



# COMMERCIAL PERMIT APPLICATION

## CITY OF SOUTHLAKE BUILDING INSPECTIONS

**Project Address:** \_\_\_\_\_  
(Street Address) (Suite # / bldg #)

**Subdivision:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
(Name) (Address) (City, State, & Zip) (Phone)

**Architect or Engineer of Record:** \_\_\_\_\_  
(Name) (Registration Number)

Company Name	Contact Person	Phone #
<b>General Contractor:</b>		( )
<b>Trade Contractors</b>	<b>State License #</b>	<b>License Holder Name</b>
<b>Electrical – EC #:</b>		( )
<b>Plumbing:</b>		( )
<b>Mechanical:</b>		( )

**TYPE OF WORK:**

- Interior Finish (new)     New Building     Shell Only     Addition  
 Alteration/Renovation (existing) \*     Demolition\*     Other

**BUSINESS STATUS:**

- Existing  
 New to Southlake

**Description of Work (please be specific):** \_\_\_\_\_

*\*Please read and sign*

**I certify an Asbestos Survey has been done as required by the Texas Department of Health for Renovation or Demolition Projects.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Valuation of Work:** \$ \_\_\_\_\_

**Area of This Project:** \_\_\_\_\_ s.f.

**ONCOR Electric Delivery** OR (circle one) **Tri County Elec**

**Atmos Energy (gas):** YES or NO      **Fire Sprinklered:** YES or NO

**Water Meter Size & Type:**

- 1" Simple \_\_\_\_\_  
 2" Turbo or Compound \_\_\_\_\_  
 4" Turbo or Compound \_\_\_\_\_  
 6" Turbo or Compound \_\_\_\_\_  
 8" Turbo \_\_\_\_\_

**A separate permit is required for each tenant space and/or building.**

APPLICATION FOR CERTIFICATE OF OCCUPANCY IS HEREBY MADE COINCIDENTAL WITH APPLICATION FOR CONSTRUCTION PERMIT. 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 PERMITS REQUIRE FINAL INSPECTION.** 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, INCLUDING BUT NOT LIMITED TO BUILDING, FIRE, ZONING AND TREE PRESERVATION ORDINANCES, 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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

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

**Printed Name:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*\*OFFICE USE\*\***

Zoning: \_\_\_\_\_      Occupancy Group: \_\_\_\_\_      Type of Construction: \_\_\_\_\_      Fire  
 Sprinkled: Yes / No      Fire Alarm Req'd: Yes / No

**BUILDING INSPECTIONS DEPARTMENT, 1400 Main St., Ste. 250, Southlake, TX 76092**  
**Phone #: 817-748-8236 or 817-748-8237      Fax #: 817-748-8241      [www.ci.southlake.tx.us](http://www.ci.southlake.tx.us)**

**COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS**

**NEW BUILDINGS** (Includes new additions to exiting buildings.)

The following items must be included with the application form. **Incomplete plans or applications may not be processed or will create delays.**

- **Permit Application Form.** (Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.) **A separate permit application form is required for each building or structure.**
- **Energy Code Analysis:** The U. S. Department of Energy has developed the software programs RES check and COM check. COM check may be based on 2006 IECC or on ASHRAE/IES 90.1-2004. **Note:** for the building shell construction only the building envelope requirements are applicable, the MEP verification would be required when these items are installed.
- **Architectural Barriers Registration.** Applicant shall submit proof that plans have been submitted to the state or an independent contractor for accessibility review. The City will review the plan for compliance to standards as adopted by the Building Code.
- Four (4) **complete sets of plans** on paper and one (1) set on **disc** in PDF format including the following: a City Approved detailed site plan.)
  1. **Cover Sheet** shall provide basic code information in an organized manner containing at least:
    - a. Name, address and telephone number of person responsible for preparing the plans.
    - b. Description of the proposed building use, area and height
    - c. Zoning classification of the property
    - d. Codes used in building design
    - e. Occupancy classification(s) of the building
    - f. Type of Construction
    - g. Fire resistive construction elements where required per tables 601 or 602
    - h. Fire Protection Systems (sprinklers, alarms or others) if provided and state if required
    - i. Means of Egress analysis including, occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.
  2. **Site Plan** meeting all the requirements of Section 40 of the Southlake Zoning Ordinance [http://www.cityofsouthlake.com/SouthlakeGovernment/City\\_Departments/Planning\\_and\\_Development\\_Services/OrdinancesandGuidelines/Ordinances/zoning\\_ordinance.asp](http://www.cityofsouthlake.com/SouthlakeGovernment/City_Departments/Planning_and_Development_Services/OrdinancesandGuidelines/Ordinances/zoning_ordinance.asp) In cases with a City Council approved site plan and elevations, those plans with all revisions required in the final approval shall be a part of the submittal. In the case of a phased project submit the overall site plan and another sheet showing what is specifically included in this project.
  3. Plans shall also contain the following site related data: (1) **Tree survey (aka Tree Protection Plan)** with nomenclatures and legends per Tree Preservation Ordinance; (2) **Landscape and Irrigation** plans; (3) **Erosion Control** Plan; (4) **Civil plans** showing grading and drainage, utility work and site paving. If public infrastructure is included the Civil plans are also required to be submitted separately to Public Works by the Civil Engineer.
  4. **Floor plans** showing the area being built or remodeled and including all corridors and stairways involved in exiting the subject space.
  5. **Elevations** showing any new or altered exterior walls.
  6. **Typical wall sections** showing construction materials and insulation placement for the building envelope.
  7. **Plumbing, Mechanical, and Electrical Plans** showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.
  8. Drawings shall have **legible seals and signatures** when required by the Texas Engineering Practice Act and/or the Texas Board of Architectural Examiners. See <http://www.tbae.state.tx.us> and <http://www.tbpe.state.tx.us>

