

Commercial Building Permit Checklist

<u>ITEMS FOR SUBMITTAL</u>	<u>DESCRIPTION</u>	<u>DIVISION</u>
Zoning and Platting has been completed	The property has a filed plat and zoning is appropriate for Use	Planning
Completed Building Permit Application	With all associated signatures and information. All blanks of the application must be completed with the requested information or N/A where appropriate	All
Commercial Permit Checklist	All items noted on the "Commercial Building Permit Checklist" must be addressed on the submitted building plans. Please discuss your project with a member of the building division for clarification of any noted item.	Building/Fire
Detailed Site Plan	To scale, indicating all applicable setbacks, property line location, associated streets, and placement of proposed improvements. Please see samples provided.	All
1 Set of Plans	Required for all new construction or significant modification of existing construction, per the building division staff. Please refer to additional instruction sheet regarding information required for commercial structures.	Building
Property Survey	If available for all new construction including additions or expansions	All
Land Use Information	Provide details of existing and proposed land use, including operations, personnel specifications, services provided, etc. (floor plan/layout required)	All
Parking Plan	Required	Planning
Landscaping Plan	Required for all non-residential projects	Planning
ADA Registration #	For all non-residential projects over \$50,000 of valuation	Building
Energy Code	Required	Building
Asbestos Survey	Required for all alteration, renovation or Demolition	Building
Drainage Plan	May be required for development. See Subdivision regulations.	Public Works
Digital Submission	Submit all plans digitally	Building/Planning

***** PRE-SUBMITTAL DETERMINATION:** If the project has been through pre-submittal meeting, input CASE # at top of form. A pre-submittal meeting is required if the project involves any of the following: Zoning change, platting or subdividing property, new structures, house conversion to non-residential, land disturbance > than 5,000 sq. feet, new parking lot, expansion or rehabilitation of existing parking lot, new water or sewer tap; **A PERMIT APPLICATION CANNOT BE ACCEPTED UNTIL AFTER THE PRE-SUBMITTAL MEETING.**



COMMERCIAL - BUILDING PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:		Within a NFIP Floodway: YES NO	
Abstract/Addition:		Acre(s)/Block:	Lot(s):	Applicant/Owner Phone Number:	
Applicant/Owner:			Applicant/Owner E-mail:		
Mailing Address:		City:	State:	Zip:	
Contractor's Name	Contractor's Phone Number	Contractor's Mailing Address & Zip		VALUATION (PARTS & LABOR ONLY)	

CLASS OF WORK	STRUCTURE USE	STRUCTURE USE	WORK DESCRIPTION
<input type="checkbox"/> NEW	<input type="checkbox"/> Single Family	<input type="checkbox"/> Storage	Living Area: ___ #Units _____ ft ²
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Duplex	<input type="checkbox"/> Carport	Garage Area: ___ #Units _____ ft ²
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Patio	Additions: ___ #Units _____ ft ²
<input type="checkbox"/> REPAIR	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	Accessory: ___ #Units _____ ft ²
<input type="checkbox"/> DEMOLITION	STRUCTURE <input type="checkbox"/> Attached <input type="checkbox"/> Detached		Primary Exterior Material: _____ Total Primary Ext. %: _____
			Secondary Exterior Material: _____ Total Secondary Ext. %: _____

Mechanical Sub-Contractor's Name	Mechanical Contractor's Phone #	Mechanical Contractor's Mailing Address	Texas Contractor's License #
Electrical Sub-Contractor's Name	Electrical Contractor's Phone #	Electrical Contractor's Mailing Address	Texas Contractor's License #
Plumbing Sub-Contractor's Name	Plumbing Contractor's Phone #	Plumbing Contractor's Mailing Address	Texas Contractor's License #
Other's Name	Other's Phone #	Other's Mailing Address	Texas Other's License #

Architect Name	Architect Phone #	Architect Mailing Address	Texas Architectural License #
Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Texas Engineering License #
Mechanical Engineer Name	Mechanical Engineer Phone #	Mechanical Engineer Mailing Address	Texas Engineering License #
Electrical Engineer Name	Electrical Engineer Phone #	Electrical Engineer Mailing Address	Texas Engineering License #
Plumbing Sub-Contractor's Name	Plumbing Engineer Phone #	Plumbing Engineer Mailing Address	Texas Engineering License #
Civil Engineer Name	Civil Engineer Phone #	Civil Engineer Mailing Address	Texas Engineering License #

INCLUDED WITH APPLICATION

(please refer to back page for reference)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> TDLR # | <input type="checkbox"/> MEP Plan | <input type="checkbox"/> Landscaping Plan |
| <input type="checkbox"/> Survey | <input type="checkbox"/> COM check | <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Irrigation Plan |
| <input type="checkbox"/> Building Plan | <input type="checkbox"/> Asbestos Report | <input type="checkbox"/> Digital Plan | <input type="checkbox"/> Civil Plan |
| <input type="checkbox"/> Other: _____ | | | |

CITY OF STEPHENVILLE USE ONLY

Received ___/___/___ .m.

