



*The* **CITY OF PARIS**

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

## **BUILDING PERMIT APPLICATION - SUBMITTAL CHECKLIST COMMERCIAL & MULTI-FAMILY**

### **WHEN IS A BUILDING PERMIT REQUIRED?**

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or carports, etc.

### **ALL CONSTRUCTION WORK MUST CONFORM TO THE REQUIREMENTS OF THE FOLLOWING CODES:**

- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fire Code (IFC)
- 2015 International Plumbing Code (IPC)
- 2015 International Residential Code for One and Two-Family Dwellings (IRC)
- 2015 International Energy Conservation Code (IECC)
- 2014 National Electrical Code (NEC)

### **WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT:**

- **VERIFY ZONING**
- **SUBMIT ONE (1) COPY OF FILED PLAT**– All new construction or new additions require the lot be platted prior to issuing a building permit.
- **ASBESTOS COMPLIANCE STATEMENT**
- **COMPLETE COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION INCLUDING LIST OF CONTRACTORS**
- **TWO (2) PAPER SETS OF PLANS, PLUS ONE (1) ELECTRONIC COPY IN .PDF FORMAT**  
*Signed and sealed by a Texas registered architect/engineer if applicable. Drawings should be complete and drawn to a common scale (such as 1/4" per foot, 1"=10', etc.) should include the date the site plan was prepared and the following information:*

Civil Plan information: (not required for interior alterations)

- Include building and tenant location(s) for addressing purposes
- North arrow and date the site plan was prepared

- Size, shape, and dimensions of the platted lot
- Location and width of all easements
- Location of building setback lines
- Location and dimensions of all proposed and existing buildings (if any)
- Exact distance the proposed building will be from the platted lot lines
- Height of all proposed buildings
- Location and dimensions of all existing and proposed off-street parking areas including:
- Location and dimensions of all existing and proposed driveways including width and curb radius
- Location and dimensions of off-street parking stalls
- Width of traffic aisles
- Location and dimensions of off-street loading areas
- Location of trash receptacles
- Location and width of any landscaped parkway adjacent to the street
- Pavement design report for parking areas
- Names and width of adjacent street rights-of way, and width of street pavement
- Location and circumference of existing trees
- Location of nearest fire hydrants
- Location of existing and proposed exterior lighting, heights of poles, and sizes and number of fixtures
- Location and size of adjacent public water and sewer lines
- Location and size of water and sewer taps, water meter, and on-site utility lines
- Location and elevation of 100 year flood plain, if applicable (see FIRM maps published by FEMA)
- Surface drainage plan
- General notes to be included in summary table on site plan:
  - Total land area in acres on square feet
  - Total building area in square feet
  - Total square feet of building addition
  - Percentage of land covered by buildings

#### Drainage Plans, Calculations, and Geotechnical Report

- Primary and secondary systems
- Scuppers per drain
- Gutter and downspout
- Storm water flow direction
- Pond/swale cross-section detail, exfiltration system details
- Storm water management system details

#### Erosion and Sedimentation Control Plan

- Grading plan with pavement section details (Show existing site grade and proposed site grade)
- Erosion control device details

We strongly recommend that all applicants have their site plans prepared by a Registered Professional Land Surveyor (RPLS); however, if the property is zoned Planned Development, the site plan must be prepared by a Registered Professional Land Surveyor (RPLS).

#### Architectural information:

- Key plan showing location in building (alterations only)
- Floor plan showing existing/demolition and proposed construction (identify use of all rooms)
- Door and window schedule (include hardware and identify fire rating)

- Interior finish schedule
- Fire resistance rating details, if applicable (walls, floor/ceiling, roof/ceiling, structural)
- Stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
- Exterior elevations (New Construction and Additions only)

**Structural information:** (New Construction and Additions only)

- Design criteria (soils data, live and dead loads, wind loads, etc.)
- Engineered design foundation plans
- Framing plans (walls, columns, wind bracing, floors, ceilings, roof)
- Truss drawings can be submitted any time before framing inspection

**Plumbing information:** (water, sewer, roof drains, gas)

- Floor plan and riser diagram with all fixtures and piping
- Fixture schedule and material specifications (including water heaters and interceptors)
- Roof drain and over flow size and location

**Mechanical information:** (heating, ventilation, air conditioning)

- Floor plan with all equipment, ducts, dampers, etc.
- Roof plan showing all equipment and exhaust outlets and air intakes
- Mechanical equipment schedule (sizes, SEER, gas/electrical demand, etc.)

**Electrical information:**

- Type, location, and capacity of all service equipment, panels and meters
- Floor plan(s) with all lighting, power, and low voltage outlets, transformers, and other equipment
- Panel schedule(s), riser diagram, service/feeder conductor/conduit sizing, grounding details, etc.

- **Copy of IECC Compliance Report (COMcheck)**  
COMcheck available for free download at [www.energycodes.gov](http://www.energycodes.gov)
- **Copy of Texas Accessibility Standards (TAS) Architectural Plan Review Application (for projects fifty thousand (\$50,000) or more value)**

**WHAT ARE THE ACCESSIBILITY PLAN REVIEW REQUIREMENTS?**

If a building or building remodel project has an estimated construction cost of fifty thousand (\$50,000) or more, the owner or the design professional with overall responsibility for the design of the project must submit the plans and specifications for review to the Texas Department of Licensing and Regulation or an Independent Contract Provider. A current list of Independent Contract Providers can be obtained by calling the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999. To search a list on the TDLR website go to <http://www.license.state.tx.us/LicenseSearch/>. Copies of the Architectural Barriers Project Registration form may be downloaded from the TDLR website at <http://www.tdlr.state.tx.us/ab/abforms.htm>. If you have questions about how the Architectural Barriers Act and Texas Accessibility Standards might affect your building project, call the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999.

