



Commercial Building Permit Checklist

ITEMS FOR SUBMITTAL	DESCRIPTION	DIVISION
■ 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: _____

Work Flow- New construction, Residential Inspections

- May be altered for Remodels as needed

RESIDENTIAL:

- Plan Review
- Form Survey
- T-Pole
- Plumbing Rough in (Building drain, sewer, water service)
- Foundation
- Electrical rough in
- Mechanical rough in
- Plumbing top out
- Plumbing gas rough in
- Framing
- Energy
- Electrical Meter release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final
- Plumbing final
- Irrigation (As Builds, Backflow test)
- Document collection (RES Check, Form survey, As-Builds, Design professional)
- Building final/ CO

COMMERCIAL:

- Plan review
- Form survey
- T-pole
- Plumbing Rough in (Building drain, sewer, water service, Grease trap)
- Foundation
- Electrical wall rough
- Plumbing top out
- Plumbing gas rough in
- Framing
- Mechanical rough in (RTU, AC Systems, Condensates)
- Mechanical above ceiling (Vent hood, Duct Seal, Plenum ect)
- Electrical Above Ceiling (Hard lids , acoustical drops)
- Electrical Meter Release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final (R-6, Boot connection duct to flex, RTU, AC System)
- Plumbing final

Workflow- New construction, Commercial/ Residential Inspections

- May be altered for Remodels as needed.

RESIDENTIAL:

- Plan Review
- Form Survey
- T-Pole
- Plumbing Rough in (Building drain, sewer, water service)
- Foundation:

Footings, Pier caps, Piers, Grade beam, stem walls, Rebar, Post tension, slab, Floor Framing

- Electrical rough in
- Mechanical rough in
- Plumbing top out
- Plumbing gas rough in
- Framing/Exterior Sheathing
- Interior Sheer walls (Ply or drywall assemblies)
- Brick tie/lath
- Energy (Insulation)
- Electrical Meter release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final
- Plumbing final

Water heater, Domestic Water line, small repair jobs

- Irrigation (As Builds, Backflow test, Freeze sensor)
- Document collection (RES Check, Form survey, As-Builds, Design professional, Backflow)
- Building final/ CO

COMMERCIAL:

- Plan review
- Form survey
- T-pole
- Plumbing Rough in (Building drain, sewer, water service, Grease trap)
- Foundation

Footings, Pier caps, Piers, Grade beam, stem walls, Rebar, Post tension, slab, Floor Framing

- Electrical wall rough
- Plumbing top out
- Plumbing gas rough in
- Framing/ Exterior Sheathing

- Brick tie/Lath
- Mechanical rough in (RTU, AC Systems, Condensates)
- Mechanical above ceiling (Vent hood, Duct Seal, Plenum etc.)
- Electrical Above Ceiling (Hard lids, acoustical drops)
- Electrical Meter Release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final (R-6, Boot connection duct to flex, RTU, AC System)
- Plumbing final

Water heater, Domestic Water line, small repair jobs

- Document collection (COM Check, Form survey, As-Builds, Design Professional, Engineer Inspections SAL)
- Building final/ CO