



Commercial Submittal Guidelines

These guidelines are for information purposes only.
The contractor is obligated to comply with all adopted codes and ordinances

BUILDING INSPECTIONS
1400 Main St., Ste. 250 – Southlake, Texas 76092
(817) 748-8237 or 8236

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 www.cityofsouthlake.com

BUILDING CODE

Building construction shall comply with the 2018 International Building Code as adopted per Ordinance No. 1209. Please specifically note the following:

- Automatic Fire Sprinkler System is required in all buildings over 6,000 sf enclosed area.
- Automatic Fire Sprinkler System is required throughout all buildings having floors over 35 feet in height regardless of area or occupancy.
- Check the IBC for more sprinkler requirements based on occupancy.

ELECTRICAL CODE

Electrical installations shall comply with the 2020 National Electrical Code as adopted per State of Texas requirements.

ENERGY CODE

Buildings shall comply with the 2018 International Energy Conservation Code as adopted by ordinance No. 1208. 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 2018 International Fire Code as adopted by Ordinance No. 1211 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 2018 International Mechanical Code as adopted by Ordinance No. 1213.

PLUMBING AND FUEL GAS CODE

Plumbing systems shall comply with the 2018 International Plumbing Code and the 2018 International Fuel Gas Code as adopted by ordinances 1212 and 1214 respectively. Food Service applications must comply with the FOG (Fats, Oil and Grease) Manual and Policy and sample port found on the website under Public Works.

CREATION OF A BUILDING SITE. Before a building application may be submitted, the property must be zoned for the use intended and platted. 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.**

AIRPORT ORDINANCE Construction in the Airport Overlay Zone shall be as specified in the Airport Compatible Land Use ordinance (No. 479). This shall include certification by a competent design professional that the proposed design will accomplish the required noise level reduction when such reduction is required by that ordinance prior to permit issuance.

TREE PROTECTION

- **A Tree Protection Permit is required for any site with existing trees. (Submit online with a tree survey)**
- Trees required to be protected shall be fenced at the outer limit of the drip line in accordance with the Tree Preservation Ordinance.
- Tree preservation signs shall be posted if protected trees are present; at least one for every 20 feet of tree protection fencing.
- All tree protection must be installed prior to conducting any grading or construction activity.
- Tree protection fencing shall be maintained throughout the duration of the job.
- All inspections will be cancelled or citations issued until required protection is installed.

PERMIT APPLICATIONS Permits are submitted online with plans uploaded. A plan review fee is due at time of submittal. Plan review will not begin until all submittal requirements are met.

- When applicable, Impact Fees, Ft. Worth Impact Fees, Tap Fees and Park Fees are collected along with the Building Permit Fees.
- Projects located in the **Southlake Town Square** will need an **approval stamp** from Southlake Town Management prior to submittal for building permit, located at 1560 E Southlake Blvd #100 or call 817-329-5566.
- Any changes to approved plans will be charged \$50.00 per hour (minimum 2 hours) for additional plan review time.
- 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 along with a Tree Protection Permit is required before beginning any work on site. Erosion control measures and Tree Protection are enforced under these permits.

ACCESSIBILITY REQUIREMENTS (Architectural Barriers) - Accessibility Requirements as per 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 and review with the Texas Department of Licensing and Regulation (TDLR) before we may issue any building permit. The TDLR Architectural Barriers Division may be reached in Austin at (800) 803-9202 or (512) 463-3211. The Texas Accessibility Standards are on the web at: <http://www.license.state.tx.us/ab/AB.HTM> **Final approved Texas Accessibility Standards inspection is required prior to Certificate of Occupancy on all commercial buildings and tenant spaces regardless of submittal to TDLR.**

NEW BUILDINGS (Includes new additions to existing buildings)

The following items must be included with the application. **Incomplete plans or applications may not be processed.** (Any approved plans not picked up within 45 days after notification will be considered abandoned.)

- A. **A plan review fee** will be due at permit submittal. The plan review fee is calculated at 40% of the permit fee and the remaining 60% will be paid at permit issuance.
- B. **Permit Application. A separate permit is required for each building, structure, and/or suite.** Permits are multi-trade and include MEP work. Subcontractors listed must be registered with the city. There is no fee for state license holder registration.
- C. **Energy Code Analysis:** The U. S. Department of Energy software program COMcheck may be based on 2018 IECC or on ASHRAE/IES 90.1-2013. This is available on the internet at www.energycodes.gov as a free download. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.
- D. **Asbestos Survey.** An asbestos survey is required for public or commercial buildings prior to renovation or demolition per state regulations. The survey is to be kept at the project site and be available to the Texas Department of Health on request. Verification is required in the permit submittal. See the Texas Department of State Health Services Occupations Code Chapter 1954.259 - Asbestos Health Protection
- E. **Architectural Barriers Registration.** Applicant shall submit proof that plans have been submitted and reviewed by an independent contractor for accessibility review by submitting the confirmation printout from the state website. Smaller projects exempt from state plan review are still required to comply with state standards and must be inspected by a RAS prior to final inspection. The City will review the plan for compliance to standards as adopted by the Building Code.
- F. If the establishment requires a Tarrant County Health Department license, a **health department plan review is required.** This applies to any food service operation, grocery store, day care, assisted living facility, etc. 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 drbarritt@tarrantcounty.com.
- G. **Complete set of scaled and properly labeled plans** to include the following. One final set of compiled updated digital plans must be submitted at approval.
 1. **Cover Sheet** shall provide basic code information in an organized manner containing at least:
 - a. Name, address, email 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 IBC 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 and area calculations.
 2. **Site Plan** meeting all the requirements of Section 40 of the Southlake Zoning Ordinance and approved by City Council. 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. All

site plans must include a true north arrow.

