COMMERCIAL CONSTRUCTION INFORMATION

Building Permit & Certificate of Occupancy application must be completely filled out.
(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL REQUIRED DOCUMENTS)

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

The requirements for new commercial submittal are:

1. One (1) full set of plans prepared by a registered design professional, submitted in digital format. Structural, MEPS must be engineered if scope of work is greater than 5,000 sq ft. All foundations must be engineered. (No construction may begin until a building permit has been issued.)

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 and distance 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 if value is $50,000 or more.
3rd Party Engineering Review (If Applicable)

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

2. Reviews site plan for fire lanes and fire hydrant locations

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

4. 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.

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

Please note that the city has contracted with a 3rd party company to complete a commercial civil plan review on certain projects. Prior to submitting plans to the building department for review applicants must have an approved site plan, façade plan and addressed approved plat.

GENERAL INSPECTION NOTES

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

➢ 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 ext. 113.

➢ No construction may begin until a building permit has been issued. Permit to be posted at job site.

➢ Building addresses must always be posted at job site. Numbers must be a minimum of four inches (4") in height and face a public street.

➢ Addresses must be posted on all temporary electrical poles.

➢ Portable toilets are required prior to starting the project.

➢ Trash containers appropriate size for project. All dumpsters on site must be obtained from Sanitation Solutions (per Ordinance 1116; Sec. 3 & 7). You may reach them at 903-784-0124.

➢ Job sites must always be clean of trash and debris.

➢ Irrigation and Signs are not covered under our New Construction Permit. These will need to be separate permit applications and require plans to be submitted for review and approval.

➢ Sidewalks are required with all new development and any re-development (City Ordinance 1297)

➢ Curb & gutter asphalt tie-in fee will be determined before final inspections and must be paid upon receipt. Final Inspections will not be scheduled until this fee is paid.

➢ Provide Soil Erosion Control (i.e. sod, silt fence, control blanket, etc.)
REQUIRED INSPECTIONS

- Temporary Pole (can be done at any time)
- Piers – The engineer of record or a testing lab approved by the Building Official can verify that the piers comply with the approved drawings. Reports must be submitted prior to approval of the foundation inspection.
- Drive Approach and Sidewalks in the R.O.W Inspections done by Streets Department.
- Plumbing Rough-In
- Foundation - Electrical conduit, UFER ground, plumbing drain test and plumbing water test
- Electric & HVAC Rough-In, Plumbing Top Out & Framing
- Ceiling Inspection if applicable (Electrical, Mechanical, Plumbing)
- Energy Insulation Inspection (must be done by 3rd party)
- Utility Meter Releases (Electric, Gas-pressure test required)
- Signs
- All Finals - Building, Mechanical, Electrical, Plumbing, Street, and Utilities should be done at the same time. (Provide final energy compliance report and termite treatment report)
- C.O. and Fire Final
Commercial Building Permit Application

(*Site Plan Required*)

Project Name: __________________________________________________

Address of Project: ______________________________________________

☐ New Build**   ☐ Addition**   ☐ Remodel**   ☐ Finish Out   ☐ Demolition   ☐ Shell**

☐ Multi-Family Number of Units/Buildings**   __________   ☐ Plan Review   ☐ Other: ____________________________________________

I certify an Asbestos Survey has been completed as required by the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)

Signature: ___________________________________________ Date: ____________

Scope of Work Description: __________________________________________________

Valuation: ___________ Construction Type (IIA, IIB, V, etc.): ___________ Occupancy Type ___________

TDLR #: ___________ Square Footage: __________ Purposed Use: ___________

Property Owner’s Name: ___________________________________ Phone: ______________________

Mailing Address: __________________________________________ Email: ______________________

Applicant Name: ___________________________________________ Phone: ____________________

Mailing Address: __________________________________________ Email: ____________________

General Contractor Business Name: ___________________________ Phone: __________________

Mailing Address: __________________________________________

GC Contact Name: _________________________________________ Phone: __________________ Email: __________________

Contractor Subs (Please note Irrigation and Sign contractors will need to submit a separate permit)

Electrical: __________________________________________ Plumbing: ______________________

Mechanical: __________________________________________ Other: ______________________

Notice:
I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, extension request must be made in writing, before expiration of permit. All permits require final inspection.

Applicant Printed Name: _____________________________________

Applicant Signature: ________________________________________ Date: ______________
Contractor & License Registration
All contractors must register with the City of Bonham

Contractor Type: (circle all that apply)

☐ General Contractor  ☐ Mechanical  ☐ Electrical  ☐ Plumbing  ☐ Irrigator  ☐ Backflow
☐ Concrete  ☐ Electrical Sign  ☐ Other __________________________

Applicants must sign and attach a copy of their current Texas Driver’s License AND a copy of their Texas State License if registration is for a licensed trade (i.e. plumbing, electrical, HVAC, irrigation, etc.) For General contractors an officer or owner of the company must sign and provide a copy of their Texas Driver’s License.

Business Name: ___________________________________________ Phone: ________________________________

Business Address:________________________________________________________________________________

Business Owner’s Name: ____________________________ Phone: ________________________________

Business Owner’s Email: _______________________________________________________________________

License Holder Name: ____________________________ DL License # __________________ Exp: _______  

Texas State License #: ____________________________ Exp: _______ Master License #: ____________________________ Exp: _______

Phone: ____________________________ License Holder/Owner Email*: ________________________________

*This email should be the primary contact who will receive updates via email.

List of persons authorized to pull permits:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Applicant Printed Name: ___________________________________________

Applicant Signature: ____________________________ Date: ________________
Certificate of Occupancy Application

Property Address:__________________________________________

Name of Business:__________________________________________

Type of Business:__________________________________________ Reason for CO:__________________________________________

Total Sq Footage:__________ Number of Striped Parking Places on Site:__________

Business Owner’s Name:____________________________________ Phone:_______________________________________________

Business Owner’s Mailing Address:___________________________________________________________

Business Owner’s Email:____________________________________

Description of Business (Services/Operation of Business):____________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Property Owner’s Name:____________________________________ Phone:_______________________________________________

Property Owner’s Mailing Address:___________________________________________________________

Property Owner’s Email:____________________________________________________________________

Emergency Contacts:

In case of an emergency, who would you like the Police/Fire Department to contact? (Please list at least one person that is local.)

Name:______________________ Phone:____________________ Email:____________________

Name:______________________ Phone:____________________ Email:____________________

Name:______________________ Phone:____________________ Email:____________________

Applicant Printed Name:____________________________________

Applicant Signature:______________________________________ Date:____________________