



COMMERCIAL BUILDING PERMIT APPLICATION DOCUMENT SUBMITTAL CHECKLIST

New Building
 Accessory Building
 Addition
 Remodel/Tenant Improvement

Applicant name: _____ Date: _____

Address (Location of Project): _____

Name of Project (Business): _____ Contact Phone # _____

EMAIL ADDRESS: _____ Contact FAX # _____

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please check off each line as you identify that your submittal contains the required information, place N/A on the lines that do not apply to your specific project, and then submit this checklist with your application.

The City of Weatherford has adopted the following Codes:

2009 International Building Code	2009 International Energy Efficiency Code	2009 NFPA 54 Fuel Gas Code
2009 International Mechanical Code	2008 National Electrical Code	2012 TAS- Accessibility
2009 International Fire Code	NCTCOG/City of Weatherford Amendments	Weatherford Municipal Code
2009 International Plumbing Code	2011 NFPA 58 Liquefied Petroleum Gas	

IF YOUR PERMIT PACKAGE IS NOT COMPLETE YOUR SUBMITTAL WILL NOT BE ACCEPTED.

WORK STARTED PRIOR TO PERMIT ISSUANCE IS SUBJECT PENALTIES OF \$500 PER DAY FINE.

SEE ATTACHED LETTERED SECTIONS FOR SPECIFIC DOCUMENT REQUIREMENTS

PLEASE SUBMIT THE FOLLOWING:

SECTIONS

VALUATIONS ≥ \$50,000 DOLLAR TDLR/TAS NUMBER – EABPRJB _____

	Office	Applicant	Item
	✓	✓	
NEW BUILDING AND/OR ADDITION			
A			Project Information Sheet
B			Three (3) complete sets construction drawings (24" x 36" min. size, appropriately scaled to sheet)
C			Three (3) complete sets civil drawings
D			Three (3) copies of proposed site plan
E			One (1) complete set of documents above in PDF format on CD or Flash Drive
F			(3) sets of above construction drawings stamped/signed by required Engineer/Architects
G			Two (2) copies Energy ComCheck Report – envelope, mechanical, electrical
H			One (1) Completed Contractor Acknowledgement Form
I			One (1) Completed Commercial Service Requirements (Electrical Load Sheet)
J			One (1) Complete current asbestos survey if this is an addition
REMODEL/TENANT IMPROVEMENT- (interior work only)			
A			Project Information Sheet
K			Three (3) sets construction drawings (Minor work min. 18" x 24" scaled to sheet, Major 24" x 36" scaled to sheet)
D			Three (3) copies of an existing site plan (i.e., parking spaces, structures, lot dimensions, setbacks etc.)
E			One (1) complete set of documents above in PDF format on CD or Flash Drive
F			Three (3) complete sets of engineering design and calculations – (2 wet stamped)
G			Two (2) copies Energy ComCheck Report – envelope, mechanical, electrical
H			One (1) Completed Contractor Acknowledgement Form
I			One (1) Completed Electrical Load Sheet – If you are increasing service capacity
J			One (1) Complete current asbestos survey performed by licensed Asbestos Inspector



**COMMERCIAL BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
PROJECT INFORMATION SHEET**



Pg. 1 of 2

This information is requested to help the City review your permit submittal package. By providing all information requested you will be helping us cut down the time spent researching your projects information and thus will help expedite your permit approval.

Office ✓	Applicant ✓	ANSWER ALL QUESTIONS (Please Print Clearly)	ESTIMATION OF PROJECT VALUATION \$ _____
		Who are you?	AGENT <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> OTHER <input type="checkbox"/>
		What is your name?	FIRST _____ LAST _____ PHONE _____
		What is the address of the project?	
		Who is the owner of the property?	Name: _____ FIRST _____ LAST _____ Company: _____ PHONE _____ Address: _____ NUMBER _____ STREET _____ CITY _____ ZIP _____
		What is the name of the business?	No Tenant Yet <input type="checkbox"/>
		Who do we contact if more information is required? If we have questions about your project? Notification that your permit is ready to pick up? (One person for all please)	AGENT <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> OTHER <input type="checkbox"/> PHONE # _____ FAX# _____ CELL # _____ EMAIL _____
		Who will be responsible for the project during construction? OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>	NAME _____ FIRST _____ LAST _____ PHONE # _____ FAX# _____ CELL # _____ EMAIL _____

INFORMATION NEEDED TO HELP EXPEDITE YOUR UTILITIES AND REVIEW

Are you on public water or a private well? Public <input type="checkbox"/> Private <input type="checkbox"/>	What is the total square footage of the building you are in? _____ Square Feet
What size water meter do you have? Domestic _____ Irrigation _____	What is the total square footage of your lease space? _____ Square Feet
Are all of your utilities electric? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you going to need a gas meter? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is the USE of this Building or Space? (Check all that apply) Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Factory <input type="checkbox"/> School <input type="checkbox"/> Storage <input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Assembly <input type="checkbox"/> Other? <input type="checkbox"/> _____
Who supplies your electricity? Weatherford <input type="checkbox"/> TXU <input type="checkbox"/> Tri-County <input type="checkbox"/>	Is this a new tenant in an existing lease space? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who was the former tenant? _____
Type of sewage disposal do you have? Public <input type="checkbox"/> Private <input type="checkbox"/>	Are you planning on installing a sprinkler system? Yes <input type="checkbox"/> No <input type="checkbox"/> Already has a sprinkler system? Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the current number of parking spaces at the site? _____	Who will be responsible for utilities during construction? Building Owner <input type="checkbox"/> Contractor <input type="checkbox"/> New Tenant <input type="checkbox"/>

INFORMATION NEEDED TO ASSIST YOUR FIRE DEPARTMENT REVIEW

What is the maximum number of employees you expect to have? Day _____ Night _____	List all materials SOLD, STORED or USED by the business.
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Area calculation: Office: _____ Warehouse: _____ Retail: _____ Restaurant: _____ Factory: _____ Sanctuary: _____ Assembly: _____ TOTAL=_____	SOLD	STORED	USED

Provide a description of what your business does.	
---	--

Are you storing commodities? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how high _____Ft. Will any storage be over 12 Ft. high? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how much square feet of area? _____ Ft.	Are any materials going to be discharged into the atmosphere? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, by what means is this occurring? Please list materials that will be discharged?
--	---

ALL COMMERCIAL BUILDING DEMOLITION ADDITIONS OR TENANT REMODEL PERMITS
(THIS IS NOT OPTIONAL UNDER ANY CIRCUMSTANCES)

*****ASBESTOS SURVEY*** 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 the Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Weatherford.

