



City of Dilley

101 South Commerce Dilley, Texas 78017
Phone: (830) 965-1624 Fax: (830) 965-1920

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan^(a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report (2009 IECC)^(b)
12. Asbestos Survey (for renovation or demolition permits)^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information^(d)

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



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101 S Commerce
Dilley, Texas 78017

Commercial Permit Application

Building Permit Number: _____		Valuation: _____		
Project Name: _____		Square Foot: _____		
Project Address: _____		Zoning: _____		
Project Description:	New ☐	Addition ☐	Remodel ☐	Finishout ☐
Sign ☐	Plumbing ☐	Mechanical ☐	Electrical ☐	Other ☐
Scope of Work: _____				

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Fax Number: _____	
		Email: _____	

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
General Contractor	Contact Person	Phone Number	Contractor License Number ☐
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Electrical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number ☐
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number ☐

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.

A certificate of occupancy must be issued before any building is occupied.

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 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 other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Public Works	Approved By: _____ Date: _____	Zoning	Approved By: _____ Date: _____
Water/Sewer	Approved By: _____ Date: _____	Building	Approved By: _____ Date: _____

Building Permit Fee: _____
Water Impact Fee: _____
Sewer Impact Fee: _____
Water Deposit: _____
Water/Sewer Connection: _____

Total Fees: _____
Receipt #: _____
Issued Date: _____
Issued By: _____
BV Project #: _____



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

☐ ELECTRICAL CONTRACTOR	☐ MECHANICAL (HVAC)
☐ MASTER ELECTRICIAN	
☐ JOURNEYMAN ELECTRICIAN	☐ IRRIGATOR (LANDSCAPE)
☐ MASTER SIGN ELECTRICIAN	☐ BACKFLOW <i>(special form required)</i>
☐ MASTER PLUMBER	☐ THIRD PARTY ENERGY PROVIDER
☐ JOURNEYMAN PLUMBER	☐ WASTE CONTRACTOR
	☐ OTHER

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE



City of Dilley

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101 S Commerce

Dilley, Texas 78017

Fire Alarm / Fire Sprinkler Application

Permit Number:	_____	Building Valuation:	_____
Project Name:	_____	Zoning District:	_____
Project Address:	_____	Square Foot:	_____
Project Description:	FIRE ALARM ☐ FIRE SPRINKLER ☐		
MUST PROVIDE 2 COMPLETE SETS OF PLANS			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

Fire Alarm Contractor	Contact Person	Phone Number	Contractor License Number ☐
Fire Sprinkler Contractor	Contact Person	Phone Number	Contractor License Number ☐

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. 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 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 other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY:

Approved by: _____	Date Approved: _____
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Fire Alarm Plan Review Fee: _____
Fire Alarm Inspection Fee: _____
Fire Sprinkler Plan Review Fee: _____
Fire Sprinkler Inspection Fee: _____

Total Permit Fee: _____
Issued Date: _____
Issued By: _____
BV Project #: _____

Exhibit A: BUILDING PERMIT FEE SCHEDULE

The following fees are referenced in the 1997 Uniform Building Code.

Section 107.2 Permit Fees

The fee for each permit shall be as set forth in Table 1-A.

Section 107.3 Plan Review Fees

When submittal documents are required by Section 106.3.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 107.2 and are in addition to the permit fees.

Table 1-A - Building Permit Fees

Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$501 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Other Inspections and Fees: Charge	Hourly
1. Inspections outside of normal business hours..... hour* (minimum charge – two hours)	\$47.00 per
2. Re-inspection fees assessed under provisions of Section 305.8..... hour*	\$47.00 per
3. Inspections for which no fee is specifically indicated..... hour* (minimum charge – one-half hour)	\$47.00 per
4. Additional plan review required by changes, additions or revisions to plans..... hour* (minimum charge – one-half hour)	\$47.00 per
5. For use of outside consultants for plan checking and Inspections, or both..... costs**	Actual
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.	

Building Permit Valuation

The building permit fee charged to build a new building, to add on to an existing building, to remodel or to alter an existing building shall be based on the valuation determined by occupancy type/square footage by jurisdiction. The building permit fee shall be calculated based upon figures from Table 1-A.

**EXHIBIT B
SCHEDULE OF FEES**

Code Services

Commercial and Multi-Family construction plan review

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Single Family Residential construction plan review and inspection

Commercial and Multi-Family construction inspection

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

Fire Services

Fire Code Plan Review Services (Fire Alarm and/or Sprinkler System)

Valuation*	Fee
\$1. ⁰⁰ to \$250,000. ⁰⁰	\$500. ⁰⁰
\$250,001. ⁰⁰ to \$500,000. ⁰⁰	\$850. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1100. ⁰⁰
\$1,000,001. ⁰⁰ to \$3,000,000. ⁰⁰	\$1600. ⁰⁰
\$3,000,001. ⁰⁰ to \$6,000,000. ⁰⁰	\$2400. ⁰⁰
\$6,000,001. ⁰⁰ and up	\$2400. ⁰⁰ for the first \$6,000,000. ⁰⁰ plus \$0.25 for each additional \$1000. ⁰⁰

Fire Code Inspection Services (Fire Alarm and/or Sprinkler System)

Valuation*	Fee
\$1. ⁰⁰ to \$250,000. ⁰⁰	\$750. ⁰⁰
\$250,001. ⁰⁰ to \$500,000. ⁰⁰	\$1050. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1350. ⁰⁰
\$1,000,001. ⁰⁰ to \$3,000,000. ⁰⁰	\$1900. ⁰⁰
\$3,000,001. ⁰⁰ to \$6,000,000. ⁰⁰	\$2850. ⁰⁰
\$6,000,001. ⁰⁰ and up	\$2850. ⁰⁰ for the first \$6,000,000. ⁰⁰ plus \$0.25 for each additional \$1000. ⁰⁰

*Valuation is based upon construction valuation for project

Annual Fire Safety Inspections

Annual Fire Safety Inspection Program setup for City (one-time fee)	\$1000.00
Annual Fire Safety Inspection and each re-inspection (per location)	\$150.00