



APPLICATION FOR A COMMERCIAL CONSTRUCTION PERMIT

PROJECT INFORMATION

Date: _____

Permit No. _____

The undersigned in accordance with the Palestine City Code, hereby applies for a permit for the construction, alteration or addition of a building/structure at:

Project Address: _____ Palestine, TX. 75 _____

Project Address:

Lot: _____ Block: _____ Zoning: _____ Square Footage _____

Estimated Cost of project: \$ _____ No. of Stories _____

All projects over \$50,000 must be submitted to the Texas Department of Licensing and Regulation for an Americans with Disability Act (ADA) review. We cannot accept any plans without a "Proof of Submission Form" from a State Licensed Registered Accessibility Specialist.

TAS Permit Number: _____

Building Use: _____

Project Name: _____

Type of Construction: New ☐ Addition ☐ Other ☐ _____

* Remodel ☐ Shell ☐ ☐ Tenant Finish-Out

If remodel, addition or other, will there be any demolition involved in project? _____

Briefly describe work to be done:

***Note:** Commercial remodel and demolition work are required to have an asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP). We cannot accept any plans without the results of the asbestos survey.

OWNER/CONTRACTOR INFORMATION

Owner Name: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone Number: _____ Fax Number: _____

Name of Contractor: _____ Registration No. _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Applicant shall comply with the provisions of all Building, Zoning, Fire and Health Laws governing the construction of the above described building, whether specified herein or not.

Signature of Applicant: _____ Date: _____



COMMERCIAL PLAN REVIEW CHECKLIST

COMMERCIAL BUILDING PERMIT REQUIREMENTS:

To process and expedite your Commercial Building Permit, the following items are required to be provided with your Permit Application. Please mark appropriate box for each line:

Yes No N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Completed Commercial Building Permit Application |
| ☐ | ☐ | Current and valid address of property |
| ☐ | ☐ | Three full sets of plans (architectural, civil/site, MEP and landscape) |
| ☐ | ☐ | Plans must be minimum 11" by 17" and drawn to scale |
| ☐ | ☐ | ☐ A "Proof of Submission" form from a State Licensed Registered Accessibility Specialist and a TAS permit number for total project valuations exceeding \$50,000 |
| ☐ | ☐ | ☐ Current asbestos survey results for <u>any</u> remodel or demolition |
| ☐ | ☐ | ☐ COMcheck Energy Compliance Certificate for new construction |
| ☐ | ☐ | ☐ Building size of 5,000 sq. ft. and greater, requires a P.E stamp and signature |
| ☐ | ☐ | ☐ Building with spans of 24' or greater requires a P.E stamp and signature |
| ☐ | ☐ | ☐ Retaining walls over 4', wall details requires a P.E stamp and signature |

If any of the above items are marked NO, plan submittal is incomplete and will not be processed.

Plans will not be processed until **all** NO marks are resolved. This sheet is intended as a guide and may not be inclusive of all requirements. Additional items may be required based on your site and proposed improvements.

SITE PLAN REQUIREMENTS:

The following items must be included on your site plan.

- ☐ Must show address of property
- ☐ Square footage of proposed building
- ☐ Plans must be drawn to scale on minimum 11" x 17" paper.
- ☐ Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
- ☐ North direction arrow must be provided.
- ☐ All existing and proposed structures must be shown with building dimensions and distances from property lines.
- ☐ Access driveways, ramps and sidewalks must be shown with dimensions, shape and location
- ☐ All recorded public easements; (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
- ☐ Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.



COMMERCIAL PLAN REVIEW CHECKLIST

CONTACT:

This checklist is intended as a basic information tool to acquaint owners and developers with the City of Palestine codes, regulations and plan checking process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. Please reviews the material included here and direct any questions to the Development Services Department, 504 N. Queen St., Palestine, TX, 75701, or by calling 903-731-8495. Please return the completed checklist and application, along with the required plan sheets. For new development projects, please contact Development Services for additional requirements.

For Office Use Only

Designated Palestine Historical Landmark? Yes_____ No_____

Located in Designated Historical District? Yes_____ No_____ What District?_____

Zoning Approval:_____ Date: _____

Building Dept. Approval:_____ Date: _____