

CITY OF BROWNSBORO

Est. 1849

Commercial Building Permit

Job Address: _____		Date: _____	
Block: _____	Lot: _____	Property ID: _____	
Owner: _____		Address: _____	Phone: _____
Contractor: _____		Address: _____	Phone: _____
Electrical: _____		Address: _____	Phone: _____
Plumbing/Irrigation: _____		Address: _____	Phone: _____
Mechanical: _____		Address: _____	Phone: _____
Use of Building: _____			
Type of Permit: New Construction <input type="checkbox"/> Remodel <input type="checkbox"/>			
Describe Work: _____			
Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/> (If "Yes", Flood Plane permit read)		Square Feet: _____	
Type of Construction: _____		Air Conditioned _____	
Occupancy Group: _____		Non-A/C _____	
Overlay District: Yes <input type="checkbox"/> No <input type="checkbox"/>		Total Square Ft. _____	
On Thoroughfare: Yes <input type="checkbox"/> No <input type="checkbox"/>		Roof: _____	Foundation: _____
Sprinkler Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		Zoning District: _____	
Smoke Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>		<ul style="list-style-type: none"> With application, submit 6 sets of plans. 5 hard copy. Incomplete applications will not be accepted. Incomplete plans will not be reviewed. 	
Grease Trap Read? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<p>NOTICE SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR A/C. THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT COMPLETED WITHIN 6 MONTHS ANYTIME AFTER WORK IS COMMENCED, UNLESS OTHERWISE STATED IN SPECIAL CONDITIONS. BEFORE THE BUILDING CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BY THE INSPECTOR ON COMPLETION OF CONSTRUCTION. CONTACT REPUBLIC SERVICES FOR DISPOSAL SERVICES.</p>		<p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE PROVIDED INFORMATION TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> <p>Printed Name: _____ Signature: _____</p>	
		Valuation: _____	Permit Fee: \$ _____
<p>An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. Yes _____ No** _____</p> <p>** If the answer is "No", then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Brownsboro. Signature: _____</p>			
FOR OFFICE USE ONLY			
Engineering _____	Date: _____	City Secretary: _____	Date: _____
Bldg. Insp.: _____	Date: _____	Public Works: _____	Date: _____

CITY OF BROWNSBORO

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Commercial Building Permit Submittal Checklist

Please include all items listed on the checklist when submitting a Commercial Building Permit. Permits will not be accepted or reviewed until checklist is complete. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

Professional License: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Design, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Required Drawings and Documents:

- 1. Complete Permit Application
- 2. Site Plan
- 3. Floor Plans & Roof Plans
- 4. Mechanical, Electrical and Plumbing site plans and schedules
- 5. Plumbing, Mechanical and Electrical Plans
- 6. Exterior elevations
- 7. Door schedules, window schedules, hardware schedules
- 8. Construction details; interior elevations and interior finish schedules
- 9. Structural plans must include Foundation plans, roof and floor framing plans, wall sections and details
- 10. Certified Energy Compliance Report (www.energycodes.gov)
- 11. Asbestos Survey (remodels, additions or demolition)
- 12. TDLR registration for projects over \$50,000

Plans shall be submitted electronically in PDF format. Plans should meet the following requirements:

- 1. Plans to be submitted as individual pages, **not** as a combined set.
- 2. Name each file with the corresponding sheet number that appears on the title block (i.e. A1.00, S1.101, etc.)
- 3. Provide a sheet index.
- 4. Plans shall be full size and to scale.
- 5. All line work and notes shall be legible.
- 6. File sizes to be kept at a minimum.
- 7. Submit plans via flash drive, CD, or 3rd party file sharing site. (Drop Box, YouSendIt, etc.)

CITY OF BROWNSBORO COMMERCIAL PLANS SUBMITTAL GUIDELINES

Requirements for New Commercial Projects:

1. A completed Commercial Building Permit Application and Two complete sets of plans, with an extra set of civil drawings, are required for plan review. These must contain an erosion control plan. All plans for commercial projects must be (wet sealed) stamped by a licensed engineer for the State of Texas.
2. Plans are to be bound and submitted to scale and no less than 24" x 36" in size. (Half sizes may be accepted IF they are fully legible)
3. We require two copies of the completed Commercial Energy Code Compliance by a certified 3rd party reviewer. (IECC 2015 or later edition)
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number. TAS number must be submitted with Building Permit Application.
5. All plans must have a cover sheet containing the following data (Code Analysis):
 - Building Code used - City of Brownsboro current adopted codes or later editions ICC & NEC
 - Occupancy classification
 - Building type
 - Sprinkled or Non-Sprinkled
 - Square footage of building (If mixed occupancy, list the square footage for each occupancy)
 - Building height
 - Area modifications
 - Amount of egress required for occupancy load.
 - Fire separation rating, if needed
6. A commercial project includes business entity and multifamily residential developments larger than duplex. Plans for commercial projects shall include the following:
 - The lot and block number.
 - Platted boundaries of the lot.
 - Floodplain zones and boundaries shown on survey plat and site plan (engineering drawings).
 - If the project is being constructed within the floodplain, permitting shall be in compliance with Henderson County Floodplain Management permit requirements.
 - Exterior dimensions of lot drawn to scale.
 - Street address.
 - Zoning classification.
 - All setbacks from the property lines.
 - All easements on the lot.

- Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway.
- A grading, drainage, and erosion control plan with all pertinent topographic information on lots and surrounding lands.
- Finished floor elevations and escape routes with distances. Location of any designated floodplains or floodways within the boundaries of the lots.
- The name, address, and phone number of the individuals responsible for the project.
- Total number and location of off-street parking spaces provided.
- Fire walls and draft stopping.
- Garbage dumpster location with a concrete pad.
- Location of building sprinkler and standpipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm system, and fire hydrants. All fire-rated building elements including doors and dampers with design reference for same form (UL, FM, IBC, etc.).
- Fire lane locations and markings.
- Two (2) sets of Site Plans and two (2) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than thirty-six (36) inches to be submitted to Development Services.
- Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal.
- Total area of lot and building.
- All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, size and location of service lines.
- Location of curbs, storm sewers, on premise signs, light-poles, adjacent streets and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and the location of existing storm sewer drainage systems.
- Photometric site lighting plan to include levels and spillage at property lines. All site lighting to maintain Dark Sky listing.
- Structural plans must include foundation plans, roof and floor framing plans, wall sections and details.
- Door schedules, window schedules, hardware schedules.
- Construction details: interior elevations and interior finish schedules purposed use per ASTM E-84, Class A, B, and C - flame spread and smoke development.
- Exterior elevations (Front-Back-Sides).
- Mechanical, electrical, and plumbing site plans, riser diagrams, legends, design info and schedules.
- Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.
- Sealed irrigation system plan(s) to be included with landscape plan(s).

7. The plans and application are then sent to Development Services for verification on platting, zoning, lot and block number, and address. A plan review fee must be paid at this time before the review process begins. Review fee is determined from Building Permit Fees Schedule/ Plan review fees.

8. The City Engineer, Public Works Department, Building Inspector, and the Fire Department will review them as necessary, for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines. All easements must show on plans.

9. Once the plans have been checked and approved by all applicable departments, Development Services issues the permit, and the applicant then pays the permit fee.

10. Permit fees are based on square footage under roof. Projected construction cost to be included with submittals; if not provided, these will determine using current ICC Building Valuation Data.

11. The City of Brownsboro may require Wet sealed letter(s) of completion and compliance from the Engineer of record at the close of the project.

12. "As Built's record drawings" to be submitted on paper and digital copy to the city at the close of the project by the Building Final and before issuance of Certificate of Occupancy (CO).

13. Concrete testing is required on structural components of the building and parking lot. Testing reports shall be submitted with "As Built's" drawings.

Requirements for Commercial Remodel Projects:

1. Requirements for New Commercial Projects

2. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards. The results of the survey must be submitted with the plans.

3. Demolition Plan to show existing and removal.

****If a structure was built prior to 1978, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with.**

[<https://www.epa.gov/sites/production/files/documents/pre-renovationform.pdf>]

Texas Department of State Health Services, Asbestos Program
Branch [512-834-6600, www.dshs.texas.gov/asbestos/faq.shtm]

Texas Department of Licensing and
Regulation [800-803-9202,
www.license.state.tx.us]

Contractor Registration Form

CITY OF BROWNSBORO

Type of Contractor or License: <i>(Please Check One)</i>		<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Plumbing Contractor
		<input type="checkbox"/> General Contractor	<input type="checkbox"/> Pool Contractor
		<input type="checkbox"/> Irrigation	<input type="checkbox"/> Sign Contractor
		<input type="checkbox"/> Mechanical Contractor	<input type="checkbox"/> Other (specify)
General Information			
Business Name:			
Permit Coordinator Contact Name:			
Mailing Address:			
City, State, Zip:			
Office Phone:		Mobile Phone:	
Email:			
License Holder's Information <i>(General Contractors Skip this Section)</i>		Attach a photo copy of your current ID	
License Holder:		Mobile Phone:	
Email:			
State License #:		Expiration Date: / /	
State ID/License #:		Expiration Date: / /	
Other #:		Expiration Date: / /	
License Holders Signature: _____			Date: / /