



COMMERCIAL BUILDING PERMIT APPLICATION

City of Pittsburg
200 Rusk Street
Pittsburg, TX 75686
Phone: 903-856-3621 Fax: 903-856-0544
Email: mary.ornelas@pittsburgtx.gov

Application Date: _____ Permit # _____ Site Plan Permit # _____

Project Name _____ Type Business _____

Project Address _____ Street _____ Bldg./Unit/Suite # _____ Zoning _____
(Duplex, Apts. Commercial, Industrial, etc.)

OWNER INFORMATION

Owner Name	Phone Number	Email
Owner Mailing Address	Street	City State Zip code

CONTRACTOR & ARCHITECT OR ENGINEER INFORMATION

Contractor/ Company	Phone Number	Email
Contractor Address	Street	City State Zip code
Architect or Engineer	Phone Number	Email

SUBCONTRACTORS – REQUIRED TO BE REGISTERED WITH CITY PRIOR TO ISSUANCE OF PERMIT

Electrical Contractor	Phone
Plumbing Contractor	Phone
Mechanical Contractor	Phone

COMMERCIAL DEVELOPMENT TYPE (COMPLETE ALL THAT APPLY)

☐ Retail ☐ Multi-family/Apartments ☐ Restaurant ☐ Industrial (provide detail narrative) ☐ Grocery ☐ Church	☐ Automobile Sales ☐ Outdoor Display Sales ☐ Mechanic ☐ Farm Equipment ☐ Mixed Use ☐ Other _____	
No. of Dwelling Units (for Apartments):	Building area (sq. feet):	Estimated Job Cost:
*Fire Sprinklers: ☐ YES ☐ NO *A separate application will be required.	* Fire Alarm: ☐ YES ☐ NO * A separate application will be required.	☐ Applicant will comply with EPA Rule regarding Lead- Based Paint Renovation, Repair and Painting (RRP) rule in structure.

All commercial projects over \$50,000.00 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.

TAS # _____

Remodel / Renovation projects are required to have an asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air (NESHAP). Has this survey been conducted?

☐ Yes ☐ No If the answer is no, then as the owner/operator of the renovation site, I understand that it is my responsibility to have this survey conducted in accordance with TAHPR and NESHAP prior to renovation / demolition permit being issued by the City of Pittsburg. (Copy of survey must be attached)

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant is: ☐ Owner ☐ Contractor ☐ Arch Applicant Name: _____ Date: _____

Reviewed By: _____ Date: _____ ☐ APPROVED ☐ DENIED ☐ SITE PLAN SUBMITTED



COMMERCIAL SUBMITTAL PROCEDURE

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- **All Commercial Buildings are to comply with the IBC 2018 Mechanical, Plumbing, Building, Fuel Codes. NEC 2018 Electrical Codes, International Fire Code 2018**
- **Construction plans must be designed by a Registered Design Professional (Architect).**
- **All structural conditions require the stamp/seal of a State of Texas Professional Architect.**
- **NEC 2014 (NFPA 70) Codes.**
- **Commercial projects include any development with commercial and/or multifamily residential larger than duplex and churches.**
- **Commercial Building Architect checklist must be signed and sealed by the architect.**

Requirements for New Commercial Projects:

1. Two complete sets of construction plans printed and one electronic copy. *Email Electronic copy to mary.ornelas@pittsburgtx.gov*
2. Construction plans are to be drawn to scale and no less than 18" x 24" in size.
3. Two copies of the energy compliance form are required.
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
5. Electrical must comply with the National Electrical Code (NEC), all federal, state, and City of Pittsburg Electrical Ordinances. Licensed Master Electrician.
6. Plumbing must comply with the International Plumbing Code (IPC), all federal, state and City of Pittsburg Plumbing Ordinances. Licensed Plumber.
7. Air Conditioning and Heating must comply with all federal, state and City of Pittsburg Mechanical Code of Ordinances.
8. Water Supply must comply with TCEQ and City of Pittsburg Cross – Connection Control and Backflow Prevention.
9. Accessibility - projects with a valuation more than fifty thousand (50,000.00) dollars must provide proof of registration of the project with a third-party certification program, per the State of Texas requirements. All projects must satisfy all required federal, state and local regulations for handicap/ accessibility/ architectural barriers.
10. Fire Codes must comply with the currently adopted International Fire Code (IFC) and the City of Pittsburg Fire Code and Ordinances.
11. All structures built in B-1 and B-2 must have 50% of front face surface area constructed with brick, stone, or stucco material.
 - Front is defined as the following:
 - The side of the building used for the main entrance
 - And any side of the building predominantly visible from a roadway
 - The surface is defined as any vertical building wall which is no glass or non-movable. Windows and doors are not part of the calculation of front face surface area.
12. All parking lots and highway entrance shall be constructed of concrete or asphalt to meet minimum specification requirements. The hard surface parking lot size shall accommodate the minimum parking requirements for customer/employee parking and all outdoor sales of motor vehicles, trailers, and outdoor sales allowed in B-1 & B-2.
13. All plans must have a cover sheet containing the following data:
 - statement that Building Code 2018 International Building Code was used and meets code
 - Occupancy, zoning classification and proposed primary use of the structure/business
 - building type (metal, brick, etc.)
 - square footage of proposed building/s
 - if mixed occupancy, list the square footage and building height for each occupancy, number of units
 - area modifications
 - amount of egress required for occupancy load
 - fire separation rating and fire suppression details
 - statement that site plan is attached