**SUBMIT APPLICATION:**

Submit all the required application materials to the Planning and Development Department at 150 S.E. 1st Street.

## **HOW MUCH DOES A BUILDING PERMIT COST?**

### Commercial Building Plan Review Fee (dollars)

Commercial building plan review fee will be a minimum of fifty (\$50.00) dollars or twenty-five (25) percent of the building permit fee (whichever is greater). The fee is due at the time of plan submittal. Partial sets of plans will not be accepted.

### Commercial Site Plan Fee (dollars)

Commercial site plan fee (including civil site work) is fifty (\$50.00) dollars for the first acre or less and an additional twenty (\$20.00) dollars for every acre over one (1). This fee is in addition to the building plan review and will be charged when a third party plan reviewer and inspection company is used.

Additional fees which may apply: Certificate of Occupancy, Driveway, Water/Sewer etc.

The following fees apply to all building permit applications:

<u>Total Project Valuation (dollars)</u>	<u>Fee</u>
\$1,000.00 and less	\$20.00
\$1,001.00 to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,001.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof

PERMIT# \_\_\_\_\_  
 FEE \$ \_\_\_\_\_

# City of Paris

## Building Permit Application

Inspection Request Line # (903) 784-9234

CONSTRUCTION ADDRESS				TYPE OF PERMIT				
SUBDIVISION		ZONING		HISTORIC ___Y___N		LOT CORNER ___Y___N		BLOCK
BUILDING OWNER			MAILING ADDRESS			PHONE #		
CONTACT PERSON			E-MAIL ADDRESS			PHONE #		
GENERAL CONTRACTOR			PHONE #			COA # (IF APPLICABLE)		
ELECTRICAL CONTRACTOR			PHONE #			DISPOSAL SITE (IF APPLICABLE)		
PLUMBING CONTRACTOR			PHONE #			FENCE MATERIAL AND HEIGHT (IF APPLICABLE)		
MECHANICAL CONTRACTOR			PHONE #			ROOF MATERIAL TEAR OFF ___Y___N (IF APPLICABLE)		

BUILDING INFORMATION								
1 <sup>st</sup> floor SF	2 <sup>nd</sup> floor SF	Garage	Covered Porch	Covered Patio	Total SF	Height	Lot Size	Lot Coverage %

PERMIT DESCRIPTION:  
 \_\_\_\_\_  
 \_\_\_\_\_

CITY REMARKS/DESC:  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTICE TO APPLICANT:** THIS PERMIT IS ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THIS APPLICATION AND ON ANY SUBMITTED PLANS, AND IS SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE CITY OF PARIS CODE OF ORDINANCES AND ANY OTHER APPLICABLE ORDINANCE. THIS PERMIT IS ISSUED ONLY FOR THE PURPOSE OF ALLOWING CONSTRUCTION OF A BUILDING OR STRUCTURE, CONFORMING TO THE CODES AND ORDINANCES OF THE CITY, REGARDLESS OF INFORMATION AND/OR PLANS SUBMITTED.

**SCOPE OF PERMIT:** FOR NEW BUILDINGS AND FOR ADDITIONS TO EXISTING BUILDINGS, THIS PERMIT AUTHORIZES ALL STRUCTURAL, PLUMBING, ELECTRICAL, MECHANICAL, WORK TO BE PERFORMED IN THE CONSTRUCTION OF THE BUILDING OR STRUCTURE AT THIS ADDRESS, IF DONE AT THE SAME TIME OF INITIAL CONSTRUCTION. NO SEPARATE SUBCONTRACTOR PERMITS ARE NEEDED FOR THOSE TRADES. HOWEVER, THE PERMIT HOLDER IS REQUIRED TO USE ONLY SUBCONTRACTORS LICENSED, REGISTERED, OR BONDED BY THE CITY OF PARIS WHERE SUCH REQUIREMENT IS APPLICABLE.

**I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE:**

\_\_\_\_\_  
 AGENT OR APPLICANT

\_\_\_\_\_  
 (DATE)

Subject property is \_\_\_\_\_ or is not \_\_\_\_\_ within the flood hazard area.  
 Required lowest floor elevation is \_\_\_\_\_.

\_\_\_\_\_  
 CITY APPROVAL

\_\_\_\_\_  
 (DATE)

**ESTIMATED VALUE: \$**

Building Permit Fee	\$ _____
Sewer Service Tap	\$ _____
Water Service Tap	\$ _____
Driveway Installation Fees	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total Fees</b>	<b>\$ _____</b>
	\$ _____

# LIST OF CONTRACTORS

Bldg. Contractor \_\_\_\_\_ Email \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Electrician \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Plumber \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driveway Contractor \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**FOUNDATION INSPECTION ACCEPTANCE FORM**  
**BUILDING INSPECTION DEPARTMENT**

_____				
Project Address		Permit Number		
_____				
Contractor Name				
_____				
Mailing Address	City	State	Zip	Phone Number
_____				
Engineering Firm (please print)		Engineers Name (please print)		
_____				
Mailing Address	City	State	Zip	Phone Number

**STATE OF INSPECTION**

On \_\_\_\_\_, an inspector representing this firm inspected the preparation and installation of the foundation at the above referenced project and address and found that it had been installed and prepared as specified in the city approved engineered drawings. The plumbing, mechanical, and electrical items within the foundation were also found to be compatible, and do not adversely affect or cause damage to one another.

**TEXAS ENGINEER SIGNATURE**

**SEAL**

\_\_\_\_\_