Approved ___/___/___ .m.

Contacted ___/___/___ .m.

Current Zoning Classification _____

NOTICE – PLEASE READ BEFORE SIGNING

A minimum 48-hour review period begins at 9:00 a.m. on the day following receipt of this application. No work shall be performed, nor any accepted until a permit has been issued.

Applicant Signature:	Applicants Name (Print):	Date:
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Prior to issuance of a Building Permit, the following items should be submitted in the office of Community Development with an Application for Building Permit. After receiving the necessary items, a review period shall begin.

COMMERCIAL / INDUSTRIAL STRUCTURES

1. A scale drawn* site plan containing the following:
 - (a) All lot lines and lot dimensions
 - (b) All existing and proposed structures
 - (c) Distances between lot lines and buildings (existing and proposed)
 - (d) Distances between buildings
 - (e) Finished floor elevations
 - (f) Proposed routing of drainage water showing all drain ways, curbs, retaining walls, etc.
 - (g) All required parking spaces and loading areas
 - (h) Driveway approach
 - (i) Neighboring Driveway Approach
 - (j) All existing & proposed utilities
2. A scale drawn* plan of the building containing the following:
 - (a) All exterior walls and dimensions
 - (b) All interior walls and partitions
 - (c) Location of all plumbing fixtures, HVAC units and electrical appliances
 - (d) Engineered Mechanical, Plumbing, Electrical & Structural
3. Engineered drainage plan.
4. Landscape plan. *Landscape plan is not required to be prepared by a registered or certified professional).*
5. Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? Yes ____ No* ____

Date of survey: ____/____/____ TDH Inspector License No. _____

**If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Stephenville.*

6. Com Check report
7. TDLR – AB Registration Number: _____
8. Provide a digital format of a final site plan, floor plan and drainage plan on all commercial and multi-family structures.

Digital Submittal

- a. All electronic files are to be provided in AutoCAD 2009 dwg. file format or later versions.
 - b. All external references files must be combined with the dwg submittal.
 - c. CD-R may be 650MB, 700MB or larger, (NO ZIP or EXE files shall be submitted with drawings.)
9. NOTE: Under certain conditions, some or all of the following may be required:
 - a. Structural engineering as per TEPA rules
 - b. Other items as may be required by the Staff

NOTICE – PLEASE READ BEFORE ISSUING A PERMIT

Two (2) copies of the Form Board Survey is required to be submitted to the City of Stephenville prior to any foundation inspection on all new structures.

Contractor Acknowledgements

ONLY individual contractors should complete this form

& **MUST BE Signed** by the ****MASTER LICENSE** HOLDER**.

Construction Address: _____

General Contractor/Builder: _____ Cell # _____

GC/Builders Address: _____ Office Phone: _____

MASTER ELECTRICIAN'S STATEMENT

I, _____, do acknowledge that **I will be doing the electrical work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the electrical permit for this project.

Date: _____ Signature: _____ License # _____

Company name, address & phone number: _____

MASTER PLUMBER'S STATEMENT

I, _____, do acknowledge that **I will be doing the plumbing work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the electrical permit for this project.

Date: _____ Signature: _____ License # _____

Company name, address & phone number: _____

MECHANICAL/HVAC STATEMENT

I, _____, do acknowledge that **I will be doing the mechanical/HVAC work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the electrical permit for this project.

Date: _____ Signature: _____ License

_____ Company name, address & phone number: _____



Contractor Registration Form

(Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign)

Building Inspections

The following documents are required for initial registration or changes to a current registration with the City of Stephenville (No form is needed for a renewal.):

- This completed application (*Fill in every spac. Incomplete form will not be recognized.*)(**PLEASE PRINT**)
- Copy Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign license with the State of Texas
- Copy of Driver's License and current contractor's insurance policy.
- Copy of Irrigator's current gauge calibration.