3. If public infrastructure is included, the Civil plans are required to be submitted separately to Public Works by the Engineer. Building Plans shall 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** (irrigation is a separate permit); 3. **Erosion Control Plan**; and 4. **Civil plans** showing grading and drainage, utility work and site paving.
 4. Engineering Plans including foundation, framing, wall bracing, etc. Include shop drawings (truss, etc.)
 5. Floor plans to scale showing the area being built or added onto, including all corridors and stairways involved in exiting the subject space. Include a Life Safety Plan (Egress & Occ. Load).
 6. Elevations showing any new or altered exterior walls. Color renderings may be required for Planning.
 7. Typical wall sections showing construction materials and insulation placement for the building envelope.
 8. Plumbing, Mechanical, and Electrical Plans showing all work in the scope of the project sealed by an engineer or note the existing systems on the plans. Specific equipment schedules are required to verify compliance with the Energy Code. **Food Service** applications must comply with the FOG (Fats, Oil and Grease) Manual and Policy and sample port found on the website under Public Works. FOG worksheet is required to be sealed by a plumbing engineer.
 9. The construction documents shall be prepared by a registered design professional in addition to where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Architects and engineers shall be required on each project except where otherwise determined by the building official. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.
 10. Special Inspections Report signed and sealed by the Registered Design Professional in Responsible Charge.
- H. All New Commercial Buildings over 6,000 square feet of enclosed area require automatic fire sprinkler and alarm systems in addition to any building code requirements for sprinklers. Change of use in an existing building may also require fire sprinklers. Fire sprinkler plans are submitted directly to one of the following: **Reed Fire Protection**, 14135 Midway Rd. Suite G260, Addison, TX. 75001, 214-638-7599; **Green Tag Engineering**, 4221 Wilson Lane, Carrollton, TX 75010, 682-214-4824; **Coker Engineering LLC**, 1540 Keller Pkwy, Ste. 108, Keller TX 76248, 817-742-2409. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by a licensed fire protection contractor. Approved plan will be forwarded to the Fire Marshal's office.
- I. The General contractor must be currently registered with the City of Southlake prior to issuance of the building permit. Registration: **\$105.00 annual fee**. Subcontractors in state licensed trades (Mechanical, Electrical, & Plumbing) shall also be listed with their valid state 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 submittal. See New Buildings section above for details on each item. Incomplete plans and/or applications will not be processed

- A. **A plan review fee** will be due at permit submittal. The plan review fee is calculated at 40% of the permit

fee and the remaining 60% will be paid at permit issuance.

- B. Permit Application. **A separate permit is required for each building, structure, and/or suite.** Permits are multi-trade and include MEP work. Subcontractors listed must be registered with the city. There is no fee for state license holder registration.
- C. Energy Code Analysis.
- D. Asbestos Survey. A signature is required on the permit application.
- E. Architectural Barriers Registration.
- F. Complete sets of scaled and properly labeled plans to include the following. One final set of compiled updated digital plans must be submitted at approval. Plans must be labeled appropriately to include the following:
 - 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 key plan. 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. Include a Life Safety Plan showing access to exterior exits and the occupant load.
 - 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. **Food Service** applications must comply with the FOG (Fats, Oil and Grease) Manual and Policy and sample port found on the website under Public Works. FOG worksheet is required to be sealed by a plumbing engineer.
 - 7. The construction documents shall be prepared by a registered design professional in addition to where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Architects and engineers shall be required on each project except where otherwise determined by the building official. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.
- G. If the establishment requires a Tarrant County Health Department license, a health department plan review is required.
- H. If more than 20 fire sprinkler heads are added or relocated, fire sprinkler plans must be submitted for review. ****When applying for a commercial finish out prior to the commercial shell building being accepted, the finish out contractor is responsible for maintaining the fire suppression system in a manner that complies with the requirements of NFPA 13.****

STRIP CENTERS OR MULTIPLE TENANT BUILDINGS

- **Multi-tenant** - Shell only construction is one permit and each tenant in a multi-tenant building is a separate permit. A shell permit must be dried-in prior to issuance of interior finish-out permits and must receive a final inspection approval from the Building, Engineering, Fire, Landscaping, and Planning/Zoning Departments prior to any Certificate of Occupancy. Drainage survey/letter, verification of Energy code compliance with respect to the building envelope and exterior lighting photometric are required as part of the shell construction.

