City of Stephenville Community Development Non-Residential Building Permit Submittal

Site Plan Requirements

A site plan shall accurately and legibly be drawn to scale, no greater than 1" = 100', with dimensions and shall show the following as well as other information considered by the Technical Plan Review Committee.

1. Point of reference to accurately locate the site and boundary of the existing property.
 - a. Location of buildings on lot.
 - b. Distances to property lines and required building setbacks.
 - c. Distances to other structures on the lot.
2. Proposed occupancy.
3. Parking layout, drives, means of ingress and egress, and loading areas.
 - a. Number and location of proposed and existing parking spaces.
 - b. All areas that have to have a paved surface.
 - c. Approach widths and radius.
 - d. Location of storm drains inlets near new approaches.
 - e. Streets and alleys, including curbs, medians, and left turn lanes.
4. Areas to be landscaped and screened including refuse facilities.
5. Refuse facilities location.
6. Storm drains, drainage and utility easements, this includes on-site drainage pattern and adjacent drainage ditches.
7. Lighting plan showing location of all site lighting and height of any light standards.
8. Building or structure.
 - a. Size of building.
 - b. Computation of building area for each occupancy.
9. Fire lanes and location of existing and proposed water and sanitary sewer mains and fire hydrants.
10. Flood plain boundary, where applicable.
11. Public and private sidewalks.

Floor Plan

For a new structure, a complete floor plan is necessary. When an addition is made to an existing building, plans should show:

1. Floor plan addition.
2. Location of exits in both the proposed addition and the existing building.
3. Numbers of square feet in existing building that are devoted to various uses (size of office area, size of sales area, size of storage area, etc.)

City of Stephenville Community Development

Construction Details

1. Structural foundation, electrical, mechanical, and plumbing plans bearing the seal of an engineer will be required on the following buildings and when required by the State Engineering Act:
 - a. Apartments which exceed 8 units per building for one-story buildings, or exceed 4 units per building for two-story buildings, or which exceed two stories.
 - b. All nonresidential buildings which exceed one-story, or which exceed 5000 feet in area, or which have a clear span between supports greater than 24 feet.

Electrical Plans, to include:

1. Current load.
2. Voltage requested
3. Riser diagram
4. Electrical load calculation on larger or more complicated projects
5. Short circuit calculation on plans
6. Sealing by an engineer when required by the State Engineering Act
7. Other information as requested by the Building Official or City Inspector(s)

Plumbing Plan, and Water and Sewer Plans, to include:

1. Size and location of proposed new water and sewer lines and water meters
2. Location of new taps into mains
3. Location of existing and proposed fire hydrants
4. Plumbing layout and riser diagrams
5. Sealing by an engineer when required by the State Engineering Act
6. Other information as requested by Building Official or City Inspector(s)

Mechanical Plans which show:

1. Duct systems
2. Component location
3. Sealing by an engineer when required by the State Engineering Act

Irrigation and Landscaping Plans, to include:

1. Size and location of irrigation all irrigation lines
2. Size and location of separate water tap for irrigation system
3. Detail and location of irrigation backflow preventer
4. Location of irrigation control with rain sensor
5. Location and species of proposed landscaping
6. Location of shutoff valve

A backflow test will be required prior to connection of potable water.

