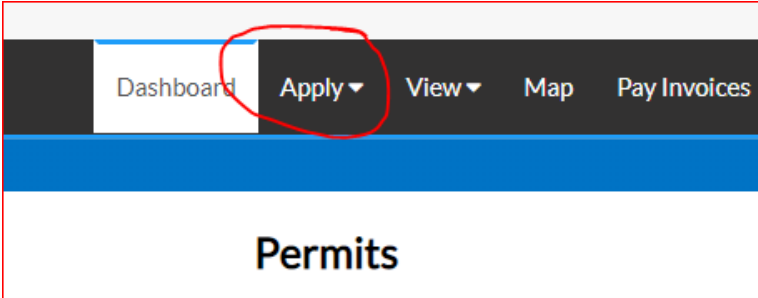
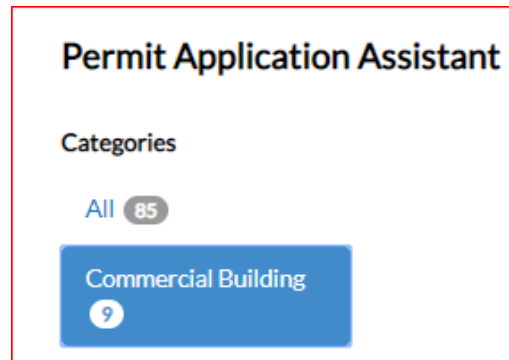
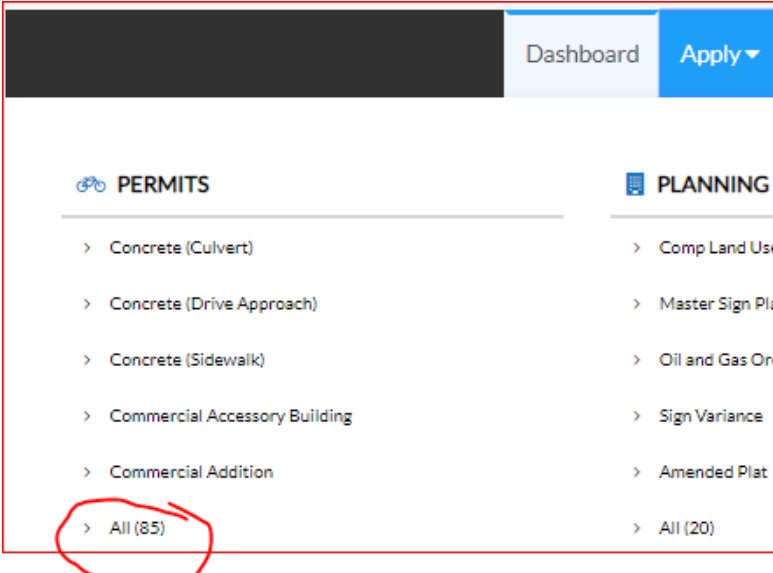


HOW TO SUBMIT A COMMERCIAL PERMIT ONLINE – CSS

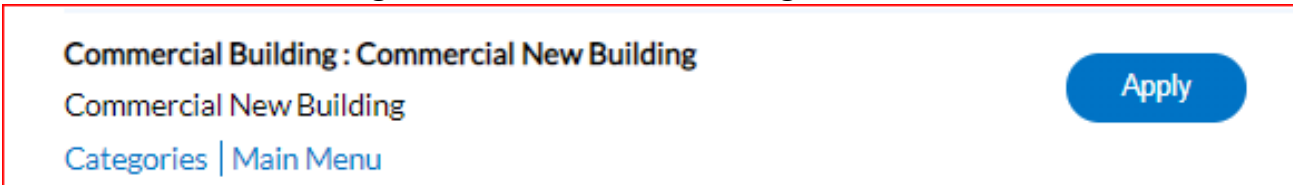
Log In, then on Dashboard view click Apply.



Click All, then Commercial Building



Find Commercial Building: Commercial New Building



Step 1 of 3: Fill out information as required.

Apply for Permit

Step 1 of 3: Basic Information

PERMIT DETAILS

* Permit Type

Description

* Square Feet

* Valuation

Add the Address of where the work is being done. Use the street number and the first 3 letters of the address for the search bar. (You will be able to find suite numbers this way also.)