Owner: _____ **Phone:** _____

Address: _____

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 herein 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, ordinance, or regulation. **The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.**

APPLICANT NAME: _____ DATE: _____
SIGNATURE



COMMERCIAL BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
CONSTRUCTION DRAWING REQUIREMENTS

B

Page 1 of 3

Purpose

The City of Weatherford Permit Center is dedicated to providing the highest level of service to its citizens, business operators and visitors. Our goal is to expeditiously process each permit application. Experience has demonstrated that the quality of the information provided by the permit applicant has a direct connection to the amount of time that the application takes to process.

In general, the amount of detail required will vary, depending on the nature and complexity of the project. Below is a list of minimum information needed to review your permit documents.

Scope of Documents

There must be sufficient detail, size and scale to show the entire project including the following:

- ✓ Structural Systems
- ✓ Life Safety Systems
- ✓ Architectural Barriers (accessibility for persons with disabilities)
- ✓ Complete Scope of Work
- ✓ Deferred Submittal Schedule
- ✓ Interaction with Site and Site Specific Features

State Law- When is an Architect and/or Engineer Required?

Please ask the Permit Technician for a copy of the compliance flow chart; or

Architectural- please review the Texas Occupational Code Ann. Chapter 1051 or www.tbae.state.tx.us.

Engineering- please review the Texas Occupational Code, Title 6, Chapter 1001 or www.tbpe.state.tx.us.

Coversheet for Construction Documents.

Project Identification.

- a. Project address, legal description or parcel identification number (both if available) and location on map (proximity map).
- b. All design professionals identified, including addresses and telephone numbers. Fax numbers and e-mail addresses should be provided if available.
- c. Identification of the person who is responsible for project coordination. This would be the contact person through which all communication from the city should be directed.

Site Plan for New Buildings, Additions or Occupancy Changes.

Site Plan.

- a. Location of the new structure and any existing buildings or structures.
- b. All property lines labeled and with dimensions.
- c. All streets, easements and setbacks identified.
- d. All critical areas, buffers and flood zones.
- e. Existing utilities.
- f. Water, sewer and storm systems points of connection and fire hydrant locations.
- g. Fire apparatus access throughout the site.
- h. Required parking.
- i. Accessible routes of travel between accessible elements.
- j. Site drainage and grading.
- k. North arrow and drawing scale.

Information to be included in plan sets. **Design Criteria.**

- a. Occupancy group.
- b. Type of construction.
- c. Building height and number of stories.
- d. Square footage and allowable areas calculations.
- e. Fire sprinkler requirements.
- f. Occupant load calculations.
- g. Allowable soil-bearing pressure (a soils report will be required in most cases).
- h. Design loads for roof, floor, and wind.
- i. Land use zone.
- j. Parking requirements including accessible stalls.
- k. Landscaping requirements.
- l. Special inspections required by the International Building Code and design professional.

 Foundation Plan.

- a. Concrete mix design including required strength, water-cement ratio, allowable slump, air entrainment and admixtures.
- b. Reinforcement sizes and grades.
- c. Footing locations and sizes including isolated footings.
- d. Foundation wall sizes and locations.
- e. Specifications for embeds including anchor bolts, hold-downs and post bases.

 Floor Plan.

- a. Each floor, level, mezzanine or basement to be depicted.
- b. Mezzanines shown in the rooms in which they reside.
- c. Show all rooms and the intended use.
- d. Overall dimensions and locations of structural elements and openings.
- e. Doors and windows including dimensions, window opening sizes and door swings.
- f. Fire assemblies such as firewalls, fire barriers, fire partitions, shafts and fire-resistive construction.
- g. Exit components including exit access, exits, exit discharge, exit signage and secondary exit lighting when required.

 Framing Plan.

- a. Show all structural members including location, grade and size of materials.
- b. Attachment details for structural elements.
- c. Roof framing plan showing drainage (roofs less than 2/12 pitch), materials, engineering details for trusses or engineered wood products, draft stop locations, attic access and roof mounted equipment locations.
- d. Floor framing details showing headers, beams, joists, sheathing, columns, drag struts and spandrels.

 Building and Wall Sections.

- a. Building section cuts in both transverse directions showing general building components from a horizontal plane.
- b. Exterior materials shown.
- c. Fire-resistive assemblies and fire rated penetrations detailed.
- d. Vertical dimensions shown.

 Interior Elevations.

- a. All barrier-free (ADA) required equipment with vertical height clearances shown.
- b. Restroom wall and floor finish materials.
- c. Flame-spread and smoke density ratings for floor, wall and ceiling finishes (textile finishes only).
- d. Relights, sill heights, elevator control panels, etc..

 Exterior Elevations.

- a. Each side of building should be depicted.
- b. Openings such as doors, windows and when possible vent terminals.

Mechanical System.

- a. Entire mechanical system.
- b. All units, their sizes, mounting details, all duct work, seismic bracing and duct sizes.
- c. Fire and smoke dampers.
- d. Equipment schedules.
- e. Energy conservation calculations.
- f. Indoor air quality methods and standards.

 Plumbing System.

- a. All fixtures, piping, slopes, materials and sizes. Piping diagrams may be omitted for small projects such as tenant improvements.
- b. Connection points for utilities such as water meters and public sewers.
- c. Cross connection control devices including locations, manufacturer, size and model number.

 Electric System.

- a. All electric fixtures (interior, exterior and site).
- b. Wiring sizes and circuiting.
- c. Grounding, panel schedules, single line diagrams.
- d. Load calculations.
- e. Fixture schedules.
- f. Fire alarm system.
- g. Connection to serving utility.
- h. Single station smoke detectors.
- i. Commercial service requirements.

 Structural Calculations.

- a. Structural calculations are needed for building components not meeting prescriptive or empirical design standards.
- b. Calculations must bear the seal of the responsible design professional. Such seal is required by law to be signed with an original signature. Calculations not bearing original signatures will not be accepted for review.
- c. Design professionals must be appropriately licensed in the State of Texas.

 Specifications.

- a. Specifications and hardware schedules may be incorporated on the drawings or provided in booklet form.
- b. Further define construction components, covering;
 1. Construction components, including materials and methods of construction.
 2. Wall, floor and ceiling finishes.
 3. Pertinent equipment.
 4. Door and window hardware schedules.
 5. Planting and irrigation requirements.

 Addenda and Changes.