City of Stephenville Community Development Site Plan Review Check List

Applicant: _____

P&Z Meeting Date: _____

Date: _____

City Council Meeting Date: _____

Type of Request: Rezoning _____

Variance _____

Submittal _____

I. General Requirements

_____ Application Complete?

_____ Fee Paid?

_____ Site Platted?

_____ Final Plat required

_____ Replat required

_____ Conform to zoning classifications

_____ Single Use

_____ Mixed Uses

_____ Conform to Comprehensive Land Use Plan

_____ Conform to Thoroughfare Plan

_____ Plan Format

_____ Property Description

_____ Vicinity Map

_____ North arrow

_____ Title block – proper location

_____ Owner's name, address, and phone

_____ Developer's name, address, and phone

_____ Engineer/Architect's name, address, and phone

_____ Acreage

_____ Adjoining property described; subdivisions, land ownership,
buildings, finished floor elevations, etc.

II. Streets (Exterior Calculation)

_____ R.O.W. dedication

_____ Ingress and Egress

_____ Driveway widths

_____ Distances between median breaks

_____ Turning lanes

_____ Coordination with existing and approved streets, drives and alleys

_____ Sidewalks

_____ TxDOT permits

III. Parking Area

- _____ Number of spaces required
- _____ Aisle Widths
- _____ Garbage pick-up location (screened)
- _____ Fire lane
 - _____ Within 150' of building
 - _____ Proper turning radii
 - _____ Accessibility to building entrances
 - _____ Handicap parking designation
 - _____ Handicap ramp provisions

IV. Landscaping and Screening

- _____ Type of Trees
- _____ Maintenance of landscaping
- _____ Percent of total area
- _____ Adjacent to residential (screening)

V. Utilities and Drainage

- _____ Topography
- _____ Site grading
- _____ Finished floor elevation
- _____ Drainage (per Drainage Ordinance and FEMA requirements)
- _____ Existing and proposed water, wastewater, and stormwater infrastructure
- _____ Existing and proposed gas, electric, telephone, and cable infrastructure
- _____ Utility easements
- _____ Access easements
- _____ Natural features
- _____ NFIP flood zones, ways, and base flood elevations

VI. Lot Requirements

- _____ Set back lines
- _____ Front yard (requirements for corner lots)
- _____ Lot area
- _____ Side yards

Project Site Plan Review Required by:

- _____ Community Development Department
- _____ Public Works Department
- _____ Drainage Engineer
- _____ Fire Marshal
- _____ Health Inspector (if applicable)
- _____ Oncor Electric Company
- _____ Atmos Energy
- _____ Cable companies
- _____ Progressive Waste

City of Stephenville

Building Inspections

Process/Activity Detail

Manufacturing (non-food) and related industries

1. A complete description of the occupant's proposed activities (include information on all processes on-site).
2. Provide a list of all chemical raw materials which will be stored and/or used on-site. List each chemical by name and maximum anticipated quantity.

Example:	Raw material	Container Size	Quantity
	Paint Thinner	Drum	55 gallons
	Tolvane	1 Gallon Bottle	5 gallons
	Soda Ash	50 lb. Bag	400 pounds

3. Generally describe location where each raw material is stored and used.
4. Describe any spill prevention measures planned for this facility (e.g. concrete dikes, spill pans, clay lagoons, etc.)
5. Describe any special ventilation systems in the facility other than normal heating and air conditioning (e.g. local exhaust systems, fabric dust collectors, spray booths, etc.) if available, provide the air volume of the system in cubic feet/mm (CFM).
6. If wastewater, other than rest room waste, is generated from processes within the facility, provide detailed information on industrial wastewater quality (e.g. wastewater from similar operation in another City contained: BOD .320 mg/l, TSS .520 mg/l, pH 6.3-9.8).
7. Provide information on any equipment which produces significant noise levels at proposed property lines (e.g. diesel electric generators, air compressors, truck traffic, etc.).
8. Provide information on any proposed underground storage tanks (e.g. gasoline tanks, diesel tanks, waste oil, etc.)

Food Service, Storage, or Processing Establishments

1. Describe the nature of the food activities at this location (e.g. preparation and service of meals, processing of flour tortillas, storage of refrigerated meat products, etc.).
2. Provide floor plans showing all rooms in facility include location of various types of equipment.
3. Provide room finish schedule showing floor, wall, and ceiling finished on all rooms.
4. Provide a plumbing riser diagram which includes location and size of any grease traps and backflow preventers.
5. Describe location of fixtures installed and all toilets.
6. Provide description of vent hoods and related ventilation and exhaust equipment.
7. Provide an equipment schedule or list.

