



# Commercial Building Permit Process

## Adopted Codes

<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL BUILDING CODE</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL ENERGY CONSERVATION CODE</li> </ul>
<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL PLUMBING CODE</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL FIRE CODE</li> </ul>
<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL FUEL GAS CODE</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 NATIONAL ELECTRIC CODE</li> </ul>
<ul style="list-style-type: none"> <li>• 2018 INTERNATIONAL MECHANICAL CODE</li> </ul>	

### Building Permit Process

Building permitting is the process through which the City of Fate ensures compliance with all codes and ordinances, relative to construction of building and building sites. Generally permits will fall into three categories – residential, commercial or commercial mixed-use. In each case, the process will include the review and approval of construction and site plans, the payment of permit fees, the issuance of building permit, scheduled inspections of work in progress, and approval of its completion.

### Plan Review

The plan review time will vary according to:

- The specific project.
- Revisions or additional data needed for the review.
- Internal Workload

New construction should plan for an average of 3 weeks from the date of complete submittal.

For alterations the review will generally be completed within 10 business days of complete submittal.

**The review will not begin until all submittal requirements have been met.**

Plans will be reviewed by the following departments. You will be contacted if additional information or revisions are needed.



# Commercial Building Permit Process

## Building Safety

- Reviews building construction plans (including electrical, plumbing, and mechanical) for compliance with current codes and ordinances.
- Computes building permit fees.
- Initiate water meter issuance.
- Review and approves Architectural Standards submittal
- Verifies TDLR Registration submittal to the State.
- Verifies submittal of the asbestos survey certification. Verify plans comply with the 2020 International Energy Code.
- Verify compliance with food establishment rules, if applicable.
- Coordinates review comments from other departments.
- Approves permit issuance when all requirements have been met.

## Planning Department

- Verifies filing of plats.
- Calculates road, water and sewer impact fees.
- Approves landscape plan.
- Engineering
- Reviews all civil engineering plans.

## Fire Department

- Reviews construction plans for: Fire extinguishing system and fire alarm system, if applicable, smoke control systems if applicable, standpipe system if applicable.
- Other related requirements based on occupancy type and use, as applicable.

**All Commercial buildings must have the following approvals before a Certificate of Occupancy can be issued: Engineering, Fire, Water, Health, Planning, and Building Inspection.**

**A Pre-Construction Conference is required prior to starting construction.**

Once the plans have been reviewed and are ready for issue you will be contacted to schedule a pre-construction meeting.



# Commercial Building Permit Process

## Submittal Requirements:

The following is a general overview of the procedures and requirements for obtaining a commercial building permit. To allow us to process your building permit request in a timely manner, it is essential that you provide all information requested.

## Submittals:

### USB stick Required for all submittals

1. [A Commercial Permit Application](#) – completely filled out and signed
2. [Commercial Subcontractors](#) form
3. If needed a [Mixed-Use Building Permit Application](#)
4. Four (4) complete sets of building plans including approved site plan. (1 set project specifications).
5. Cover sheet containing code compliance, code year, project analysis, location site and map (partial shell, finish out, or alteration projects must be accompanied by an area site plan indicating which building is involved and the location of the tenant suite within that building).
6. Drawings and documents must be sealed, signed and dated by a state of Texas registered architect or registered engineer, where applicable and as required.
  - ❖ Plans must be drawn to scale; drawings may be 11” x 17” or 24” x 36” for alterations and 24” x 36” for new construction.
  - ❖ Plans must be designed to building codes adopted by the City of Fate.

Drawings containing a label such as “**NOT FOR CONSTRUCTION**” or “**FOR PRICING ONLY**” will **not** be accepted for permit review.

## Plans to Include:

Use attached check list to verify all required documents are submitted for the review.