- a. The design professional in charge of the project is responsible for notifying the building official of any and all changes to the drawings. This responsibility carries throughout the project.
- b. Changes to the approved plans or specifications must be approved first through the responsible design professional and then provided to the building department for review and approval.
- c. No change to the drawings or specifications is permitted until the building department has approved such changes.

 Revisions.

- a. For clarity, all revisions should be identified with a Delta "Δ" symbol, should be clouded on the drawings or resubmitted as a new set of plans, and should identify the architect or engineer of record.



**COMMERCIAL BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
CIVIL PLAN REQUIREMENTS**
(A COMPLETE 29 PAGE CHECKLIST IS AVAILABLE BY REQUEST)



GENERAL CHECKLIST

Pg. 1 of 2

	INCLUDED	N/A	COMMENTS
COVER SHEET			
Signature Block			
Department Heads			
Location Map			
Complete Title			
Owner/Developer			
Consultant			
Sheet Index			
PLAT			
Plat Included			
GRADING PLAN			
Sheet is included			
DRAINAGE AREA MAP			
Onsite and offsite areas shown. Proposed drainage facilities shown. Existing drainage facilities shown with plan reference.			
Confirm master drainage plan approved and on file (multiphase developments)			
HYDRUALIC CALCULATIONS			
Correct tables used			
STORM DRAIN PLAN & PROFILE			
Plan and Profile is included			
PAVING PLAN & PROFILE			
Plan and Profile is included			

	INCLUDED	N/A	COMMENTS
PAVING CONSTRUCTION DETAILS			
Detail Sheet is included			
STORM DRAIN CONSTRUCTION DETAILS			
Detail Sheet is included			
WATER LAYOUT			
Confirm water study has been submitted			
Entire scope of project with closest intersection			
WATER PLAN & PROFILE (PIPES 10" AND LARGER)			
Plan and Profile is included			
SEWER LAYOUT			
Confirm sewer study has been submitted			
Entire scope of project with closest intersection			
SEWER PLAN & PROFILE			
Plan and Profile is included			
UTILITY DETAILS			
Detail sheets included			
EROSION & SEDIMENT CONTROL PLAN			
Sheet is included			
EROSION & SEDIMENT CONTROL DETAILS AND NOTES			
Sheet is included			
TRAFFIC CONTROL PLAN			
Sheet is included			
PAVEMENT MARKING PLAN			

While the commercial site plan is not a replacement for detailed civil drawings, information shown on the commercial site plan must be identical to the same information as shown on the more detailed civil drawings.

A vicinity map showing the subject property in relation to the general area must be provided. The vicinity map should show an area of approximately 1/8 to 1/4 mile diameter.

Show location of all fire hydrants located on roadways adjacent the subject property.

Identify accessible route to the public way as well as on-site accessible features and routes of travel.

Show loading zones.

Show and label purpose of all easements.

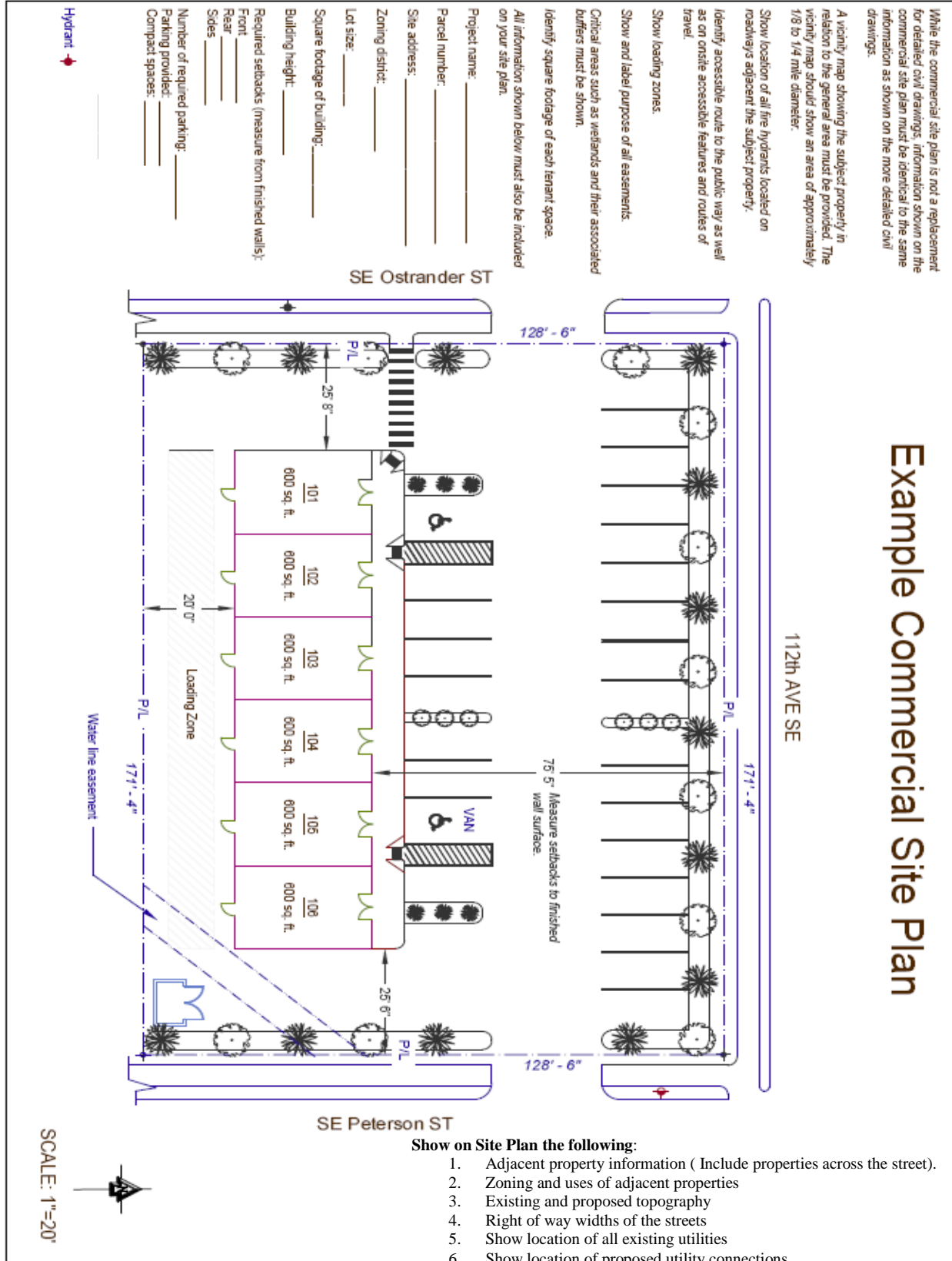
Critical areas such as wetlands and their associated buffers must be shown.