Authorized signers: You have two ways to add authorized signers to your registration. You can provide either one.

1. On company letterhead, provide a letter indicating by name each person who has permission to pull permits. The letter must be signed by the license holder and dated.
2. In place of a letter, you can fill out the section below for authorized signers and sign.

Contractor Type :				
(Please Circle)	<i>Mechanical</i>	<i>Plumbing</i>	<i>Backflow</i>	<i>General</i>
	<i>Electrical</i>	<i>Irrigator</i>	<i>Sign</i>	<i>Contractor</i>
License Holder Name:				
Texas License#:			Exp. Date:	
Company Name:				
Mailing Address:				
Physical Address:				
City:		State:		Zip Code:
Phone Number	2 nd Phone Number	Emergency #		Fax #
Company Owner's Legal Name:				
Email Address:				
List of persons who are authorized to pull permit in name of contractor: <i>(If no one else is authorized but the license holder please label "license Holder")</i>				
License Holder's Name Print:				
License Holder's Signature:				



GRADING & EXCAVATION APPLICATION

Application Date:		G & E Permit No:		START Date:	COMPLETION Date:
Abstract/Addition:		Acres/Block:	Lot(s):	Physical Address:	
Applicant/Owner:			Name of Project:		
Mailing Address:		City:	State:	Zip:	
Phone Number:	Fax Number:	E-mail:		Within a NFIP Floodway: YES NO	

TASK (check appropriate areas)

- SOIL EXCAVATION
 ASPHALT REMOVAL
 SIDEWALK REMOVAL
 OTHER _____
- Subdivision
 Commercial
 Industrial
- Alteration
 Placement of Fill
 Other: _____

Location, Depth and Description of Work: (Site drawings required)

INVESTIGATION RESULTS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical Power Distribution
(Red) | <input type="checkbox"/> Storm Drain Lines
(Purple) | <input type="checkbox"/> Communication
(Orange) |
| <input type="checkbox"/> Natural Gas Distribution
(Yellow) | <input type="checkbox"/> Sanitary Sewer Lines
(Green) | <input type="checkbox"/> Television Cable
(Orange) |
| <input type="checkbox"/> Water Distribution
(Blue) | <input type="checkbox"/> Irrigation
(White) | |

- 1) Provided a set of plans, specification and pre-site picture of the proposed construction? () YES () NO
- 2) Is any additional information required? () YES () NO
If so, please state: _____
- 3) Were any other federal, state or local permits submitted? () YES () NO
If so, please state: _____

Applicant/Spotters Comments:

Applicant Signature:	Applicants Name (Print):	Date:
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Permit Conditions:

1. This permit is task specific (*Identified on page 1 of this application and approved plans*).
2. This permit is required for each excavation activity over 12 inches or any excavation beneath concrete sidewalks or asphalt.
3. This permit is valid from the proposed start date to the proposed completion date. The Excavator is responsible for maintaining spotter's marks after permit is issued. Request a Re-spot if spotter's marks are not clearly visible.
4. This permit and all attachment shall be kept at the excavation site during excavation activities.
5. This permit is not intended to be a complete work release document. Other documents or attachment may be required prior to work.
6. This permit is not intended for the installation of utility lines and foundations.

General Requirements:

A Grading and Excavation Permit is required for the following activities:

1. Digging, saw cutting, drilling, coring or trenching into soil, concrete sidewalks, or asphalt to a depth greater than 12 inches or into soil beneath concrete sidewalks or asphalt.
2. Excavation into subsurface soil in buildings beneath slabs greater than two inches.
3. Scraping, blading or excavation of any area previously undisturbed or that appears to be undisturbed, such as areas covered with native vegetation, and blading or improvements to previously unimproved roads or paths.
4. Any additional fill material introduced to the site for development.

Suspending Work!

Any and all individuals working under this permit are authorized and required to stop any work activity if:

- Conditions differ from those that have been investigated.
- Unusual odors are discovered during earth work activities.
- Soils are stained
- Buried debris or visible signs of contaminations are observed.
- There is any question about the validity of this permit or accuracy of the spotting or utility location.
- Any utility line located, not identified by the site plan and/or spotter.

Pre-Site Picture:



System Contacts:

In the event of an EMERGENCY: Dial 911	
<i>Utility</i>	<i>Phone No.</i>
Electrical, Gas, Communication	Dig Tess - Dial 811
Water and Sanitary Sewer	City of Stephenville - (254)918-1257
Cable Television	Northland Cable (254) 918-4189