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COMMERCIAL BUILDING PERMITS PROCESS & GUIDE

The City of Gainesville has adopted building codes to ensure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the minimum regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

ADOPTED CODES W/ LOCAL AMENDMENTS

2015 International Building Code

2015 International Plumbing

2014 National Electrical Code

2015 International Mechanical Code

2015 Fuel Gas Code

2015 International Energy Conservation Code

2015 International Fire Code

Amendments to all codes and the Zoning Ordinance are available online.

Community Development Department

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www.gainesville.tx.us

PART I. INTRODUCTION

In order to process and review, permit applications in a timely fashion, the documents and document descriptions listed in this guide are the minimum requirements necessary for permit submittal and review. The more information supplied, the easier and faster the approval process will be for the project.

State Law requires the following:

1. Per SB 484, Projects with a construction value exceeding \$50,000 must provide a TDLR registration number upon submittal of application. For additional information visit Texas Department of Licensing and regulations <https://www.tdlr.texas.gov/>.
2. All remodel, renovation and demolitions shall conduct an asbestos survey 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. For additional information visit Texas Department of Health at <http://www.dshs.texas.gov/asbestos/laws-rules.aspx>.

To ensure a timely permit review; plans and information submitted must be complete, clearly describing scope of work and method of compliance with the adopted codes and ordinances.

If you should have any questions regarding the minimum requirements of submittal, please contact the Community Development Department or visit our web site @ www.gainesville.tx.us prior to permit submittal.

Permits Required

To verify construction conformance with the City's building codes, permits and inspections are required for all work involving structures or buildings. Listed below are examples of work or activities for which permits are required. Please note that this list is not all-inclusive. We suggest that you call the Community Development Department when in doubt.

1. Building alterations, both interior and exterior.
2. Building additions.
3. New construction and/or site improvements.
4. Work involving electrical, plumbing, heating, ventilation, air conditioning and ductwork.
5. Foundation, walls and excavations for the same.
6. Relocating or adding partition walls (bearing or non-bearing).
7. Installation of any building equipment such as air conditioners, signs, etc.
8. Furnace and water heater replacement.
9. Pools, spas and hot tubs.

PART II. COMMERCIAL PERMIT PROCESS

A. Design Review Committee

- a. Developers and contractors may set up a meeting with the Development Review Committee (DRC) for assistance and advice on City policies, codes, ordinances and regulations. A meeting with the DRC is not a mandatory requirement of the permit application process however, it is highly recommended. The DRC meets the 1st and 3rd Wednesday morning beginning at 9 AM on a first come, first scheduled basis. 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.
- b. In order to schedule a DRC, 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.
- c. In order to schedule a Pre-DRC, applicants must submit a proposed site plan/concept plan to the Community Development Department on the Friday prior to the applicant's Pre-DRC meeting.
- d. To schedule a DRC or a pre-DRC, please email cs@cogtx.org or call 940-668-4799.

B. Initial Submittal and Review (*Partial submittal may not be accepted or processed*)

- a. Construction Plans will be distributed to the appropriate departments.
- b. The department will perform a plan review to ensure that the proposed development complies with the provisions of the applicable building codes, regulations, and ordinances.
- c. The Community Development Department will e-mail comments from the plan review to the applicant within 10 business days from the receipt of a complete submittal.

C. Revisions, Review, and Permit Issuance

- a. Complete sets of revised plans and a PDF file of the final complete set of plans to be maintained as the permanent record must be submitted to Community Development;
- b. Community Development will distribute revised plans to all departments;
- c. When the plans and documents comply with codes, ordinances, and approval has been secured from all departments involved in the review process, the plans are stamped as "approved" and the permit application will be approved;
- d. The applicant will be notified and will be given the permit fee. A copy of the fee schedule is available on the City website.
- e. Approval of your plans does not give the applicant the right to begin a project.
- f. All mechanical, electrical, and plumbing subcontractors must individually register, if not already, and validate on the project before permit issuance. Validation forms are available on the website or at the permit office.