LOCATIONS

Site Location

Add Location

+

REQUIRED

Search for the Site Location:

[← Back to Application](#)

Add Location

Address Parcel

Add Address As Site Location

Search

Address Information

Search 1400 Main

Address	Action
1400 MAIN ST	<input type="button" value="Add"/>

When added it looks like this (Do not add a second address here)

PERMIT DETAILS

* **Permit Type** Commercial New Building

Description XYZ Company New building

* **Square Feet** 5989

* **Valuation** 350000

LOCATIONS

Type: Site Location

International
1400 MAIN,,

Main Address

Parcel Number
00205-6-

Main Parcel

Site Location

Add Location


+

Adding Contacts:

A commercial permit can be applied for by the Architect or the General Contractor. If the General Contractor is the Applicant, they must be currently registered in the City of Southlake (fee must be paid) prior to submitting for permit. This cannot be entered Manually. If the Tenant or Business Owner will be the general contractor, they must also register but there is no fee. The MEP subcontractors must be currently registered (no fee but verified on state website for license) and are required prior to permit issuance. There are also optional contacts including Superintendent/Project Manager. The Add Contact box dropdown has the list of all Contacts for the permit.


CONTACTS

Applicant



Susie Hernandez (You)
City of Southlake
1400 Main, Southlake,

Architect




Susie Hernandez(You)
City of Southlake
1400 Main, Southlake,

Remove

Architect

Add Contact




[Back to Application](#)




Add Contact

Add Contact As : General Contractor

Search Enter Manually My Favorites

Search susie hernandez 

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Action
	Susie	Hernandez	1400 Main Southlake 76091	City of Southlake	Add
	Susan	Hernandez	1400 Main Southlake 76091	Southlake	Add
	Susan	Hernandez		City of Southlake	Add

My Favorites – click on the star on the left to add to your list.

[Back to Application](#)

Add Contact

Add Contact As : General Contractor

Search Enter Manually **My Favorites**

Search

Sort Relevance ▾

Favorite	First Name	Last Name	Address	Company	Action
<input checked="" type="checkbox"/>	Susie	Hernandez	1400 Main Southlake 76091	City of Southlake	<input type="button" value="Add"/>
<input type="checkbox"/>	Susan	Hernandez	1400 Main Southlake 76091	Southlake	<input type="button" value="Add"/>

Attachments – this includes all building plans, engineering, plot plan, drainage, energy, etc. There are additional requirements based on the lot and conditions. See list of optional attachments. The list of required plans is available on cityofsouthlake.com under Commercial Construction Guidelines. A checklist is also available online.

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, text

2018 Energy Code - Cc Add Attachment + REQUIRED	Arch plans - Cover Shee Add Attachment + REQUIRED	Civil Plans (submitted s Add Attachment + REQUIRED	Engineer plans - Found Add Attachment + REQUIRED
Landscape Plans (shell Add Attachment + REQUIRED	MEP Plans- Engineer S Add Attachment + REQUIRED	TDLR Confirmation (I Add Attachment + REQUIRED	2018 Energy Code - Cor ▾ Add Attachment + REQUIRED

Once you click on Add Attachment your computer drive will pop up. Find the documents to attach and then attach each one separately. The system will not let you attach the same file twice on the same permit. If you load the incorrect plan just click Remove.

The screenshot shows a web-based 'ATTACHMENTS' interface. At the top, it lists supported file types: pdf, jpg, png, jpeg, gif, tiff, text. Below this, there are three blue buttons labeled 'Add Attachment'. The first button is partially obscured by a Windows File Explorer window. The File Explorer window shows the 'Testing Docs' folder with a list of files. The 'Arch Plans' file is selected. The File Explorer window also shows the file name 'Arch Plans' and the file type 'All Files' in the bottom bar, with 'Open' and 'Cancel' buttons.