**Fire sprinkler plans** must be submitted for review directly to **Reed Fire Protection**, Amberton Tower, 4144 N. Central Expressway, Suite 510, Dallas, TX 75204, (214) 638-7599. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by licensed fire protection contractors. If there less than 20 fire sprinkler heads, contact the Fire Marshal for a visual inspection.

**EXISTING BUILDINGS (Remodels & Finish-outs ONLY. Excludes additions)**

The following Items must be included with the application form. **Incomplete plans and/or applications may not be processed or will create delays.**

- A. **Permit Application Form.** (Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.)
- B. **Energy Code Analysis:** This should be the COM check printout or equivalent information from the tables of the 2006 IECC. COM check is a free download from the U. S. Department of Energy at [www.energycodes.gov](http://www.energycodes.gov). **Note:** for interior work only the items affected by the remodeling need to be calculated.
- C. **Asbestos Survey.** Remodeling or demolition of any commercial building or space in a building requires an asbestos survey be done. Any permit submitted to the city requires a statement be attached to the application that an asbestos survey has been done as required by the state. The survey has to be kept at the project site and be available to the Texas Department of Health on request.
- D. **Architectural Barriers Registration.** Applicant shall submit proof that plans have been submitted to the state or an independent contractor for accessibility review. Smaller projects exempt from state plan review are still required to comply with state standards. The City will review the plan for compliance to standards as adopted by the Building Code.
- E. Four (4) sets of Construction plans (on paper) and one (1) set on disc in PDF format to include the following: (Disc not required for small projects where the maximum sheet size does not exceed 11" x 17".)
  1. **Cover sheet** containing the same information listed under New Buildings.
  2. **Plot plan or Site Plan** showing the location on the property. For interior spaces, provide a plan showing access to exterior exits. Show the entire accessible route to nearest accessible parking.
  3. **Floor plans** showing the area being remodeled including all corridors and stairways involved in exiting the subject space.
  4. **Elevations** showing any exterior walls that are to be changed. Specify materials and colors.
  5. **Typical wall sections** showing construction materials and insulation.
  6. **Plumbing, Mechanical, and Electrical Plans** showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.
  7. Drawings shall have **legible seals and signatures** when required by the Texas Engineering Practice Act and/or the Texas Board of Architectural Examiners. See <http://www.tbae.state.tx.us> and <http://www.tbpe.state.tx.us>
- F. If the establishment requires a Tarrant County Health Department license, then a **health department plan review is required.** This applies to any **food service operation, grocery store, day care, or assisted living facility.** It is the applicant's responsibility to submit directly to the health department. Contact Duane Barritt at 817-321-4960 or [dbarritt@tarrantcounty.com](mailto:dbarritt@tarrantcounty.com).
- G. If more than 20 fire sprinkler heads are added or relocated, **fire sprinkler plans** must be submitted for review. Plans are submitted directly to **Reed Fire Protection**, Amberton Tower, 4144 N. Central Expressway, Suite 510, Dallas, TX 75204, (214) 638-7599. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by licensed fire protection contractors. If there less than 20 fire sprinkler heads, contact the Fire Marshal for a visual inspection.