



## City of Southlake

### GUIDELINES FOR COMMERCIAL APPLICATIONS AND PLAN SUBMITTALS

#### BUILDING INSPECTIONS

1400 Main St., Ste. 250, Southlake, Texas 76092

(817) 748-8237 - FAX (817) 748-8241

[www.ci.southlake.tx.us](http://www.ci.southlake.tx.us)

#### CODES

The following codes govern all work in Southlake. The ordinances adopting these codes and any local amendments are available on the city website at: (copy & paste in your Explorer address bar) [http://www.cityofsouthlake.com/SouthlakeGovernment/City\\_Departments/Planning\\_and\\_Development\\_Services/OrdinancesandGuidelines/ordinances\\_guidelines.asp](http://www.cityofsouthlake.com/SouthlakeGovernment/City_Departments/Planning_and_Development_Services/OrdinancesandGuidelines/ordinances_guidelines.asp)

#### BUILDING CODE

Building construction shall comply with the **2006 International Building Code** as adopted per Ordinance No. 930. Please specifically note the following:

- Automatic Fire Sprinkler System is required in all buildings over 6,000 sf floor area.
- Automatic Fire Sprinkler System is required throughout all buildings having floors over 35 feet in height regardless of area or occupancy.

#### ELECTRICAL CODE

Electrical installations shall comply with the **2008 National Electrical Code** as adopted per Ordinance No. 933.

#### ENERGY CODE

Buildings shall comply with the **2006 International Energy Conservation Code** as adopted by ordinance No. 932. This code regulates the effective insulation of the building envelope, efficiency of water heating and HVAC systems, and design of electrical systems.

#### FIRE CODE

The **2006 International Fire Code** as adopted by Ordinance No. 931 includes requirements for Fire Hydrants and Fire Lanes as well as fire protection systems within the buildings.

- Note that no construction may proceed above the ground level slab until fire hydrants and fire lanes are in place and approved by the fire marshal.

#### MECHANICAL CODE

HVAC and other mechanical systems shall comply with the **2006 International Mechanical Code** as adopted by Ordinance No. 936.

#### PLUMBING AND FUEL GAS CODE

Plumbing systems shall comply with the **2006 International Plumbing Code** and the **2006 International Fuel Gas Code** as adopted by ordinances 934 and 935 respectively.

## COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

**CREATION OF A BUILDING SITE.** Before a building application may be submitted the property must be zoned for the use intended and platted as a lot of record. This can be verified at the Planning Department 817-748-8069. Civil Engineering plans are required for all new and most existing building sites. Civil plans shall include public utilities, water, sanitary sewer storm sewer, grading & drainage and erosion control plans and shall be submitted to Public Works Engineering for review and approval. Contact Public Works at 817-748-8098.

**BUILDING PERMITS cannot be issued** before sufficient infrastructure is in place to support the structures and their intended use.

**PERMIT APPLICATION PACKETS** may be left for review and permits picked up between 8:00 a.m. and 5:00 p.m. daily. Applications and plans may be submitted personally, by mail or courier. Our goal is to complete plan review and return comments to applicant within ten working days excluding the day of submittal. Plan review will not begin until all submittal requirements are met. Upon approval the applicant is notified that the permit is ready for pick up and informed of the exact amount of permit fees.

- When applicable, Impact Fees and Park Fees are collected along with the Building Permit Fees.
- Any changes to approved plans will be charged \$50.00 per hour or portion thereof for additional plan review time.
- Water and Sewer meter and tap fees are separate. Contact Utility Billing at 817-748-8052 for information.
- Utility Construction in easements and Rights-of-way is not authorized by Building Permits. Such work is only authorized by Public Works Engineering. An Earth Disturbance or Grading Permit is required before beginning any work on site. Erosion control measures and Tree Protection are enforced under this permit.