Identify square footage of each tenant space.

All information shown below must also be included on your site plan.

Project name: _____
 Parcel number: _____
 Site address: _____
 Zoning district: _____
 Lot size: _____
 Square footage of building: _____
 Building height: _____
 Required setbacks (measure from finished walls):
 Front: _____
 Rear: _____
 Sides: _____
 Number of required parking: _____
 Parking provided: _____
 Compact spaces: _____

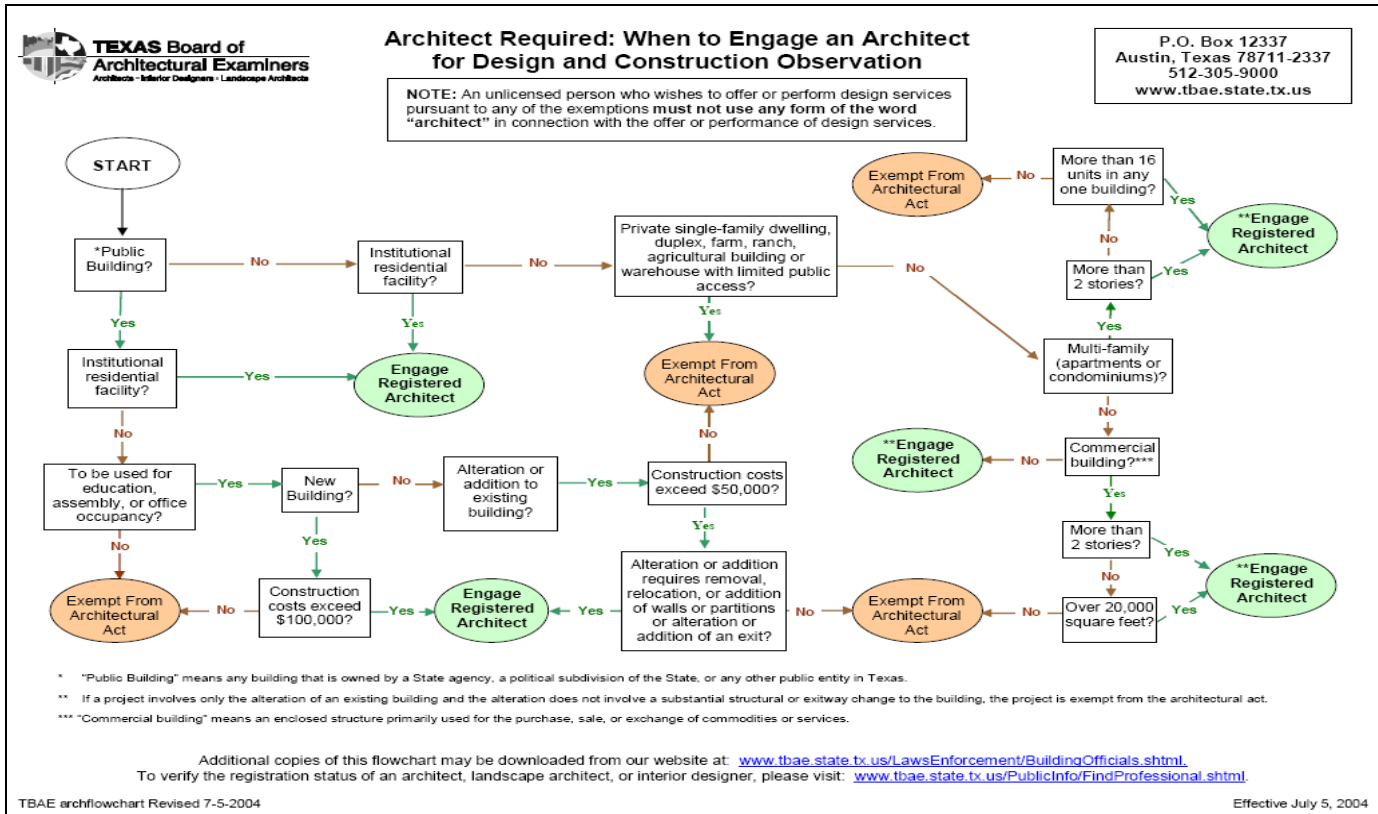
Example Commercial Site Plan



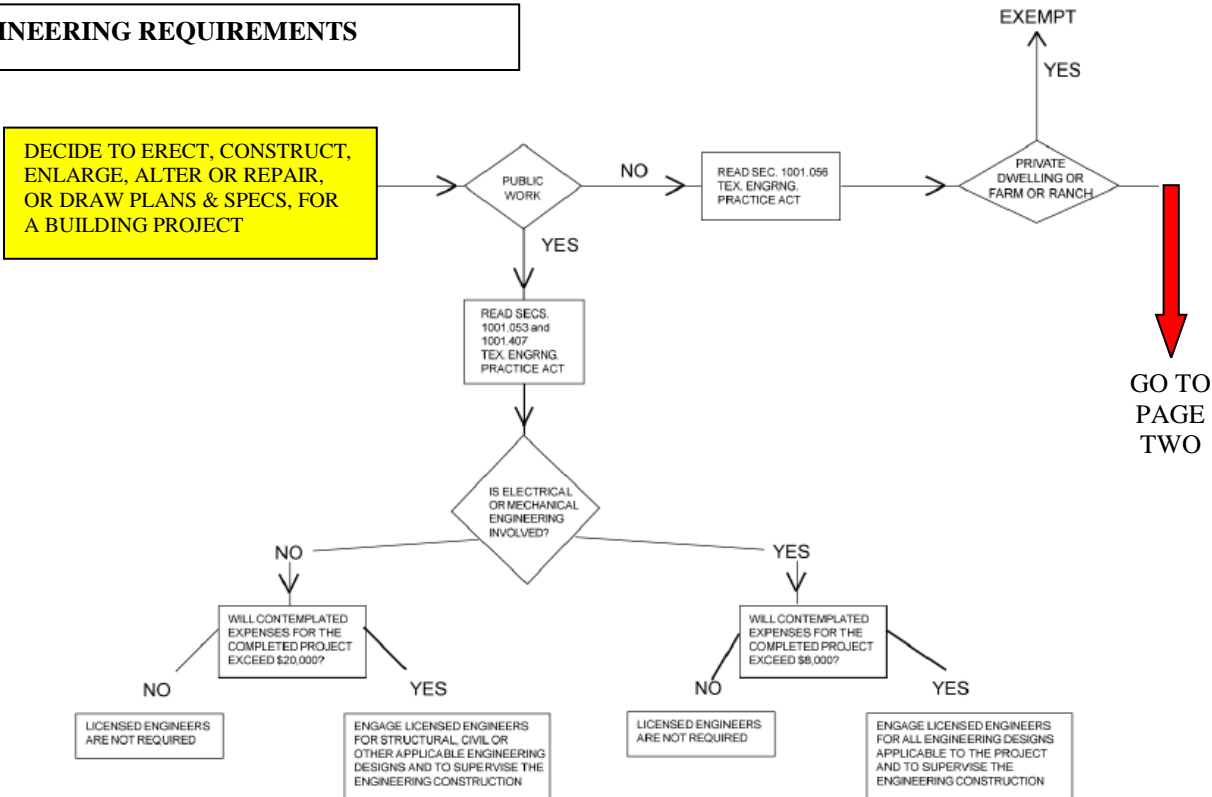
Show on Site Plan the following:

