



APPLICATION FOR COMMERCIAL BUILDING PERMIT

Tenant / Business Name: _____

Address / Location: _____

Owner Name: _____ Phone: _____

Owner Address: _____

General Contractor Name: _____ Phone: _____

Contractor Address: _____

Contact Person for Comments: _____ Phone: _____

New building: YES NO If NO, is this building equipped with a fire suppression system? YES NO

Describe Building Use: _____

Describe Scope of Work: _____

Square feet of heated area: _____ Square feet of unheated area: _____ Square feet total: _____

If remodel, has this building been checked for asbestos? YES NO

Texas Department of State Health Services requires an ASBESTOS SURVEY to be conducted on all remodel of Commercial Buildings. Attach a copy of the ASBESTOS SURVEY.

www.dshs.state.tx.us/asbestos

If this is to be a wood framed building termite treatment is required. Either of the following:

1. Chemical Termiticide Soil Treatment
2. Chemical Termiticide Field Applied Wood Treatment
3. Physical Barriers

Verification documents of subterranean termite protection treatment required before framing inspection.

Attach two (2) complete bound sets of building plans that are required. Please include existing floor plan(s) for additions and renovations.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Email: _____



Commercial Building Permit

Permits for new commercial construction within the city limits or the Extraterritorial Jurisdiction (ETJ) of the city, shall require building, electrical, mechanical, and plumbing permits. The building permit must be obtained before any other permit shall be issued. Other requirements may need to be met before a building permit can be issued depending upon the property location, zoning, or based on design guidelines for the area and equipment installed in the building.

Permits are also required for construction that changes, moves or repairs walls, floors, ceilings, windows, doors, electrical, mechanical, or plumbing.

Permits are not required for "cosmetic" remodels (floor or wall coverings, cabinets, counter tops, shelving, etc.) or plumbing fixture replacement.

COMMERCIAL New Construction

The following are required before any permit will be issued.

1. Legal description and proof of ownership of the property.
2. Survey of the property.
3. Site plan. (8-1/2"x11" format)
4. Any Commercial New Construction building under 1,200 sq. ft. will require the following:
 - a. Two (2) complete sets of Building Plans drawn to an established engineering scale.
5. Any Commercial New Construction building 1,200 sq. ft. or more will require the following:
 - b. Two (2) complete sets of engineering stamped Building Plans drawn to an established engineering scale.
 - (A.) Building Plans consist of the following: Foundation Plan, Floor Plan, Structural Plan, Electrical Plan, Plumbing Plan, Exterior Building Elevations and Roof Plans.
6. Windstorm-Completed Texas Department of Insurance WPI-1 Form
www.tdi.state.tx.us/sind/downloads.html#eng-1
7. Fire suppression plan. (To be reviewed by the Fire Marshall)

Certificate of Occupancy (C of O)

A Certificate of Occupancy is required for **ALL** new construction of a building or interior finish space or any change of use type.

You must provide the following items to receive a Certificate of Occupancy for any commercial interior finish space or any change of use type.

1. Floor Plan (Scale: 1/4"=1'-0")
2. Registered DBA (doing business as) Name with the Madison County Clerk's Office.
3. Fire Suppression Plan (1/4"=1'-0") (To be reviewed by Fire Marshal)

Call before you dig!!! (1-800-344-8377) This is a Free Service!

NOTE: Please allow two weeks for full plan reviews and building permit issuance.

Should you have any questions please contact the Building Official.

City Office: 936-348-2748