



# COMMERCIAL Building Permit Packet

## Commercial Applicant Submittal Process

### PRE-APPLICATION CONFERENCE

- May be required prior to applicant submittal.
- Opportunity for City Staff to ask questions regarding the project.
- Opportunity for applicant to ask questions regarding permit processing.

### APPLICANT SUBMITTAL

- All submittal packets should include 2 complete sets of collated stapled plans, 3 completed sets, if building *sprinkled* (signed & sealed by a Registered Architect & Professional Engineer).
- Plan Review Fee is due with Plan Submittal.
- Plan reviews will be made within 10-20 days of submittal.

### PLAN REVIEW

- Inaccuracies, errors, omissions, or other issues with the submitted plans may be determined.
- Comments will be returned to the applicant within the 10-20 days review period for addressing.

### APPLICANT RESUBMITTAL

- If revisions are necessary, the applicant must resubmit their plans addressing the comments.
- The applicant may resubmit once **ALL** comments are satisfied.

### SECOND REVIEW

- Resubmitted plan will be reviewed to verify that all comments have been addressed.
- If all comments have not been addressed, the plans will not be approved and must be resubmitted again.

### VERIFY PAYMENT OF FEES

- After all comments have been addressed, permit fees will be calculated according to the Schedule of Fees.

### PERMIT ISSUED

- Applicants will be notified of the permit fees and that permits are ready to be picked up.
- Once fees are paid, a permit will be issued to the applicant.
- Permits are valid for a period of 180 days and will terminate if construction progress has not occurred within the 180 days.



### Commercial Project Checklist

- ☐ Completed Permit Application
- ☐ (2) Site Plan Including: (3) If *sprinkled*
  - Legal Description
  - Zoning Classification
  - Property lines and lot dimensions
  - Proposed structure and all existing buildings
  - All easements
  - North arrow and scale
  - Existing and proposed location of utility poles, pad mounted transformers; fire hydrants
  - Location of curbs, storm sewers, adjacent street and public right-of-way lines
- ☐ (2) Building Plan Set Including: (3) If *sprinkled*
  - Floor Plans
  - Mechanical Plans
  - Electrical Plans
  - Plumbing Plans
  - Door, Window and Hardware Schedule
  - Framing Detail
  - Elevations
  - Roof Design
  - Foundation Plan
- ☐ (2) Parking lot layout plans
- ☐ (2) Drainage / Grading Plans
- ☐ (2) Commercial Energy Code Compliance (2012 IECC)
- ☐ Fire lane location and construction plans and details
- ☐ Fire suppression system plans and documents
- ☐ Fire alarm system plans
- ☐ Location of building exits & exit lights
- ☐ Location of boiler rooms & heating system areas
- ☐ Garbage dumpster location
- ☐ Driveway Approaches & Drainage Culverts – Driveways accessing State Highways require TXDOT permit
- ☐ TDLR # - Architectural Barriers registration (if \$50,000 or over)
- ☐ Asbestos Survey or Compliance Statement
- ☐ TABC License IF having alcohol on site
- ☐ Alcohol Permit IF having alcohol on site >> \$300 one-time - \$150 annually
- ☐ Alarm Permit IF having a security alarm >> \$25 annually
- ☐ CO – Certificate of Occupancy after final inspection >> \$100 one-time fee
- ❖ Drawings containing a label as “not for construction” or “for pricing only” will not be accepted for permit application.
- ❖ Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester





## Plan Review and Permit Process

- 1) Contractor/Applicant submits Commercial Building Permit Application with required drawings and documents (please see list of "Commercial Permit Submittal Requirements") and all applicable fees to the City.
- 2) The City submits application, drawings, and documents to Bureau Veritas (BV) for Plan Review. The applicant will be contacted by BV if revisions are needed. You may contact BV's Plan Review Department for the status of your permit at (469) 241-1834 or toll-free (800) 906-7199.
- 3) After revisions are addressed and approved, BV will approve the application and return approved plans to the City. The City will retain one copy on file and return one copy to the Contractor.
- 4) Inspections will be performed by BV. Inspection requests related to building construction must be called into BV at (817) 335-8111, or may be faxed to (817) 335-8110. The final inspection must be passed prior to occupancy of building.

### **Building Codes**

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Quitman, Texas, has adopted the following codes and/or standards regulating building construction.

<i>2012 International Building Code</i>	<i>2012 International Residential Code</i>
<i>2012 International Fire Code</i>	<i>2012 International Plumbing Code</i>
<i>2012 International Mechanical Code</i>	<i>2012 Int'l Energy Conservation Code</i>
<i>2014 National Electrical Code</i>	

### **Building Permit**

Before a building permit will be issued, all plans and documents related to the permit application must be approved and all applicable fees paid to the City of Quitman

All Contractors performing work within the City of Quitman jurisdiction must be registered with the State and have provided proof of commercial general liability insurance for claims of property damage or bodily injury.

Construction or building without a permit is subject to a fine.



## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

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

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report<sup>(a)</sup>
12. Asbestos Survey (for renovation or demolition permits)<sup>(b)</sup>
13. Texas Department of Licensing and Regulation Architectural Barriers Project Registration information<sup>(c)</sup>, if project valuation is \$50,000.00 or over. (Per Texas Government Code Chapter 469.101 and 469.105)

### NOTE:

- a. U.S. Department of Energy, [www.energycodes.gov](http://www.energycodes.gov)
- b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.texas.gov/asbestos](http://www.dshs.texas.gov/asbestos)]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)]



## City of Quitman Schedule of Fees

### Commercial and Multi-Family Construction Plan Review

Valuation	Fee
\$1.00 to \$10,000	\$84.61
\$10,001 to \$25,000	\$119.63 for the first \$10,000 plus \$9.24 for each additional \$1000
\$25,001 to \$50,000	\$258.23 for the first \$25,000 plus \$6.67 for each additional \$1000
\$50,001 to \$100,000	\$424.88 for the first \$50,000 plus \$4.62 for each additional \$1000
\$100,001 to \$500,000	\$655.88 for the first \$100,000 plus \$3.70 for each additional \$1000
\$500,001 to \$1,000,000	\$2134.28 for the first \$500,000 plus \$3.14 for each additional \$1000
\$1,000,001 and up	\$3701.78 for the first \$1,000,000 plus \$2.08 for each additional \$1000

### Single Family Residential Construction Plan Review & inspection\*

### Commercial and Multi-Family Construction Inspection\*

Valuation	Fee
\$1.00 to \$10,000	\$55.00
\$10,001 to \$25,000	\$77.76 for the first \$10,000 plus \$6.01 for each additional \$1000
\$25,001 to \$50,000	\$167.85 for the first \$25,000 plus \$4.33 for each additional \$1000
\$50,001 to \$100,000	\$276.20 for the first \$50,000 plus \$3.00 for each additional \$1000
\$100,001 to \$500,000	\$426.35 for the first \$100,000 plus \$2.41 for each additional \$1000
\$500,001 to \$1,000,000	\$1389.95 for the first \$500,000 plus \$2.04 for each additional \$1000
\$1,000,001 and up	\$2407.45 for the first \$1,000,000 plus \$1.35 for each additional \$1000

\*All fees billed upon issuance of the permit by the jurisdiction





## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### **Inspection Requests**

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line:	(817) 335-8111 or (972) 980-8401
Inspection FAX line:	(817) 335-8110 or (972) 980-8400
Toll Free number:	(877) 837-8775
Toll Free FAX line:	(877) 837-8859

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401 or toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



Physical address: 401 E Goode / Mailing Address: P.O. Box 1855; Quitman, TX 75783  
Phone: 903-763-2223 / Fax: 903-763-5631

## Commercial Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Square Foot: _____	
Project Address: _____			
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
Scope of Work: _____			
Does this project contain <u>Fire Services</u> : Fire Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Neither <input type="checkbox"/>			
Does this project contain <u>Food Services</u> : <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____			

Owner Information:	
Name: _____	Contact Person: _____
Address: _____	
Email: _____	
Phone Number: _____	Mobile Number: _____

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All construction must be completed within 12 months from issuance of permit. All permits require final inspection.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: _____	Water Tap Fee: _____	Total Fees: _____
Plan Review Fee: _____	Sewer Tap Fee: _____	Check # or Cash: _____
	Electrical Permit Fee: _____	Received By: _____
	Plumbing Permit Fee: _____	Received Date: _____
	Mechanical Permit Fee: _____	BV Project # _____





## City Of Quitman

Permits & Inspections

### CONTRACTOR REGISTRATION FORM

401 E. GOODE. ST QUITMAN, TX. 75783

PHONE: (903)763-2223

FAX: (903)763-5631

**\*\*\*Registration Is Only Good For 1 Calendar Year. Must Re-New Annually\*\*\***

**Type of Contractor Please Check One:**

General	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Sign	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	Irrigation	<input type="checkbox"/>	Roof	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please Provide the following:

1. Valid Texas Drivers License
2. Contractor License
3. Certificate of Liability Insurance

**Contractor Information:**

Name:	TDL #:		
State License #:	Exp:		
Home Address:			Zip:
City:	State:	Phone:	
Email:			

**Business Information:**

Co. Name:	O. Phone:		
Owner Name:	C. Phone:		
Mailing Address:			Zip:
City:	State:	Your Position:	

LIST ALL PERSONS EMPLOYED WITH YOUR COMPANY, AUTHORIZED TO PURCHASE PERMITS  
UNDER YOUR REGISTRATION, AND CALL FOR INSPECTIONS.

1	TDL #:
2	TDL #:
3	TDL #:
4	TDL #:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Of Quitman Representative

\_\_\_\_\_  
Date

**All contractors are required to maintain at least minimum General Liability  
insurance coverage at all times to satisfy proof of financial responsibility.**