### **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 in processing.**

- 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. These are available on the internet at [www.energycodes.gov](http://www.energycodes.gov) as a free download. The printout from them may be submitted with your plans. The Building Department will also accept hand calculations utilizing the provisions from the IECC. See energy code ordinance for envelope tables for this climate zone. **Note:** for the building shell construction only the building envelope requirements are applicable, the MEP verification would be required when these items are installed.
- 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.

- 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.
- 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>

- All Commercial Buildings over 6,000 sq.ft. require automatic fire sprinkler and alarm systems. Fire sprinkler plans are submitted directly to **Reed Fire Protection, 14135 Midway Rd. Suite G260, Addison, TX. 75001. (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.
- The General Contractor shall submit the permit application form listing the contractors in the licensed trades (Plumbing, Electrical, Mechanical) and other information requested on the form.
- The General contractor must be currently registered with the City of Southlake prior to issuance of the building permit. Registration: \$100.00 annual fee. Subcontractors in state licensed trades (M, E, & P) shall also be listed on the application with their license number. They will be contacted for validation prior to permit issue.

### **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](tel: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, 14135 Midway Rd. Suite G260, Addison, TX. 75001. (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.

## **STRIP CENTERS OR MULTIPLE TENANT BUILDINGS**

- **Shell** permits are required. A shell permit must receive a final inspection approval from the Building, Engineering, Fire, Landscaping, and Zoning Departments prior to any Certificate of Occupancy for an interior finish. Energy code compliance with respect to the building envelope is required as part of the shell construction.
- **Interior Finish** permits are required for each separately metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to any final and Certificate of Occupancy. Energy code compliance with respect to the M E P provisions is required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space.
- **Sub metering** of water utilities is required for all multi-tenant buildings that have separate plumbing facilities for each suite or dwelling unit.

## **ACCESSIBILITY REQUIREMENTS**

**Accessibility Requirements for Disabled People** as required by the International Building Code are **strictly enforced**. Compliance with state and federal accessibility requirements is strictly the responsibility of the builder, owner, and designer. State law requires you to submit proof of registration with TDLR before we may issue any building permit. The TDLR Architectural Barriers Division may be reached in Austin at [\(800\) 803-9202](tel:800-803-9202) or [\(512\) 463-3211](tel:512-463-3211).

The Texas Accessibility Standards are on the web at: <http://www.license.state.tx.us/ab/AB.HTM>

## **SITE LIGHTING**

Lighting shown on building plans is included in the general construction permit. All exterior lighting shall comply with the Energy Code and City Ordinance 693-B as to lighting levels, shielding of glare, spill over property lines, and type of lighting fixtures. Exterior lights over 42” high shall be high pressure sodium except fully recessed lights in canopies or roof overhangs such as porches or eaves.

## **SIGNS**

The Southlake Sign Ordinance is **not** a part of the Building Code but a separate ordinance. Signs are not approved until a sign permit is issued. The sign permit is separate from the general building permit. Application for sign permit is made through the Planning Department, third floor, Town Hall. Call 817-748-8195.

## **WATER METERS**

Water meters (over 2”) require that all fees are paid and an account is set up with Utility Billing prior to issuance of the building permit. See Public Works for policies and procedures on larger meters. Call 817-748-8079

## **FENCE OR RETAINING WALL**

A fence or retaining wall shown on your approved plans shall include any required engineering. A separate fence permit is required for any of the following conditions.

- Fences over 6 feet high.
- Retaining walls over 4 feet from bottom of footing to top of wall.
- Swimming pool barriers.
- Masonry fence or column over 4 feet high.

## **DEED RESTRICTIONS**

Deed restrictions are considered a private agreement between property owners. The City of Southlake is not a party to such agreements and does not have any standing in the enforcement. It is each property owner’s responsibility to be aware of and comply with such agreements.

## **STAFF**

**OFFICE HOURS:** Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

**PLANS EXAMINERS** are generally available to see people or take phone calls during office hours. Appointments are encouraged to meet a specific person.

**INSPECTORS** will be available to see people or take phone calls from 12:00 p.m. to 1:00 p.m. daily.

**AT OTHER TIMES** messages may be left on voice mail and calls will be returned as soon as time is available.