



City of Gainesville – Building Inspection Department – 104 W. Hird Street, Gainesville, Texas  
76240 Phone 940-668-4799, Fax 940-668-4536

## **Commercial Permit Submittal, Review, Issuance, Inspection, and Certificate of Occupancy Processes**

### Part 1. Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Four (4) paper copies and one (1) digital, PDF or DWG, of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed [permit application form](#). NOTE: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Where applicable, as required by the State of Texas Engineering and Architect Practice Act, each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect-and/or Registered Engineer.

REQUIRED DRAWINGS AND DOCUMENTS (additional information may be requested):

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

1. Site plan
2. Drainage Plan (See [Drainage Design Requirements](#))
3. Utility Plans (See [Public Works General Design Standards](#))
4. Exterior elevations
5. Construction details, interior elevations, door and window schedules, and interior finish schedules
6. Structural plans should include-foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans (including riser diagrams) and schedules
8. Certified Energy Compliance Report<sup>1</sup>
9. Asbestos Survey (for renovation and/or demolition permits)<sup>2</sup>
10. Texas Department of Licensing and Regulation Architectural Barriers Project Registration information<sup>3</sup>

<sup>1</sup> U.S. Department of Energy ([www.energycodes.or](http://www.energycodes.or))

<sup>2</sup> Texas Department of Health, Asbestos Program Branch (1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos))

<sup>3</sup> Texas Department of Licensing and Regulation (1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us))

### Part 2. Review

After a complete submittal packet is received by the City, your proposed project will go under review. Review for commercial projects often involves multiple departments, including, but not limited to, Planning and Zoning, Building Inspections, Public Works, Solid Waste, Police, and Fire. Though projects may differ greatly and no review is exactly the same for each project, the following is typical:

1. 1. Design Review Committee (DRC) meeting - DRC meetings are optional but encouraged for all new commercial construction projects and extensive or major commercial remodel projects. The DRC is composed of the Community Development Director, Building Inspector, Planning and Permit Technician, Fire Marshal, Director of Public Works, Public Works Inspector, Police

Department's Support Services Captain, Director of General Services, and any other relevant staff required to review your project.

The following issues may be addressed at DRC meetings:

- a. Civil Plans (including site plans, drainage, utilities, and floodplain)
- b. Architectural Plans (including occupancy type, masonry requirements, energy code requirements, and ADA requirements)
- c. Mechanical Plans
- d. Electrical Plans
- e. Plumbing Plans
- f. Structural Plans
- g. Platting Process (if necessary)

DRC meetings are scheduled on the first and third Wednesdays of each month between 10:00am and 12:00pm. Meetings are held in the Community Development and Public Works Building's conference room located at 104 West Hird. Applicants are encouraged to bring their civil engineer, architect, contractor or other professionals involved in the project to attend the DRC review of their project.

In order to attend, a complete application and plans submittal must be received by the Community Development Department no later than noon on the Wednesday prior to the applicant's DRC meeting.

City Staff will also provide a Pre-DRC meeting to answer preliminary/due diligence questions concerning large construction projects prior to full construction plan submittal. Pre-DRC meetings occur at the same time and place as DRC meetings. In order to attend a Pre-DRC, applicants must submit a proposed site plan/concept plan to the Community Development Department on Friday prior to the applicant's Pre-DRC meeting.

To schedule a DRC or a pre-DRC, please email [cbarnes@cogtx.org](mailto:cbarnes@cogtx.org) or call 940-668-4799.

2. Review Comments- Review comments will be sent to the applicant electronically by the tenth business day after a complete submittal has been received. Incomplete submittals will not be reviewed but returned for resubmittal. (If the applicant has scheduled a DRC, the review comments will be emailed to the applicant the Friday following the DRC.) Each round of review and comments can take up to ten business days. Please submit all components of your project, including the digital copy, to guarantee a ten-business-day review period. When resubmitting, please provide four paper and one electronic copy of the complete submittal and not just the revised sheets.
3. Approval - Once your project is approved by all applicable departments, the Community Development Department will notify you via phone and/or email that your permit is approved.

Fire systems, fences, signs, and irrigation systems require separate permits and will undergo separate review.

### Part 3. Issuance

Permit approval does not give the applicant the right to begin a project. The following must be completed before a permit can be signed and issued:

1. The permit fee must be paid in full. A copy of the fee schedule is available on the City website <http://www.gainesville.tx.us/DocumentCenter/View/5384/Final-Fee-Schedule--FY-18-19-Amending-Market-Square-020619>.

2. The general contractor must register with the City, if not already, and be added to the permit.
3. All mechanical, electrical, and plumbing subcontractors must individually register, if not already, and validate on the project. Validation forms are available on the website or at the permit office.
4. Either the GC, the property owner, or the property owner's authorized representative must sign the permit and pick up a set of stamped, approved, and signed plans. Stamped plans must be on site. A site card will also be issued. Please post site card so that it is visible from the street.

No work, including dirt work, may begin until the permit is signed and issued, stamped plans are on site, and site card is posted.

#### Part 4. Inspections

Inspections are required at varying intervals for all issued permits. The permit holder is responsible for contacting the City to schedule an inspection. All work shall remain accessible and exposed for inspection purposes until approved by the inspector.

To schedule an inspection, contact the Community Development Department at 940-668-4799. Inspections are set up with the City and then forwarded to the inspectors. (Do not contact an inspector directly to set up an inspection.)

When scheduling an inspection, please provide the address or permit number and type of inspection needed. Inspections must be requested by 4pm the day before the inspection is needed. Inspection requests received after 4pm will be processed the following day. The City does not schedule same-day inspections.

Inspections are conducted within 24-36 hours of a request (excluding holidays and weekends).

Applicants may not request inspections until work is ready to be inspected.

#### Part 5. Certificates of Occupancy

All commercial structures must have a certificate of occupancy inspection conducted by both the building inspector and fire inspector. This inspection typically occurs at the same time as final inspections or shortly thereafter. Please fill out a Certificate of Occupancy application (available on the Permit Information page of the website or at the permit office) and submit to Community Development at least one week prior to your CO inspection. There is no additional fee when the CO is associated with new construction or remodeling.

Health inspections for food establishments will be performed once construction is complete. Please contact Community Development at 940-668-4799 for information regarding food establishment permits. Or go to <http://www.gainesville.tx.us/814/Health-Division>.