



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
- **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.

Commercial Building Inspection Summary Quick Reference

Inspection request must be made before 7:30 am to receive same day inspection.

INSPECTION CANCELLATION: must be received by 9:00 am the day of the inspection, or you may be subject to a re-inspection fee. Call (903) 784-9234 to Cancel inspections with the Building Inspections Department

Inspections	Required	When Requested	Comments
Phase I Temporary Pole	Yes	After T-Pole is set	Post address on T-pole Attach permit Pack to pole 8' ground rod required, with #6 min. grounding electrode conductor. Feeder wire size-Minimum #8 copper and all receptacles GFCI protected
Phase II Plumbing Rough	Yes	Prior to foundation make-up After floors are saw cut and plumbing installed	Address posted, Permit pack and plans on site Form survey required Portable toilet and trash bin on site Ball valve w/ SS handle on service at water meter
Phase III Foundation, grade beams, Saw-cut, pour back, etc.	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Engineer's foundation acceptance letter Portable toilet and trash bin on site
Phase IV Frame, electrical, plumbing & brick tie	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough Wall Frame, electrical, plumbing, mechanical & brick	Yes	Prior to insulation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough duct	Yes	Prior to insulating HVAC Ducts	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Above Ceiling, electrical, plumbing, and HVAC	Yes	Prior to suspended ceiling or sheetrock installation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Underground Electrical	Yes	Prior to P5 inspection	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type I hood s and ducts	Yes	Prior to fire wrap or chase construction	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type II hood s and ducts	Yes	Prior to ceiling installation To be inspected with type I Hoods if both on site	Make-up air installed Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase V Temporary Utilities Gas/Electric	Yes	After electric trim After all gas stops and connections installed	Pre-drywall energy inspection report Breaker panels labeled Pressure test gas system-for low pressure Use certified diaphragm gage set at 10 psi Address meter base and gas riser Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Flat work All sidewalks, patio, steps, etc.	Yes	Prior to concrete placement	Rebar on chairs Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase VI Final Building Inspection Certificate of Occupancy Inspection	Yes	After building is complete and C.O. is applied for	Must have electrical and gas meters set Permit pack and plans on site Third Party final energy inspection Occupancy report Double check reports for: domestic irrigation, fire line and point of use backflow protection devices (must be in permit pack) Structural Engineers building acceptance letter (If applicable) Portable toilet and trash bin removed from site Site work and landscape complete

Comply with Fire Marshall, Engineering Dept. Planning and Zoning requirements.

10 working days notice is required for Phase VI / C.O. inspection. An application for a Certificate of Occupancy must be submitted to the Building Inspection Department at least **10 working days** prior to Phase VI / CO inspection.