1. Adjacent property information (Include properties across the street).
2. Zoning and uses of adjacent properties
3. Existing and proposed topography
4. Right of way widths of the streets
5. Show location of all existing utilities
6. Show location of proposed utility connections

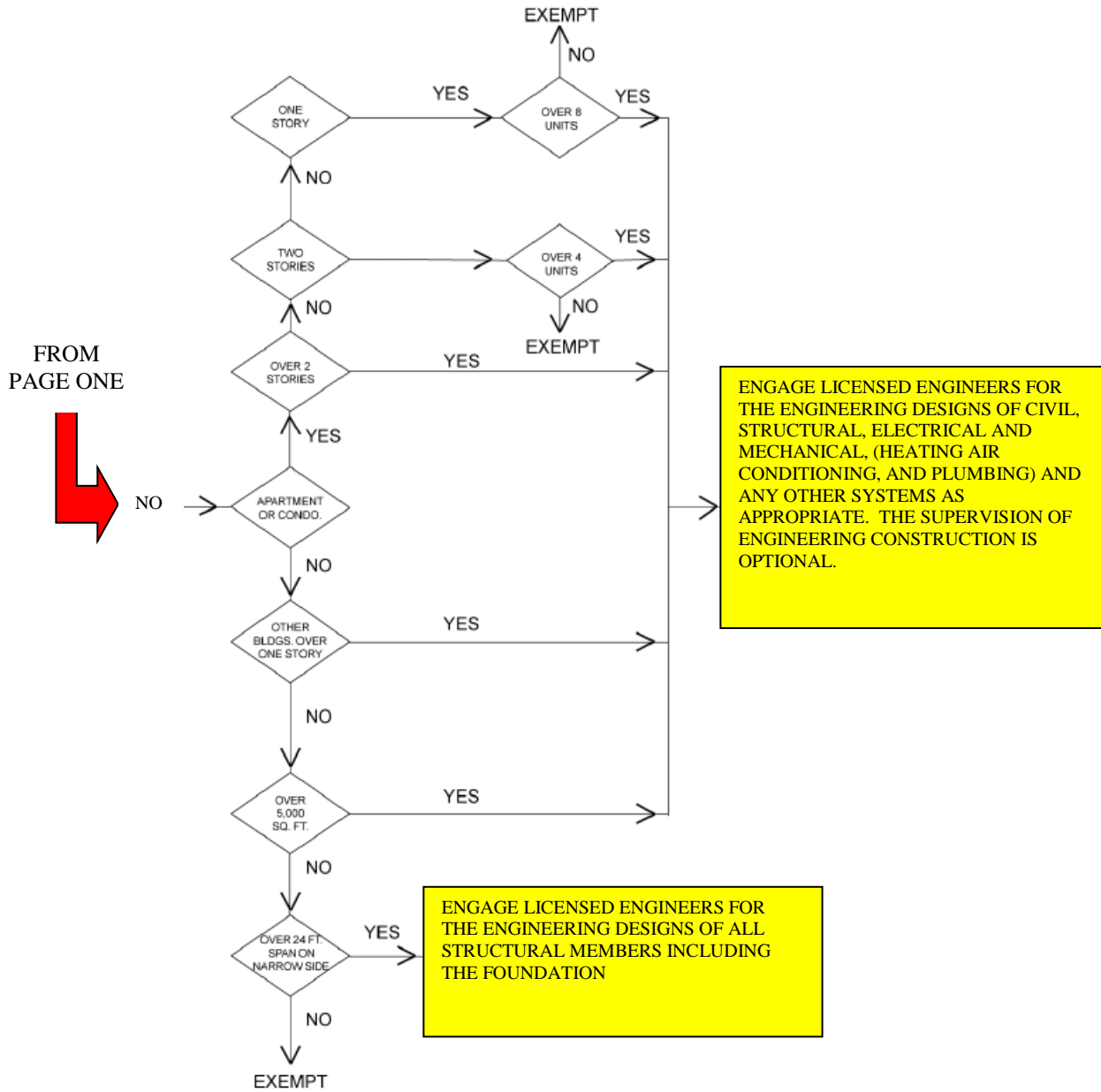
COMMERCIAL BUILDING PERMIT APPLICATION PLANS SUBMITTAL CHECKLIST ARCHITECTURAL & ENGINEERING REQUIREMENTS



ENGINEERING REQUIREMENTS



ENGINEERING REQUIREMENTS



NOTE: Full size copies of these charts are available on request.



COMMERCIAL BUILDING PERMIT APPLICATION PLANS SUBMITTAL CHECKLIST ENERGY CODE REQUIREMENTS (Climate Zone 6b)



The City of Weatherford requires a detailed COMcheck reports, on building envelope, mechanical systems and electrical systems, for ALL new commercial buildings. You must provide either a detailed COMcheck report or follow the prescriptive requirements for climate zone 6b when your project does not require an Architect to design, (See Section F). When your project does not require an Architect to design you may follow the prescriptive approach. (See Chart Below) You may find the required software and forms at <http://www.energycodes.gov/comcheck/>. For clarity see full size version on their website or request a copy from the Permit Technician.