- Approved site plan and engineering.
- Life Safety(egress) Plan
- Architectural Plan
- Structural Plan
- Mechanical Plan
- Electrical Plan (must include riser diagram, panel schedule that provides total load calculation)



# Commercial Building Permit Process

- Plumbing Plan (must include riser diagram)
- Energy Code compliance reports and worksheets
- Architectural barrier project no. or evidence of TAS/TDLR review application. (All projects valued over \$50,000.00)
- Building Elevation and Façade Plan
- USB stick with all plans
  - ❖ When health review is required, additional plans to be submitted for Health Department required to show kitchen equipment layout, schedule, and seating layout.

## MULTI-STRUCTURE PERMITS

For all multi-structure projects, we need the information outlined herein. A form is attached for your use.

Include a site plan with each structure numbered (including club house, mail kiosk for multi-family, and for each separate building on site for any other use).

The form includes:

- Building number
- Number of units in each building
- Total square footage of each individual building (total for entire building, not by type or floor, etc. But by building number)
- Number of stories in each building
- Number of parking spaces allocated to each structure (the total of all spaces for all structures should equal the total number of spaces provided.)

Also, please provide herein the total number of plumbing fixtures (e.g., lavs, WC's, showers, tubs, kitchen sinks, washers, etc.) for the entire project. This is to be the total number overall, and does not need to be broken down by unit or building.

Total number of plumbing fixtures for the project: \_\_\_\_\_

This information is required to complete the permit application and to create a final permit for issuance.

**The project must be provided with sufficient facilities for screened dumpsters.**

## Commercial Containers:

All commercial properties shall use a commercial container service provided by a garbage and/or solid waste collection company with a valid franchise agreement with the City.



# Commercial Building Permit Process

All new

and existing commercial properties shall provide a concrete dumpster pad and approach to be visually screened by a solid fence or screening as required by the development code, of sufficient height to conceal the container on all sides, except on the side used for garbage pickup service such side shall be required to be screened. Placement of the dumpster enclosure shall be behind the front building line and exterior side yard building line adjacent to a street and shall have a five-foot (5') rear property line setback and five-foot (5') side yard setback line. When a condition exists that a property cannot meet the setback requirement, review of the site plan by the planning division will be required to determine a suitable location for the enclosure. Acceptable dumpsters shall be constructed in compliance with City standards. All dumpster enclosures are required to be maintained in conformance with an approved site plan and/or in a clean and safe manner. The property owner must maintain the dumpster surroundings in a clean and sanitary condition, and is responsible for removing and properly disposing of waste materials stacked outside the commercial container/dumpster or causing the commercial container/dumpster to be overfilled.

**Sign and Fence permits shall be obtained separately from the building permit.**

## **Process and Activity detail:**

A current permit shall be obtained prior to beginning construction – No inspection will be conducted without permit.

- The Building Permit and job address are to be posted in a manner so as to be visible from the street.
- City approved plans shall be on-site for all scheduled inspections.
- Erosion control, wind fence, portable toilets and trash bins shall be on-site prior to start of project and throughout construction.
- Construction site shall be kept clean and free of debris at all times.
- All streets shall be maintained and kept clean of all debris, mud, and building materials.

## **Inspections:**

It is the responsibility of the General Contractor to request all inspections. Inspection request can be requested through MyGov.us. The office hours are Monday-Thursday 7:30am – 5:30pm and Friday 8:00am – 12:00pm. All inspection request must be made by 4:00pm the



# Commercial Building Permit Process

day

before the desired inspection date. Inspections must be canceled by 8:30am or fees may be assessed. If you do not have a log-in for MyGov, please contact our office for instructions.

**It is the responsibility of the person requesting the inspection to personally check to see if the work is ready for an inspection and the same responsibility to obtain the inspection results from the site.**

## **Special Inspections:**

Special inspections are required as prescribed in chapter 17 of the 2018 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Building Official. The following require special inspection: Structural steel construction including welding and high strength bolting, concrete constructions, structural masonry, manufacturers or engineer designed wood constructions, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material, smoke control systems, and other as determined by the Building Official. These inspections are in addition to those performed by the City of Fate.