City of Stephenville Building Inspections Process/Activity Detail

1. Must have a current permit before beginning construction. No inspections will be conducted without a permit.
2. Address must be posted and restroom facilities provided prior to grade work being started.
3. T-pole inspection.
4. Plumbing rough-in.
Electrical
Mechanical
5. Foundation.
6. Framing top out
Plumbing top out
Electrical
7. Flat work
8. Meter release
9. Fire Marshal approval
10. Health Inspection
Backflows
11. Engineering and Public Works approval (when applicable)
12. Irrigation and/or Fence final inspection (if applicable)
13. Building final – Certificate of Occupancy
14. Issue Certificate of Occupancy

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Building Inspections

Certificate of Occupancy Overview

A Certificate of Occupancy (CO) is a document or permit that ensures that a business complies with zoning or land use ordinances as well as the structural and fire-life-safety codes of the City, thereby assuring the applicant that his/her business structure is ready for occupancy. This document is required of all tenants in both existing structures and newly constructed buildings and is obtained through the Community Development Department.

The CO should not be confused with the Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business.

Each time a tenant changes, a change in type of occupancy, or a major change in occupancy's characteristics occurs, a new CO must be obtained from the City's Community Development Department.

The CO must be prominently displayed at the place of business since the Fire Marshal will periodically inspect the site for compliance with the codes for proper use as stated on the Certificate. At the same time, the Fire Marshal checks to ensure that required exits are not blocked, that fire extinguishers are operational, and that similar safety requirements are being met.

There are three departments that may be involved in the CO process. The Community Development Department, your central point of contact in the process, will in all cases provide plan review and inspection services. The Health Inspector will become involved when the CO applications entail food service or processing or where toxic or hazardous processes are involved. The Fire Marshal will be involved in plan review for occupancies utilizing hazardous processes or materials; however, in all cases, a fire code compliance inspection will occur prior to the issuance of the CO.

New construction requires that all final construction approvals be granted prior to the submission of an application for a CO. When a change in the tenant or change in the occupancy of an existing structure occurs, only the Community Development Department approval is necessary unless the type of occupancy change happens to involve the Fire Marshal or Health Department under the aforementioned conditions.

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Building Inspections

Construction Guidelines for Commercial Buildings

1. The Building Permit and Job Address are to be posted in a manner so as to be visible from the street prior to work beginning. Building Permit is to be placed in a plastic bag to prevent weather damage.
2. An inspection sheet provided showing various phases of inspections are required. Inspections are ordered at least one day in advance (by 4:00 PM the day before) through the Community Development Department fax at (254) 918-1207.
3. Project site must have a culvert and driveway entrance before commencing work.
4. Erosion control, wind fence, portable toilets and trash bin to be on site prior to start of the project and throughout construction.
5. Construction sites must be kept clean and free of mud and debris at all times. All streets must be maintained and kept clean of all debris, mud and building materials.
6. All current building, electrical, fire, and international codes will be enforced.
7. Approved plans are subject to field changes by the Community Development Department or a Building Inspector.

City of Stephenville

Building Inspections

Commercial Plumbing Requirements

1. Air test of water lines not authorized unless inclement weather and approval from inspector.
2. Outside faucets will be frost proof and back flow device installed on all projects.
3. All irrigation systems will comply with the City's Irrigation Ordinance.
4. 500-gallon grease traps required on all new construction that uses an on-site food preparation, and 1000-gallon grease trap required depending on workload.
5. Mechanical caps installed to finished grade on all clean outs.
6. All glue joints will have purple primer.
7. No flat venting.
8. Ten feet (10') head pressure is required on rough inspections. Complete test and inspection should be done by the contractor prior to calling for an inspection.
9. All drain lines will be strapped every three feet (3') and properly installed.
10. All sewer lines will be inspected all the way to the main.
11. Upper and lower combustible air on all gas water heaters and heaters.
12. All exhaust vents will be vented outside and properly covered.
13. All plumbing must comply with the 2006 International Plumbing Code and City of Stephenville ordinances.
14. Backflow prevention required on all individual tenants per 2006 IPC and Texas State law.
15. Showers will be installed by a licensed plumber.
16. Plumbing test will be done after all shower pans are installed.