Weatherford/Parker County

Envelope Component	COMcheck-EZ™ Prescriptive Packages			Climate Zone 6b								
	Low Fenestration Area (0-10% Window-Wall Ratio)			Medium Fenestration Area (10%-25% Window-Wall Ratio)			High Fenestration Area (25%-40% Window-Wall Ratio)			Very High Fenestration Area (40%-50% Window-Wall Ratio)		
	No Framing	Metal Framing	Wood Framing	No Framing	Metal Framing	Wood Framing	No Framing	Metal Framing	Wood Framing	No Framing	Metal Framing	Wood Framing
Walls (a)												
Framed Any Spacing Minimum R-Value	NA	11	11	NA	11	11	NA	11	11	NA	11	11
CMU, 8 in. or greater with integral insulation(b) Minimum R-Value	0	0	0	0	0	0	0	0	0	0	0	0
All Other Masonry Walls(c) Minimum R-Value	0	0	0	5	11	11	5	11	11	5	11	11
Windows												
Maximum Solar Heat Gain Coefficient	No Projection	≥.26 Projection	≥.6 Projection	No Projection	≥.26 Projection	≥.6 Projection	No Projection	≥.26 Projection	≥.6 Projection	No Projection	≥.26 Projection	≥.6 Projection
Maximum U-Factor	Any	Any	Any	0.8	0.7	Any	0.6	0.8	0.7	0.4	0.6	0.7
	Any	Any	Any	Any	Any	Any	0.7	0.7	0.7	0.7	0.7	0.7
Skylight (Limit 3% of Roof Area)												
Maximum U-Factor	1			1			1			1		
Roof												
All-Wood Joist/Truss Minimum R-Value	Continuous Insulation	or	Roof Cavity Insulation	Continuous Insulation	or	Roof Cavity Insulation	Continuous Insulation	or	Roof Cavity Insulation	Continuous Insulation	or	Roof Cavity Insulation
Nonwood Joist/Truss Minimum R-Value	18		18	18		19	18		26	18		26
Concrete Slab or Deck Minimum R-Value	17		26	17		26	20		26	20		26
Metal Purlin with Thermal Break Minimum R-Value	18		NA	18		NA	18		NA	18		NA
Metal Purlin without Thermal Break Minimum R-Value	17		26	17		26	20		30	20		30
	17		X	17		X	20		X	20		38
Floor												
All-Wood Joist/Truss Minimum R-Value	Continuous Insulation	or	Cavity Insulation	Continuous Insulation	or	Cavity Insulation	Continuous Insulation	or	Cavity Insulation	Continuous Insulation	or	Cavity Insulation
Nonwood Joist/Truss Minimum R-Value	8		11	8		11	8		11	8		11
Concrete Slab or Deck Minimum R-Value	8		11	8		11	8		11	8		11
	8		NA	8		NA	8		NA	8		NA
Slab Edge or Basement Walls												
Minimum R-Value	Insulation			Insulation			Insulation			Insulation		
	0			0			0			0		

- Notes:
- (a) For walls next to unconditioned spaces, use the Low Fenestration Area wall requirements.
 - (b) Integral insulation in concrete masonry units may be perlite, vermiculite, or other insulating material.
 - (c) Use of the Other Masonry Walls category is restricted to walls weighing 35 lb/ft² or more; lightweight masonry veneers and unfilled CMUs <8 in. in thickness do not qualify.
 - "NA" indicates the category is not applicable.
 - A minimum R-value of zero indicates no insulation is required.
 - "Any" indicates any available product will comply.
 - "X" indicates no complying option exists in the prescriptive packages.

COMcheck-EZ Prescriptive Packages

U.S. Department of Energy - Building Standards and Guidelines Program

Version 2.1, April 2000

Prescriptive Approach

For the building envelope, a prescriptive approach would list the minimum R-value or maximum U-factor requirements for each building component, such as windows, walls, and roofs. For lighting systems, a prescriptive approach would simply list the allowable watts per square foot for various building types. For mechanical systems and equipment, a prescriptive approach would list the minimum required equipment efficiencies. This approach is quick and easy to use, but you may find the approach somewhat restrictive because the requirements typically are based on worst-case assumptions and all requirements must be met exactly as specified.

Trade-Off Approach

A trade-off approach allows you to trade enhanced energy efficiency in one component against decreased energy efficiency in another component. These trade-offs typically occur within major building systems—envelope, lighting, or mechanical. You can, for example, trade decreased wall efficiency (lower R-value) for increased window efficiency (lower U-factor), or increase the roof insulation and reduce or eliminate slab-edge insulation. For lighting systems, the trade-off typically would occur between proposed lighting fixture wattages in various spaces within a building. The only trade-off allowed for mechanical systems and equipment is found in Chapter 8 of the IECC. You may trade off higher cooling equipment efficiency against a requirement for an economizer. The trade-off approach is less restrictive than the prescriptive approach because you describe the actual building design in the trade-off approach and may adjust individual component requirements.

Performance Approach

A performance approach (also known as a systems performance approach) allows you to compare your proposed design with a baseline or reference design and demonstrate that the proposed design is at least as energy efficient as the baseline in terms of annual energy use. This approach allows great flexibility but requires considerably more effort. A performance approach is often necessary to obtain credit for special features, such as passive solar, photovoltaic cells, thermal energy storage, fuel cells, and other nontraditional building components. This approach requires an annual energy analysis for the proposed and the reference buildings.

NOTE:

For commercial buildings, you shall show compliance using a prescriptive approach, a trade-off approach, or a performance approach. Only one approach is necessary to show compliance.



BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
CONTRACTOR ACKNOWLEDGEMENTS



ONLY individual contractors should complete this form.

If your State License or COI (Certificate of Insurance) is expired the permit you are associated will be invalid and will not be issued or may be cancelled by the Building Official.

Construction address: _____

Building Contractor: _____

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 electric permit for this project.

_____/_____/_____
(date) (signature) License # Exp. date Cert. of Insurance exp. date

(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 plumbing permit for this project.

_____/_____/_____
(date) (signature) License # Exp. date Cert. of Insurance exp. date

(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 mechanical permit for this project.

_____/_____/_____
(date) (signature) License # Exp. date Cert. of Insurance exp. date

(company name, address & phone number)



**COMMERCIAL BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
COMMERCIAL SERVICE REQUIREMENTS**



Name (to be billed): _____

Address of Structure: _____

PHONE #: _____ FAX # _____

Location of permanent service outlet (Meter Location) on structure: _____

Building Size SQ. FT.: _____ Total Electric: YES: _____ NO: _____

Type of service requested: Overhead: _____ Underground: _____

{ Single-Phase, 120/240-Volt 3 wire _____ } { Three-Phase, 120/240-Volt, 4 wire _____ }

{ Three-Phase, 120/208-Volt Y, 4 wire _____ } { Three-Phase, 277/480-Volt Y, 4 wire _____ }

NOTE: Minimum 7.5 HP motor required for Three-Phase Service.

