



NEW COMMERCIAL CONSTRUCTION INFORMATION

Building Department

A. PLAN REVIEW / PERMIT SUBMITTAL - 2021 1-codes, 2020 NEC

The requirements for permit submittal are:

1. One (1) full set of plans prepared by a registered design professional, submitted 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. One (1) site plan indicating all proposed structures and where those structures are to be placed in relation to property lines.
4. One (1) complete floor plan of the structure(s). Indicate room/area sizes and uses.
5. One (1) elevation drawing showing exterior wall construction.
6. One COMCheck verifying compliance with the 2018 International Energy Conservation Code.

The COMCheck must include Envelope, Lighting and Mechanical sections.

7. Verification from TDLR that the project has been registered for review of compliance with Architectural Barriers regulations.



8. 3rd Party Engineering Review (If Applicable)

Reviews civil engineering plans: Grading plan, paving plan, drainage plan, water and sewer plan, and sidewalks, approaches, and erosion control

Reviews site plan for fire lanes and fire hydrant locations

Reviews site plan for location of building(s) on property

Reviews construction plans for fire suppression system and fire alarm system, if applicable; smoke control system, if applicable; standpipe system, if applicable; automatic smoke and heat vents, if applicable.

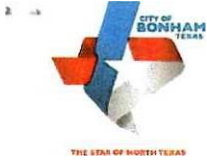
- Other related requirements, based on occupancy type and use, as applicable.

Please note that the city has contracted with a 3rd party plans company to complete commercial plan review on certain projects. Prior to submitting plans to the Building Inspection Division for review, applicants must have and approve site plan, façade plan and addressed plat form the New Development Division.

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.
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 903583-7555 and speak with a permit tech. Inspections can also be cancelled online.
3. No construction, other than setting fom boards and lot grading, may begin until a building permit has been issued.
4. Permit to be posted at job site.
5. Building addresses must always be posted at job site. 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 R.O.W — Inspections done by Public Works.
- c. Plumbing Rough
- d. Grease Trap (if applicable)
- e. Foundation
- f. Tilt Wall (If Applicable)
- 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) I, 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.
- p. C.O. and Fire Department Final