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- g. The contractor/applicant must pay fees due, 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.

D. Inspections & Final

- a. No work shall be concealed without prior inspection approval from the City of Gainesville.
- b. 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.)
- c. When scheduling an inspection, please provide the address or permit number and type of inspection 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).
- d. As applicable, Backflow device(s) certification reports, and Special Inspection(s) reports.
- e. The owner of tenant must submit a Certificate of Occupancy application for review and approval prior to occupancy.

PART III. COMMERCIAL SUBMITTAL REQUIREMENTS

REQUIRED CONSTRUCTION DOCUMENTS: Four (4) full sets of blue-line or black-line construction drawings, fully-dimensioned and drawn to a 1/4" or 1/8" scale and one digital, PDF or DWG, of the completed set of construction documents are required for plan review. Provide all information necessary to describe the entire scope of work. **NOTE:** **Drawings containing a label such as "Not For Construction" or "For Pricing Only" will not be accepted for permit application.**

ENGINEERING AND ARCHITECT'S SEALS AND STAMPS: Where the plans are required by State law to be prepared by a licensed engineer and/or architect all documents must be appropriately sealed. The seal must be signed and dated by the design professional. All plan sets must bear an original seal.

Submittal Requirements	New Construction or Shell	New Finish Out	Remodel Interior	Remodel Exterior	Addition	Flatwork	Fence	Accessory Structure
Completed Universal Application	✓	✓	✓	✓	✓	✓	✓	✓
Civil Plans	✓				✓			
Cover Sheet w/Code Study	✓	✓	✓	✓	✓			
Site Plan	✓				✓	✓	✓	✓
Foundation Plans	✓				✓			✓
Structural Framing Plans	✓	✓	✓		✓			
Construction Details and Sections	✓	✓	✓		✓			
Floor Plan	✓	✓	✓		✓			✓
Mechanical, Electrical, & Plumbing Plans	✓	✓	✓		✓			
Exterior Building Elevations	✓			✓	✓			✓
Fire Protection System Plans	✓	✓	✓		✓			
Com Check (IECC 2015) (www.energycodes.gov)	✓	✓	✓	✓	✓			
Texas Department of Licensing and Regulation Number (TDLR) over \$50,000	✓	✓	✓	✓	✓			
Asbestos Survey Certification			✓	✓	✓			

Cover Sheet with Code Study: Indicating design criteria and code documents, specifically but not limited to building heights & areas (actual vs. allowed), construction type, occupancy classifications and square footage, occupant loads, fire-resistance of elements, structural design loads, parking spaces, zoning district and regulations, masonry calculations, impervious surface area, provisions for automatic fire suppression and alarm systems, etc. Aside from the structural design criteria, actual building areas and code documents used for design, the code study information is optional; however, its inclusion will vastly speed processing. A standardized format is being developed for this information in order to expedite processing. Where a building of mixed occupancy classifications is proposed, it will be necessary to identify whether the designer intends to utilize the non-separated use provisions, the separated use provisions, or a combination of the two, as anticipated by Chapter 3 of the International Building Code.

Civil Plans: Scaled and dimensioned drawings showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, existing and proposed site grading, existing and proposed utilities, drainage areas and hydraulic calculations, grading and drainage plans, erosion control plans and storm water pollution prevention plans, as required

Site Plan: Showing all property lines, easements, setbacks, existing and proposed building and appurtenance locations, utility lines, service lines, driveway entrances, sidewalks, parking spaces, etc.

Foundation plans: Dimensioned footing and foundation plans and details including soil bearing capacity information, dimensions, reinforcing information, typical elevations, lowest floor elevation relative to curb height and base flood elevation (where applicable), imbeds, concrete mix, etc.

Structural framing plans: Floor and roof framing plans and structural sections/details necessary to properly inspect the installed work. Depending upon project scope, this might include shop drawings for structural steel, pre-engineered metal buildings, open-web truss layouts, etc.