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City of Stephenville Building Inspections Mechanical Check List

1. The City of Stephenville has adopted the 2006 International Mechanical Code.

2. Five (5) sets of plans required.
 - a. Drawings of all A/C and Heating units, Appliances, and Duct work.

3. Inspections Required:
 1. Rough In
 - a. All piping properly installed
 2. Top Out
 - a. Ducts properly banded, taped, mastic, and hung
 - i. Approved bands, tape, mastic, and hangers
 - ii. Proper distance between hangers
 - b. Main and secondary drains installed properly
 - i. Approved locations
 3. Equipment location
 4. Clearances for equipment
 5. Accessibility
 - a. Lighting and walkways
 6. Final Inspection

City of Stephenville

Building Inspections

Commercial Electrical Inspections

Temporary Pole:

1. Height: 6' maximum, 4' minimum meter base.
2. Aluminum wire is NOT permitted.
3. Bracing.
4. Grounding.
5. Plugs and Breakers – GFCI.

Electrical Rough in:

1. Primary/Electrode ground
2. Placement of sleeves for island counters and slab outlets

Electrical Top out:

1. All ground must be #4 size
2. Wire secured at boxes and bonding.
3. Grounding of panel.
4. Outside lights.
5. Sleeve all wiring through brick.
6. Wire in return air (not permitted unless in conduit).
7. Equipment ground required on recessed light cans.
8. 200 AMP panel requires #4 ground to cold water or approved building steel.
9. Light over central heat unit and an accessible light switch at attic access.
10. Minimum #12 copper conductor, aluminum conductors not permitted.
11. All grounds and neutrals must be made up in panel for top out.
12. GFCI outlet for all A/C and heating equipment within 25 feet.

Electrical Meter Release:

1. Panel for breaker size.
 2. Disconnect for A/C unit within 3' of A/C Unit.
 3. Conduit between disconnect and A/C unit.
 4. Connections made on meter base.
 5. Install plugs, switches, and light fixtures.
 6. Chain hung fixtures must have equipment ground.
 7. All junctions shall have a cover.
- All electrical work performed in the City of Stephenville must have a Journeyman or Master Electrician on the job site during the installation of the electric work and must comply with NEC 2008.

City of Stephenville

Building Inspections

Miscellaneous Processes

The following permit programs are administered by the Community Development Department. The Community Development Department will be your central point of contact for application, plan submission, and information. Applications for permit are to be submitted at the Community Development office. Plan review comments are to be and addressed within 180 days or the permit application shall expire. Each of the programs listed will be accompanied by a description of when such permit should be obtained and reference to the schedule which will provide a listing of the permit costs.

Swimming Pool, Hot Tub & Spa Building Permit

A permit is required for the construction of any artificial containment for a body of water having a depth of 18” for the purpose of recreational bathing. The applicant will be required to provide a safety fence for the pool, spa, or hot tub, which will require a separate fence permit. Permit fees are listed under the fees schedule.

Sign Permit

A permit is required prior to the erection, relocation, alteration or removal of a sign. A permit is not required for such activities as general maintenance, erection of certain temporary construction signs, and political signs. In each case it is recommended that you consult the Community Development Department to determine the permit and construction requirements for your proposed sign.

Driveway and Sidewalk Permit

Construction, reconstruction, maintenance, alteration, repair, removal, or replacement of any curb, gutter, driveway, or other concrete work on public property requires the issuance of a permit prior to commencement of work.

Structure Moving Permit

A permit must be obtained prior to moving a structure from one parcel to another within the City of Stephenville or from a location outside the City, or through the City. Further, a building permit will be required in addition to the structure moving permit if the structure is to be located within the City limits.

In-ground Fuel Tank Permit

Installation, removal, replacement, or repair of in-ground storage tanks requires a permit prior to commencement of work.

Demolition Permit

A permit is required prior to the demolition of any building or structure within the city limits.