Load: Industrial All Electric _____ KW

Commercial All Electric _____ KW

Calculated Load Entrance Amps: _____ / Calculated Load Entrance KW: _____

Load Breakdown: Total Demand AMPS: _____ / Total Demand KW: _____

Motors: Motor Load Not Formulated In Below AMPS →					# Of		F/L			
					Mtrs	HP	Volt	1Ø	3Ø	Amps
1:	Lighting:	Amps	1Ø	3Ø						
2:	Air Cond:	Amps	1Ø	3Ø						
3:	Heat:	Amps	1Ø	3Ø						
4:	Wtr Htr:	Amps	1Ø	3Ø						
5:	Other	Amps	1Ø	3Ø						
6:	Other	Amps	1Ø	3Ø						
7:	Other	Amps	1Ø	3Ø						
8:	Other	Amps	1Ø	3Ø						
9:	Other	Amps	1Ø	3Ø						
10:	Other	Amps	1Ø	3Ø						
11:	Other	Amps	1Ø	3Ø						
12:	Other	Amps	1Ø	3Ø						
13:	Other	Amps	1Ø	3Ø						
14:	Other	Amps	1Ø	3Ø						
15:	Other	Amps	1Ø	3Ø						
16:	Other	Amps	1Ø	3Ø						

APPLICANT NAME: _____ (_____) _____
Signature Phone #



COMMERCIAL BUILDING PERMIT APPLICATION
PLANS SUBMITTAL CHECKLIST
COMMERCIAL ASBESTOS REQUIREMENTS



Pg. 1 of 2

On May 3, 2001, Governor Rick Perry signed Senate Bill 509, which requires municipalities to verify that an asbestos survey has been conducted prior to issuing renovation or demolition permits for public or commercial buildings. The survey determines the presence of asbestos and will alert the building owner about whether various asbestos laws apply. The permit applicant must provide evidence of the survey acceptable to the municipality.

This law goes into effect on September 1, 2001, and affects renovation and demolition permits for public or commercial buildings issued by municipalities on or after January 1, 2002.

The Texas Department of Health, Asbestos Programs Branch, would like to work with your municipality on the implementation of this law by providing outreach information and guidance for the verification of survey information. Attached is a list of Frequently Asked Questions concerning this law as it permits to municipalities.

Please contact the Asbestos Programs Branch's Outreach/Information Section at either 1-800-5725548 or 512-834-6610 or the Asbestos Program at the nearest Texas Department of Health regional office for assistance with implementing this new law. A copy of Senate Bill 509 can be downloaded at www.tdh.state.tx.us/beh/asbestos.

Frequently Asked Questions Concerning Verification of Asbestos Surveys Before Issuing Building Permits

1. Why do we need Senate Bill 509?

Each year, many asbestos removal jobs in Texas are done in violation of state and federal safety laws that require protection of construction workers and the public from exposure to dangerous levels of asbestos fibers. Verifying that an asbestos survey was done prior to a renovation or demolition will educate building owners who are unaware of the requirements and make it harder for building owners and contractors to claim ignorance of the asbestos laws. The Austin-American Statesman published a special report on widespread illegal asbestos removal projects on January 7, 2001, entitled "Death in the Air." Copies of this article are available from the Austin Texas Department of Health Asbestos Program Branch (1-800-572-5548 or 512-834-6610) or on-line at <http://www.austin360.com/local/partners/aas/>.

2. What kind of "permit" triggers the duty to check for an asbestos survey?

"Permit" means a license, certificate, approval, registration, consent, permit, or other form of authorization issued by a municipality for renovation or demolition of a public or commercial building, that a person is required by law, rule, regulation, order, or ordinance to obtain to perform an action, or to initiate, continue, or complete a project, for which the authorization is sought.

3. What is a public or commercial building?

There are many different types of public and commercial buildings. A general rule of thumb is that non-residential buildings and apartment complexes larger than four-plexes, are either public or commercial. The demolition or renovation of a single residence (four-plex or smaller) does not require an asbestos survey if the property continues to be used as a single residence after the demolition or renovation.

4. After what year can a building be built when no asbestos survey is required?

Asbestos surveys are required on all buildings regardless of the year of construction. For newer buildings, there is an alternative to a survey. See Question 5.

5. Can people submit information other than an asbestos survey?

Yes. Instead of an asbestos survey, the owner/operator can submit a certification from a licensed engineer or architect or a statement from an asbestos inspector licensed by the Texas Department of Health, stating that:

The material safety data sheets (MSDS) for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition have been reviewed; and In the engineer or architect or licensed asbestos inspector's professional opinion, all parts of the building affected by the planned renovation or demolition do not contain asbestos.

This exclusion statement, together with copies of the MSDS, can be used instead of asbestos survey. This certification may also be supplemented with an asbestos inspection where bulk sampling is performed.

6. How extensive does this survey verification have to be?

There needs to be "evidence acceptable to the municipality" that an asbestos survey, as required by state and federal laws, of all parts of the building affected by the planned renovation or demolition has been completed by a person that is appropriately licensed, accredited, or trained to perform a survey. This evidence could be as basic as checking a box on the permit form indicating that the owner/operator acknowledges that a survey has been done that meets the regulatory requirements. Alternatively, the city could require a sworn affidavit from the applicant, or review the survey and verify if it meets these requirements.

7. How much time does it take to do this verification?

The City of San Antonio by city ordinance has required verification of surveys prior to issuing renovation and/or demolition permits since August 1999. San Antonio estimates that it adds approximately 10 minutes to the process of getting a permit.* In Austin, where approximately 2,000 permits are issued annually, it is estimated that verification will require approximately 333 hours, about 42 eight-hour workdays.*

8. Do we need special training to verify these surveys?

No. The purpose of verifying these surveys is so the owner/operator of a public or commercial building is aware that a survey is needed and is done prior to receiving a permit.

9. Do the asbestos surveys need to be turned into the Texas Department of Health?

No. The asbestos surveys need to be kept at the project site and available to the Texas Department of Health upon request.

10. How do building owners or operators get these surveys?

The asbestos surveys need to be conducted by a individual licensed by the Texas Department of Health if the work is done in a public building, and an EPA-accredited person if the work is done in a commercial building. The Texas Department of Health can provide you with a list of licensees in your area that conduct asbestos surveys, or you can direct the owner/operator to contact the Texas Department of Health regional or main office.

11. How much do asbestos surveys cost?

The average survey costs from \$250 to \$500 for small projects, and up to \$5,000 to \$10,000 for a 100,000-square-foot building.