Floor Plans: Dimensioned, showing the full extent and size of all partitions, walls, doors, windows and other openings. Individual spaces must be identified as to proposed use. Show the location of all fixed

equipment, permanent appliances, fixtures and appurtenances, as well as any fixed seating. Identify existing and proposed fire-resistance rated elements.

Building Elevations: Show the extent and location of all windows, doors and other architectural features significant to exterior design. Building Height to be indicated as well as finished floor elevations.

Roof Plan: Showing access and location of equipment and any smoke venting requirements as may be mandated for specific occupancies. Show roof covering classifications.

Details and Sections: Provide as necessary to clearly indicate the scope of work and the sizing, spacing and grades of all structural elements. Provide window, door and hardware schedules. Provide U.L. classification numbers and details of all elements required to have a fire-resistance rating. Provide cross sections of all corridors, shaft enclosures, and exit enclosures.

Electrical Plan: Showing outlets, lighting fixtures, equipment and all devices. Identify home runs, wiring methods, classified (hazardous) locations, and locations of emergency lighting, exit signs, GFCI's, smoke and heat detectors. Indicate service entrance location and size in amps. Provide a load analysis, panel schedule, and an electrical service equipment riser diagram. Show or describe proposed protection methods for cable and conduit penetrations of fire-resistant assemblies.

Plumbing Plans: Schematic floor plans with DWV, water distribution and gas pipe sizes and routing clearly indicated. DWV riser, plumbing fixture schedules, and minimum facility requirements as per the plumbing code. Show or describe proposed protection methods for pipe penetrations of fire-resistant assemblies. Gas venting, combustion air, pressure regulators and shut-offs shall be indicated for gas-fired appliances.

Mechanical Plans: Indicate layout, sizing and classification of ductwork and location of make-up air. Provide mechanical equipment schedules showing all equipment ratings in CFM, BTUH, KW, SEER, etc. Indicate method of automatic fan shutdown, where required. Identify locations and types of dampers when required through fire or smoke rated assemblies.

Fire Protection System Plans: Where applicable indicate the intent to provide a fire suppression and/or fire alarm system on the code study portion of the cover sheet, and indicate the design document (NFPA 72). It is also important to the review process that you indicate your intent with regard to the fire suppression system. In other words, is it solely to gain additional height and/or area or egress travel distance, is it an occupancy requirement, is it being used for a structural fire resistance reduction, etc. This will greatly speed the plan review process. Actual system shop drawings will be reviewed by the Fire Marshal's office once developed. These must be submitted at the time of building permit application or as soon as possible thereafter to avoid potential project scheduling issues.

Energy Compliance Report (ComCheck): A complete energy code document submittal will depend on the scope of work and can include up to 4 separate parts — Envelope Compliance, Interior Lighting Compliance, Exterior Lighting Compliance, and Mechanical Compliance.

TDLR/EAB Registration Form: Required if your project valuation is \$50,000 or more. The Texas Department of Licensing and Regulation Architectural Barriers Division requires registration of these projects. In these cases, the City of Lubbock must verify that this has been done by requiring that you include a copy of your TDLR registration form, bearing the EAB registration number, with this application. Projects of less than \$50,000.00 valuation are not required to register with TDLR, and the form does not need to be submitted, though compliance with applicable accessibility laws is still required. See Texas Accessibility Standards at <http://www.license.state.tx.us/ab/abrules.htm> for more information.

Asbestos Survey Certification: Required where existing construction materials are to be disturbed through remodeling or demolition activities. Survey must be done by a licensed asbestos inspector prior to City acceptance of a permit application. Signing and dating of the certification statement on this application form is sufficient (See "Statutory Compliance Section"). More information pertaining to the law can be found at <http://www.dshs.state.tx.us/asbestos/>

***No permit will be issued until all subcontractors (electrical, plumbing, and mechanical) have validated. Validation consists of contractor registration, if needed, and submittal of a building permit application from the subcontractor for the project. There is no fee for validating as permit fees are processed under the parent project. Subcontractors should indicate that they are validating upon submittal of validation documents.**