COMMERCIAL BUILDING ARCHITECT CHECKLIST

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***This page needs to be returned signed and stamped**

Construction Plans

- | | |
|--|---|
| ☐ Foundation Plan (foundation details including steel and footers) | ☐ Zoning classification |
| ☐ Dimensions & identification of all rooms & spaces | ☐ Building type (metal, brick, etc...) |
| ☐ Location, size, and types of all windows & doors | ☐ Square footage of proposed building/s |
| ☐ Smoke and Carbon Monoxide detector's locations | ☐ If mixed occupancy, list the square footage and building height for each occupancy |
| ☐ Roof framing plans indicating all beams, rafters, trusses & columns | ☐ Area modifications |
| ☐ Floor framing plans indicating all joists, beams & columns | ☐ Amount of egress required for occupancy load |
| ☐ If trusses are being used, truss package shall be submitted | ☐ Fire separation rating |
| ☐ Typical exterior, interior wall sections and building height | ☐ Fire suppression details |
| ☐ Exterior elevations showing the front, right, left & rear of structure | ☐ Emergency exit signs |
| ☐ Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls | ☐ Fire extinguishers location and type of extinguisher. |
| ☐ Electrical riser diagram, load calculations, panel location and wiring diagram (done by license electrician). | |
| ☐ Plumbing riser diagram, and plumbing fixtures listed (done by license plumber) | |
| ☐ HVAC diagram and calculations | |
| ☐ Occupancy | |

I, _____ the architect certify that the prepared site plans and construction plans were completed according to the International Building Code, and I have included all of the items listed above in the plans.

Architect Signature

SEAL

**Incomplete applications will not be processed.
Building Officer has the authority to REJECT submitted plans and request corrections prior to issuing Construction Permit.
Building Official has 14 days to review plans.**

**To request inspections a 24-hour notice is required on all inspections.
We can't always accommodate same day inspections.
To schedule inspections please call 903-856-3621 or email acruz@pittsburgtx.net**

**BUILDERS, DEVELOPERS, AND PERMIT HOLDERS
PLEASE HAVE ALL PERMITS AND APPROVED PLANS
POSTED/AVAILABLE ON THE JOB SITE**

INSPECTIONS WILL NOT BE APPROVED UNLESS PLANS AND PERMITS ARE ON THE JOB SITE



FINAL FIRE REQUIREMENTS

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The following Final Fire Requirements are not subject to all projects.

- Final fire inspections shall be the last inspection
- The final fire inspection is subject to the Certificate of Occupancy

Requirements for New Commercial Projects:

1. Approved construction plans must be posted on site.
2. All required inspections for Mechanical, Electrical and Plumbing must have been approved.
3. All ceiling tiles have been installed and hard lid areas completed.
4. Electricity must be on, and all outlets and switch covers have been installed.
5. It is required that emergency egress lighting is installed and has been tested on battery backup. Required Emergency Exit signage is installed and has been tested on battery backup.
6. Required fire extinguishers are installed and have been tagged.
7. Building/Suite Numbers are clearly visible from the street and posted on back door if back door is present.
8. HVAC duct detectors have been pre-tested for annunciation and unit shut down. If the space where the duct detectors are located is serviced by an alarm system, including sprinkler monitoring only, the detectors must be tied to that panel. This will involve plans submittal and review. The only exception would be a situation where the panel in question is for sprinkler monitoring only and is in a remote area of the structure. Duct smoke detectors in spaces not served by an alarm system but that are installed over 10' above the floor, or in a concealed space, are required to have remote annunciator devices installed at an accessible level. Location of HVAC units installed above ceiling must be labeled on grid.
9. All required Fire Lanes have been installed and marked.
10. Sprinkler and Standpipe Systems.
Newly installed or modified sprinkler and/or standpipe systems must have all visual inspections completed and approved by the Fire Marshal prior to requesting Fire Final. Requests for these inspections will only be accepted from the sprinkler contractor. For those projects requiring plans submittal, request for these inspections will not be accepted until it is verified that the required plans have gone through the review process and have been approved. Until such inspections are completed and approved, the ceiling areas where the work is being completed is to remain open. Ladders will not be utilized to conduct sprinkler visual inspections.
11. Alarm Systems
Newly installed or modified fire alarm system have either been acceptance tested and approved by the Fire Marshal's Office or are scheduled to be acceptance tested/re-inspected during the Fire Final Inspection. Request for these inspections will only be accepted from the alarm contractor Request for these inspections will not be accepted until it is verified that required plans have gone through the review process and have been approved. Alarm system testing will not be completed without an approved, stamped set of plans on-site. Fire Alarm Control Room is properly labeled.
12. Kitchen Hood Extinguishing System
Newly installed kitchen hood extinguishing systems have either been acceptance tested and approved by the Fire Marshal, or are scheduled to be acceptance tested/re-inspected during the Fire Final Inspection Existing kitchen hood extinguishing systems must be properly tagged without deficiencies Kitchen hood extinguishing systems in spaces served by a fire alarm system, including those systems designed for sprinkler monitoring only, must be tied into that system.