**Permit shall be posted on-site and City Approved plans shall be on-site for all inspections.**

## **Job Site Requirements:**

- The building permit and property address shall be posted at all times.
- Trash bin/dumpster and port-o-let must be on-site prior to any inspections.
- SWPPP shall be in place prior to any work taking place and shall be maintained throughout the project.
- All projects will be required to keep streets and alleys clear from trash, debris, dirt, and mud.

**It is the responsibility of the General Contractor to ensure proper storm water protection practices are in place at all times.**

The Building Inspector may withhold inspections and issue a red-tag if the construction site is in violation of the site requirements. The building may require additional site requirements as needed in the field.

**The release of utilities will be called in by the Inspection Department.**



# Commercial Building Permit Process

## **Contractor and Sub-contractor Validation:**

Prior to submission of a permit request the General Contractor shall be listed on the application. Prior to issuance of permit all contractors are required to be listed and registered with the City of Fate.

## **Required Registration:**

- General Contractor
- Builder
- HVAC Contractor
- Electrical Contractor
- Backflow Tester/Installer
- Irrigation Contractor
- Fire Sprinkler/Alarm
- Concrete Contractor
- Plumbing Contractor
- Paving Contractor
- Utility Contractor
- Sign Contractor

Sub-contractors that are currently registered with the City of Fate on new construction shall submit a sub-contractor validation form with permit request.

- Registration Fee: \$75.00

## **No fee required for Plumbing and Electrical contactors.**

- ❖ All documentation submitted shall be complete, and in compliance with the adopted codes and ordinances. All required documents, fees, and attachments shall be deemed complete for processing. Incomplete applications will be denied.

Construction must begin within 180 days of permit issuance or permit becomes null and void. An extension must be requested in writing from the applicant to the Building Official. The project will be considered abandoned if no inspection has been performed in 180 days.

**Provisions contained herein are general in nature and may not address all situations. Please contact the Building Inspection Division for information related to your specific project.**

## **FEES:**

### **Cancellation & Re-inspection fees:**

### **Cancellations:**

Cancellations must be called in before 8:30am the day of the inspection.



# Commercial Building Permit Process

## Re-inspection fees:

It is the responsibility of the person requesting the inspection to personally check the work scheduled for inspection.

Building Permit Fees		
	Total Valuation	
1	\$1 - \$50,000.00	\$391.25 for first \$25,000.00, plus \$10.10 for each additional \$1,000.00 or fraction thereof, up to & including \$50,000.00
2	\$50,000.01 - \$100,000.00	\$643.75 for first \$50,000.00, plus \$7.00 for each additional \$1,000.00 or fraction thereof, up to & including \$100,000.00
3	\$100,000.01 - \$500,000.00	\$993.75 for first \$100,000.00, plus \$5.60 for each additional \$1,000.00 or fraction thereof, up to & including \$500,000.00
4	\$500,000.01 - \$1,000,000.00	\$3,233.75 for first \$500,000.00, plus \$4.75 for each additional \$1,000.00 or fraction thereof, up to & including \$1,000,000.00
5	\$1,000,000.01 and up	\$5,608.75 for first \$1,000,000.00, plus \$3.65 for each additional \$1,000.00 or fraction thereof
6	Plan Review Fee (assessed when permit is for a commercial or residential habitable structure)	10% of permit fee
7	Expedited Plan Review Fee	Actual cost + 15%
8	Plan Change Fee	\$50.00
9	Engineering Review Fee	See Engineering Fees (table 4)
10	Processing Fee	\$35.00
11	Inspection Fee	3% of certified construction cost
1) Building valuation data shall be based on the most current Building Safety Magazine, year-end issue as published by the International Code Council		
2) Permit fee includes electric, plumbing, mechanical, temp. power pole, temp utilities.		
3) The inspection fee will be three percent of certified construction costs of all public improvements. Inspection fees are to be paid at the final walk-through and final acceptance of the public improvements. The construction inspection fee is in addition to any other fees listed herein.		