12. Our city does not issue building permits. Does this law still apply to us?

No; however, the Texas Department of Health Asbestos Program wants the citizens of your city to know they need to have a survey conducted before renovating or demolishing a public or commercial building, whether or not they need a permit. This information can be provided by posting posters/brochures in city offices concerning the need for surveys, and referring people to the Texas Department of Health Asbestos Outreach Officer for more information.

13. Who do I call if I have any questions?

You may contact your Texas Department of Health regional office or telephone the Texas Department of Health's Asbestos Program in Austin, Texas at 1-800-572-5548 or 512-834-6610. You may also visit our website at: www.tdh.state.tx.us/beh/asbestos

14. Is asbestos still manufactured?

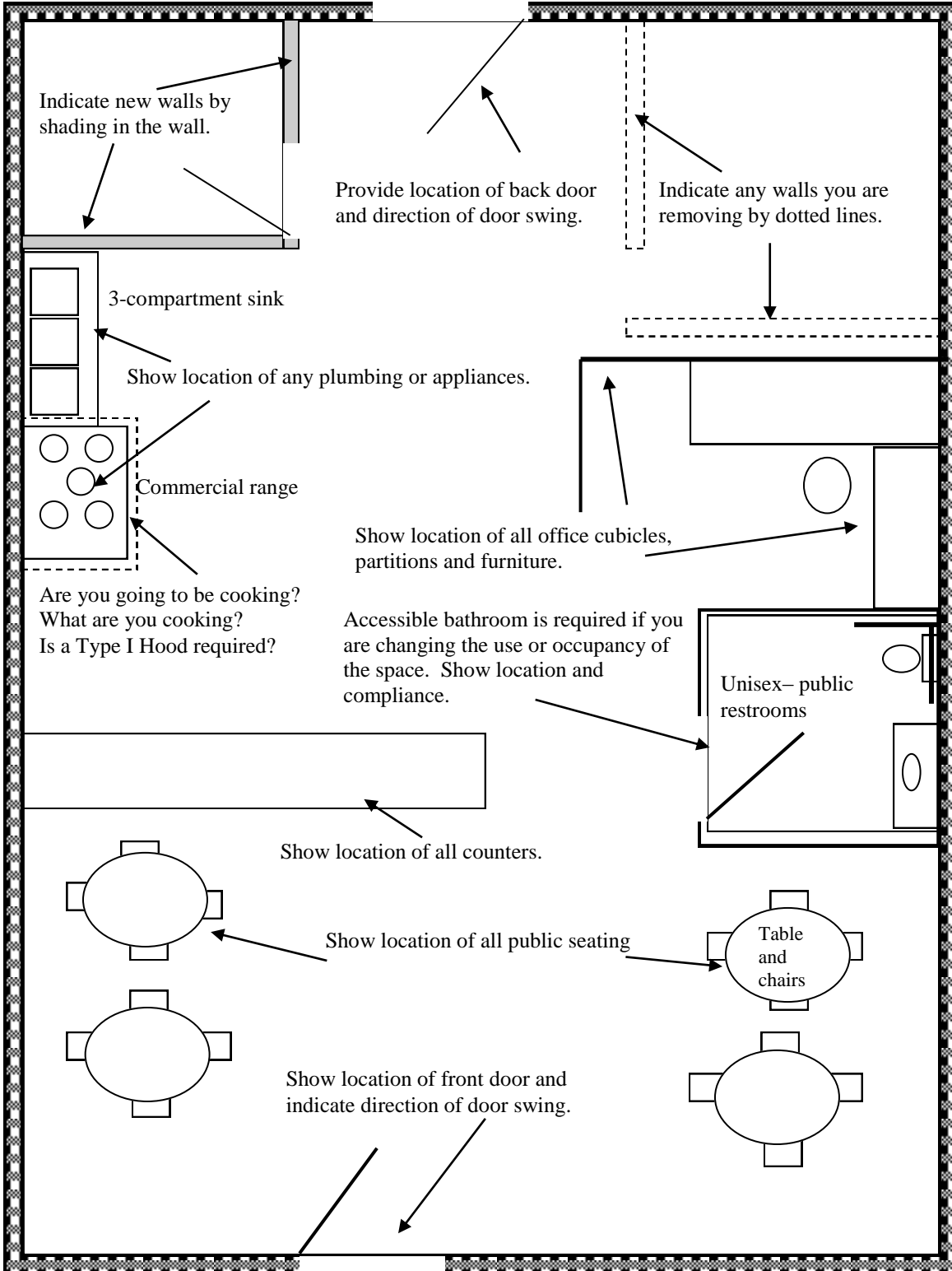
Yes. In 1989 the Environmental Protection Agency imposed a ban to phase out asbestos products; however, the United States Supreme Court overturned this ban in October 1991. Asbestos products such as floor tiles, adhesives (mastic), and roofing materials can still be purchased.

15. If asbestos is still manufactured, is it alright to install it in a public building?

No. House Bill 1927 signed by Governor Perry on May 28, 2001 prohibits the installation of asbestos-containing material in public buildings unless there is no other alternative building material. To verify if a building material contains asbestos, you must obtain a Material Safety Data Sheet (MSDS) and make sure that if there is asbestos in the material, that it is less than 1%. * Austin-American Statesman articles by Kevin Carmody Special Report: Asbestos Exposure, January 7, 2001 and January 8, 2001

COMMERCIAL BUILDING PERMIT APPLICATION PLANS SUBMITTAL CHECKLIST COMMERCIAL REMODEL/TENANT IMPROVEMENT FLOOR PLAN REQUIREMENTS

Floor plans are required to be on a minimum of 11" X 17" paper. The scale must be a minimum of 1/8"=1' and maximum of 1/4" = 1'. Most office supply stores have 1/8" or 1/4" graph paper to make this task easier. Electrical and mechanical systems must have a complete description of work being performed.



CHECKLIST <input checked="" type="checkbox"/>	
NEW WALLS	<input type="checkbox"/>
EXISTING WALLS	<input type="checkbox"/>
REMOVED WALLS	<input type="checkbox"/>
FRONT DOOR	<input type="checkbox"/>
BACK DOOR	<input type="checkbox"/>
APPLIANCES	<input type="checkbox"/>
PLUMBING	<input type="checkbox"/>
CUBICLES	<input type="checkbox"/>
RESTROOM	<input type="checkbox"/>
COUNTERS	<input type="checkbox"/>
PUBLIC SEATING	<input type="checkbox"/>
SQUARE FOOTAGE	<input type="checkbox"/>
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ALL ROOMS LABELED	<input type="checkbox"/>