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, text

2018 Energy Code - Comchecks- Envelope.
File Name: 2018 Energy Code.pdf

Arch plans -Cover Shee
Add Attachment

Civil Plans (subr
Add Attachment

Drive - ... > Testing Docs
Search Testing Docs

Name	Status	Date modified
2018 Energy Code	✓ R	4/6/2020 2:01 PM
<input checked="" type="checkbox"/> Arch Plans	✓ R	4/27/2020 10:35 A
Braced Wall Framing	✓ R	4/6/2020 2:00 PM
Civil Plans	✓ R	4/27/2020 10:35 A
Eng Drainage	✓ R	4/6/2020 2:00 PM
Engineer Plans	✓ R	4/27/2020 10:36 A
Floor Truss Plan	✓ R	4/6/2020 2:00 PM
Foundation Plans	✓ R	4/6/2020 1:59 PM
Landscape Plans	✓ R	4/27/2020 10:36 A
MEP Plans	✓ R	4/27/2020 10:37 A
Plans (Floor, Roof, Elevations, MEP pla...	✓ R	4/6/2020 1:59 PM
Plot Plan	✓ R	4/6/2020 1:58 PM
SWPPP approval letter from PW Envir...	✓ R	4/6/2020 1:57 PM
TDLR Confirmation	✓ R	4/27/2020 10:35 A

Arch Plans
All Files
Open Cancel

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, text

2018 Energy Code - Comchecks- Envelope. File Name: 2018 Energy Code.pdf File Size: 25.86 KB Remove	Arch plans -Cover Sheet (Include site. kev plan. File Name: Arch Plans.pdf File Size: 27.42 KB Remove	Civil Plans (submitted separatelv to Puiblic File Name: Civil Plans.pdf File Size: 26.06 KB Remove	Engineer plans - Foundation. framing. File Name: Engineer Plans.pdf File Size: 26.82 KB Remove
Landscape Plans (shell onlv) File Name: Landscape Plans.pdf File Size: 26.98 KB Remove	MEP Plans- Engineer Seal Required File Name: MEP Plans.pdf File Size: 26.04 KB Remove	TDLR Confirmation (If value over \$50.000) File Name: TDLR Confirmation.pdf File Size: 25.11 KB Remove	<div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 10px; text-align: center;"><div style="border-bottom: 1px solid white; margin-bottom: 5px;">2018 Energy Code - Cor ▾</div><div style="font-size: 24px; font-weight: bold; color: white;">+</div><div style="font-weight: bold; color: white;">Add Attachment</div></div>

[Save Draft](#) [Next](#)

When completed click Next.

Step 2 of 3: Additional Information

The information marked * is Required for submittal. Also fill out any additional information that applies to your project.

Step 2 of 3: Additional Information

Permit Type : Commercial New Building

Building Information

*Type of Work	<input type="text" value="New Building (Include finish out)"/>
*Construction Type	<input type="text" value="Type V B"/>
*Occupancy Classification	<input type="text" value="B"/>
*Fire Sprinklered	<input type="text" value="No"/>
Occupant Load	<input type="text" value="59"/>

Step 3 Of 3: Application Summary – verify all information is correct.

[← Back to Step Two](#)

Apply for Permit

Step 3 of 3: Application Summary

Basic Info

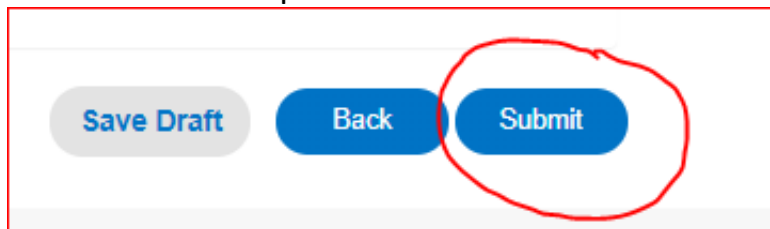
Type	Commercial New Building
Description	XYZ Company
Square Feet	5989
Valuation	350000
Application Date	04/27/2020

Locations

Location 1	1400 MAIN,,
Location 2	00205-6-

Contacts

When the information is confirmed the permit can be submitted:



Save Draft Back Submit

At any time after step one the permit can be saved as a draft.

* After the permit is saved it will be confirmed that all required plans were submitted. After confirmation, a Plan Review fee must be paid. The plan review fee is 40% of the permit fee which is based on the value of construction. This must be done prior to plan review. Impact fees and other fees may apply.