# Commercial Building Permit Process

## Proof of Submission to Texas Department of Licensing & Regulations

### Title 132A - Texas Department of Licensing & Regulation

#### Art. 9102. Architectural Barriers

##### Policy

Sec. 1. The provisions of this article are to further the policy of the State of Texas to encourage and promote the rehabilitation of persons with disabilities and to eliminate, insofar as possible, unnecessary barriers encountered by persons with disabilities, whose ability to engage in gainful occupations or to achieve maximum personal independence is needlessly restricted.

##### Application

Sec. 2. (a) The standards adopted under this article apply to:

- **(4)** a privately funded building or facility defined as a "public accommodation" by Section 301(7) of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12181), and its subsequent amendments, that is constructed or renovated, modified, or altered on or after January 1, 1992; and
- **(5)** a privately funded building or facility defined as a "commercial facility" by Section 301, Americans with Disabilities Act of 1990 (42 U.S.C. Section 12181), and its subsequent amendments, that is constructed or renovated, modified, or altered on or after September 1, 1993.
- **(j)** All plans and specifications for construction or for the substantial renovation, modification, or alteration of a building or facility that has an estimated construction cost of \$50,000 or more and that is subject to the provisions of this article shall be submitted to the department for review and approval.
- **(k)** Plans and specifications related to the building or facility shall be submitted to the department by the architect, interior designer, landscape architect, or engineer who has overall responsibility for the design of the constructed or reconstructed building or facility. The architect, interior designer, landscape architect, or engineer shall submit the plans and specifications to the department not later than the fifth day after the date on which the architect, interior designer, landscape architect, or engineer, as appropriate, places the applicable professional seal on the plans and specifications. If there is no architect, interior designer, landscape architect, or engineer with that responsibility, the owner shall submit the plans and specifications to the department at least 30 days within the date the construction or renovation, modification, or alteration on the building or facility begins. On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the department under this article.
- **(l)** Any substantial modification of approved plans shall be resubmitted to the department for review and approval.
- **(m)** If an architect, interior designer, landscape architect, or engineer required to submit or resubmit plans and specifications to the department fails to do so in a timely manner, the commission shall report the fact to the Texas Board of Architectural Examiners, the State Board of Registration for Professional Engineers, or a licensing authority that regulates the individual, as appropriate.



# Commercial Building Permit Process

## Storm Water Pollution Prevention and Construction

### Notice to Developers and Contractors

In order to comply with the State issued TCEQ permit the City of Fate is required to enforce the best management practices (BMP's) that are implemented within the cities Storm water management program (SWMP).

The city will inspect all project sites before, during, and after construction for compliance with the guidelines set forth in the SWMP. Construction projects with a disturbed area greater than 1 acre will be required to develop a storm water pollution protection plan (SWPPP) to keep on-site. If a site is determined non-compliant by the city, the city will remedy the situation.

### Erosion Control Standards

1. All residential lots must maintain properly installed erosion and sediment controls for the duration of land disturbing activity. At minimum silt fence shall be installed at areas subject to erosion and on lots directly behind the curb, once the sidewalk is in place curlex shall be installed between the curb and sidewalk and must stay in place until sod has been installed.
2. Selected lots and sites are required to set debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots debris fence is required when an occupied residence is within one lot of the project.
3. Trash bins are required on all construction sites. Trash bins should be maintained throughout the project. Trash bins may be removed after brick and sheetrock are complete however no debris will be allowed on the lot.
4. Sub-contractors will not be allowed to drive or park on lots, all parking shall be on poured concrete or approved surface.
5. Each builder is to install and maintain their own wash out site.
  - a. The washout site shall be surrounded on three sides by silt fence.
  - b. A rock entry will be installed on the entrance of the washout site and designed as to not allow run off.
  - c. The washout site will be lined with plastic to prevent seepage.