- **Interior Finish** permits are required for each separately addressed (including suite numbers) tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to Certificate of Occupancy. Energy code compliance with respect to the mechanical and lighting provisions are required as a part of the interior finish construction.
- **Certificate of Occupancy (Re-occupancy)** permits are required for any re-occupancy of previously permitted space with no construction changes.
- **Sub metering** of water utilities is required for all multi-tenant buildings with five or more suites that have separate plumbing facilities for each suite or dwelling unit that was constructed after January 1, 2003.

RESUBMITTALS

Resubmittal requirements: upload to the permit a response letter detailing changes/corrections from the City Word doc, additional submittal documents, revised plans with changes clouded and noted, uploaded to the permit. All comments must be addressed within the plans. Cloud all comments and note where changes have been made within the written response. All updated plans, both Architecture and Engineering must be submitted with new seal, signature and date. If plans are approved and submitting the final set submit: upload one full set of compiled plans, letter, and documents.

SIDEWALKS – Sidewalks are required on both sides of all streets in new platted or re-platted developments. Sidewalks must be construction at the development stage for Common Areas and at the construction of the building for the building lot. All non-residential sidewalks in the right-of-way shall be at least 5 feet wide or in conformance with the Trail System Master Plan/Pathways Plan, whichever is greater.

SEPTIC SYSTEMS

Properties on Septic Systems must show the location of lateral lines or aerobic system on the site plan and must show setbacks from all structures as required by the Tarrant County Health Department. If city sewer is available, new buildings are required to connect to City sewer within 100 feet of the property line.

EXISTING GREASE INTERCEPTORS

Establishments looking to move into a property with an existing grease interceptor must contact a liquid waste hauler to have the contents of the grease interceptor removed and thoroughly cleaned by means of power washing. This is to enable Public Works staff to perform a visual and operational inspection of the grease interceptor. The cleaning and inspection must take place at the same time. Contact Public Works Operations at 817-748-8082 when you have a date and time scheduled for the cleaning.

WELLS

Properties with an alternative water source (well water) have the potential for a cross connection of the municipal water supply. Any alternative water supply not regulated by the TCEQ is considered a high health hazard. The water department is obligated to protect the municipal water system and the customer from any health hazards due to cross connections. Thus, the water department shall require any water customer with an alternative water source to create two physical separations from the alternative water sources, where appropriate. The two acceptable physical separations are either a reduced pressure principal assembly (RPZ) or an air gap. When adding a RPZ, a closed loop plumbing system is created. At that time, an expansion tank will be required to be added to all water heaters on site. This is not required for tankless water heaters. A permit is required for adding a RPZ and for any expansion tanks. All Backflow reports must be submitted to VEPO at www.vepollc.com.

SITE LIGHTING

Lighting shown on building plans is included in the shell or new building construction permit with the exception of

linear LED lighting or up-lighting which requires approval from City Council. All exterior lighting shall comply with the 2018 Energy Code and City Ordinance 693-C as to lighting levels, shielding of glare, light spill over property lines, and type of lighting fixtures. Exterior lights over 42” high shall be high pressure sodium or max 4300 Kelvin LED. Mercury Vapor, Metal Halide or other white lights are not permitted except when fully recessed lights in canopies or roof overhangs such as porches or eaves. Lighting intensity is limited at property lines by zoning and on site shall not exceed 20 foot candles except under canopies where the limit is 30 foot candles. All luminaries shall be shielded from glare at streets and drives as well as at the property line. See the Lighting ordinance for additional requirements.

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. For information on sign permits call 817-748-8215.

WATER METERS

Water meters require that Southlake and Ft. Worth Impact fees are paid with the permit and an account is set up with Water Utilities Customer Service prior to setting the meter. Impact fee information is available on the website at <https://www.cityofsouthlake.com/1760/Impact-Fee-Information>. See Public Works for policies and procedures on meters larger than 2” call 817-748-8082. For other impact fee questions call Public Works Engineering at 817-748-8098. [All Backflow reports to VEPO at www.vepollc.com](http://www.vepollc.com)

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 7 feet high.
- Retaining walls over 4 feet from bottom of footing to top of wall. (Requires engineering)
- Swimming pool barriers.
- Masonry fence or column over 4 feet high. (Requires engineering)

PROPERTY RESTRICTIONS

Deed restrictions/CCR/ Property management agreements are considered a private agreement between tenant and property owner/management company. 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.

CONSTRUCTION OFFICE/TRAILER

A separate permit is required for any construction trailer. Requirements for submittal online: site plan, engineered anchor plan, floor plan, water/sewer tie in. Maximum size is 2,000 square feet allowed only during actual construction maximum 2 years. See ordinance IBC Section 107 for additional information.

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 during 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. One Plans Examiner is on duty each day and appointments are encouraged to meet with a plans examiner.

INSPECTORS To contact an inspector, either leave a message on voice mail and calls will be returned as soon as

time is available or send an email. To contact inspectors please call 817-748-8226 or 817-748-8969.