



NEW COMMERCIAL CONSTRUCTION INFORMATION

Updated: February 9, 2022

Building Inspections

A. PLAN REVIEW / PERMIT SUBMITTAL

The requirements for permit submittal are:

1. Two (2) complete sets of plans on sheets sized at 24 x 36 with (1) full set of plans in digital format on Usb, Flash, or Thumb drive. Structural, MEPS must be engineered if scope of work is greater than 5,000sq Ft.
2. A cover sheet that includes the following information:
 - a. Building construction type (II-B, V-B, etc.).
 - b. Occupancy classification (E, B, M, F, etc.).
 - c. Number of parking spaces required and provided.
 - d. Total square footage of building.
 - e. Occupant load (based on the International Building Code).
 - f. Exiting requirements. Indicate the number of exits required and provided as well as the exit width required and provided.
 - g. Whether or not the structure contains an automatic fire sprinkler system.
 - h. Whether or not the structure contains a fire alarm and if so what type.
 - i. Complete address of proposed building along with the correct legal description.
3. Electrical plan must include the following information:
 - a. Information indicating how the electrical service will be grounded.
 - b. Electrical fault current calculations.
 - c. Electrical short circuit calculations.
 - d. Electrical load calculations.
4. One (1) site plan indicating all proposed structures and where those structures are to be placed in relation to property lines.
5. One (1) complete floor plan of the structure(s). Indicate room/area sizes and uses.



6. One (1) elevation drawing showing exterior wall construction.
7. One COMCheck verifying compliance with the 2021 International Energy Conservation Code. The COMCheck must include Envelope, Lighting and Mechanical sections.
8. Verification from TDLR that the project has been registered for review of compliance with Architectural Barriers regulations.
9. One (1) copy of the plans in digital format as stated in step 1.
10. Per Senate Bill 509 an asbestos survey is required. You may contact the Department of State Health Services at 512-834-6773 or 800-572-5548

B. GENERAL INSPECTION NOTES

1. All inspections must be requested online or by calling (903) 583-7555 Ext. 113. Inspections requested prior to 9:00 am will be performed the same day. Inspections requested after 1:00pm will be performed the next day. For general questions only and for permit information, you may call the office at (903) 583-7555 ext.113.

Direct Telephone Numbers for Inspectors are:

Jonathan Loiselle 903-583-7555 ext. 231

2. **Cancellations.** Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection. Should an inspection need to be cancelled, call 903-583-7555 and speak with a permit tech. Inspections can also be cancelled online.

3. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued.

4. Permits and construction plans stamped and approved by the Building Inspection Division must always remain on the job site.

5. Building addresses must always be posted at each lot. Numbers must be a minimum of six inches (6") in height and face a public street.

6. Addresses must be posted on all temporary electrical poles.

7. Portable restrooms are required prior to starting project.

8. Trash containers appropriate size for project.

C. INSPECTIONS REQUIRED



Inspections

- a. Temporary Pole (can be done at any time)
- b. Drive Approach and Sidewalks in the ROW – Inspections done by Public Works.
- c. Plumbing Rough
- d. Grease Trap (if applicable)
- e. Tilt Wall (if applicable)
- f. Foundation
- g. Structural Steel Report (if applicable) before the wall inspection.
- h. Framing/Electrical/Plumbing Wall inspection
- i. Energy Insulation Inspection (must be done by 3rd party)
- j. Ceiling Inspection (Electrical, Mechanical, Plumbing)
- k. Duct Wrap Inspection (Insulation)
- l. Grease Duct or Hood Inspection (if applicable)
- m. Utility Finals (Electrical), (Gas-air test required)
- n. All Finals (Building, Mechanical, Electrical, Plumbing, should be done at the same time)
- o. Energy final **must be approved by 3rd Party.**
- o. C.O. and Fire Department Final