The requirements for commercial submittal are:

1. One (1) full set of plans prepared by a registered design professional (unless waived by the Chief Building Official), submitted in digital format. Structural, MEPS must be engineered if scope of work is greater than 5,000sq 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 (Il-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. Fire flow and location of fire hydrant per section C103 of the IFC.
   h. Whether or not the structure contains an automatic fire sprinkler system.
   i. Whether or not the structure contains a fire alarm and if so what type.
   j. Complete address of proposed building along with the correct legal description.
   k. Impervious area or impervious surface – not including sidewalks located in the public right-of-way.

3. One (1) copy of approved site plan and plat

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 1:00 pm 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.

- Prior to any grading activity, erosion control measures shall be installed (Silt Fence-See Attached) and inspected by the city.

- 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)
GENERAL INSPECTION NOTES

- 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.

- Utility locating shall be clearly marked with wood stakes containing final grades.

- Concrete washouts shall be lined with plastic and be located entirely on the building lot. (See Attached)

REQUIRED INSPECTIONS

- Erosion control (See Attached)

- 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.

- Form board survey must be provided PRIOR to requesting plumbing Rough In inspection.

- Plumbing Rough-In – Sewer and Water

- 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
**GENERAL NOTES:**

1. A sign shall be furnished reading "CONCRETE WASHOUT PIT" on a 48"x24" board mounted within 5' of the washout pit.
2. Poly liner shall be free of tears or holes and placed over a smooth surface to prevent punctures.
3. Concrete washout pits shall not be located within 50' of drainage ditches, stormwater inlets, or any other waterway.
4. Entry road shall be constructed to accommodate expected loadings from concrete trucks and other equipment utilizing the washout pit.
5. Orange safety fence shall be installed on the three sides of the washout pit that are not adjacent to the rock roadway.
THE SILT FENCE USED IN THIS PROJECT SHALL BE INSTALLED ALONG THE DOWNSTREAM PERIMETERS OF THE SITE PRIOR TO BEGINNING EARTH-DISTURBING ACTIVITIES. THE FABRIC SHALL BE 36" WIDE AND SHALL BE NON-BIODEGRADABLE AND RESISTANT TO MOST SOIL CHEMICALS, ACIDS, AND ALKALI WITH A PH RANGE OF 3 TO 12. THE SILT FENCE SHALL ADHERE, AT A MINIMUM, TO THE VALUES LISTED BELOW IN THE TABLE.

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>TEST METHOD (ASTM)</th>
<th>MIN. AVG. VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAB TENSILE</td>
<td>D4632</td>
<td>80 LB</td>
</tr>
<tr>
<td>ELONGATION</td>
<td>D4632</td>
<td>15%</td>
</tr>
<tr>
<td>MULLEN BURST</td>
<td>D3786</td>
<td>180 PSI</td>
</tr>
<tr>
<td>PUNCTURE</td>
<td>D4833</td>
<td>35 LB</td>
</tr>
<tr>
<td>TRAP TEAR</td>
<td>D4533</td>
<td>35 LB</td>
</tr>
<tr>
<td>AOS</td>
<td>D4751</td>
<td>30 SIEVE</td>
</tr>
<tr>
<td>PERMITTIVITY</td>
<td>D4491</td>
<td>0.05 / SEC</td>
</tr>
</tbody>
</table>

THE CONTRACTOR SHALL INSTALL, MAINTAIN, AND REMOVE THE SILT FENCE AS PART OF THIS PROJECT.

WOODEN OR METAL STAKES DRIVEN INTO GROUND. SPACE AS PER FENCE MANUFACTURER’S RECOMMENDATION. (6’ MAXIMUM)

EMBED BOTTOM OF FENCE IN 4" TO 6" TRENCH

FILTER FABRIC SILT FENCE WITH WIRE BACKING

SILT FENCE BARRIER

SCALE: N.T.S.