**The permit holder is responsible for the installation and ongoing maintenance of all lot specific erosion and sediment control BMP's.**



# Commercial Building Permit Process

## **During**

**the construction process the permit holder is responsible to ensure that mud, dirt, rocks and other debris are not allowed to erode or be tracked onto the city streets or sidewalks. Any mud or other debris found in the streets shall be immediately removed.**

## **Asbestos Survey verification**

On September 1, 2001, Senate Bill 509 was passed into law, affecting permits issued on or after January 1, 2002. This Bill requires municipalities to verify that an asbestos survey has been conducted prior to issuing alteration or demolition permits for public or commercial buildings. This survey shall be in accordance with the Texas Asbestos Health Protection Rules (hereafter referred to as TAHPR) and the National Emission Standards for Hazardous Air Pollutants (hereafter referred to as NESHAP). For this purpose, a commercial building is defined as a non-residential structure or apartment building (greater than four dwelling units). A public building would include schools, churches, and government buildings (federal, state, county, and local).

Therefore, beginning January 1, 2002 any permit issued for demolition or alteration of a public or commercial building, as defined herein, shall not be issued until verification that an asbestos survey has been conducted in accordance with the TAHPR and NESHAP.

Verification shall be submitted to the City of Fate prior to the issuance of any permit for any demolition work or any alteration work performed on an existing structure meeting the definition of a commercial or public building.

Information regarding asbestos survey providers, as well as other information regarding compliance with Senate Bill 509 – Implementing Requirements to Verify Asbestos Surveys - may be obtained through the Texas Department of Health's Asbestos Program website at:

<http://www.dshs.texas.gov/asbestos/>



# Commercial Building Permit Process

## Commercial Plan Review Checklist

2018 IBC, IPC, IFGC, IMC, IECC & 2020 NEC

**Property Address** \_\_\_\_\_

- New Commercial       shell       finish out       remodel

Proposed Building Use:

- |  |  |
|--|--|
| <input type="checkbox"/> A-1 Assembly (theatre/concert hall)             | <input type="checkbox"/> I-1- Institutional (ambulatory)     |
| <input type="checkbox"/> A-2 Assembly (Restaurant)                       | <input type="checkbox"/> I-2- Institutional (Non-ambulatory) |
| <input type="checkbox"/> A-3 Assembly (Worship/amusement/community hall) | <input type="checkbox"/> M – Mercantile                      |
| <input type="checkbox"/> B- Business                                     | <input type="checkbox"/> S-1 Storage                         |
| <input type="checkbox"/> E-Educational                                   | <input type="checkbox"/> S-2 Storage                         |
| <input type="checkbox"/> Other _____                                     |  |

**The following documents must be submitted with application:**

- Building permit application
- Plan review checklist
- Construction plans ( 4 copies)
- Plan review fee

Commercial plans and submittals shall be inclusive of the items below as they pertain to the project

- Approved site plan
- Correct building codes used for design
- Occupancy type and construction type listed
- Structural framing
- Floor plan/ building plans must be 24" X 32" and legible
- State UL listing and construction details for fire rated assemblies
- Energy compliance report in accordance with the requirements of the 2009 IECC



# Commercial Building Permit Process

- TDLR number (projects that exceed \$50,000.00)
- Asbestos survey and conformation of completion, if remodel.
- Site specific soils report
- Foundation design based on site specific soils report
- Masonry dumpster enclosure
- Plumbing riser diagram
- Lighting plan
- Exit and emergency lighting plan
- Electrical power plan/ electrical riser diagram
- Mechanical plan/ fresh air calculations
- Typical exterior wall cross sections
- Door Schedule with hardware and window schedule
- Finish schedule
- Roof plan giving location of roof mounted equipment and roof drainage
- Elevations of all sides of the building showing finishes
- Handicapped parking spaces
- Screening fence requirements
- Parking lot lighting/ photometric plan/ fixture and pole information