



COMMERCIAL SITE PLAN 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 # _____ Application Fee: \$300.00

Project Name _____ Type Business _____

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

OWNER INFORMATION

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

CIVIL ENGINEER INFORMATION

Civil Engineering / Company	Phone Number	Email		
Address	Street	City	State	Zip code
Engineer Name	Phone Number	Email		

COMMERCIAL DEVELOPMENT TYPE (COMPLETE ALL THAT APPLY)

☐ Retail	☐ Multi-family/Apartments	☐ Automobile Sales
☐ Restaurant	☐ Industrial	☐ Mechanic
☐ Grocery	☐ Church	☐ Mixed Use ☐ Other _____
No. of Dwelling Units (for Apartments):	Building area (sq. feet):	Estimated Job Cost:

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 # _____

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 ☐ Civil Engineer ☐ Other Applicant Name: _____ Date: _____

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



COMMERCIAL SITE PLAN SUBMITTAL PROCEDURE

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- **All commercial development must include Site Plans**
- **Construction Permit will not be issued until completed Site Plans are approved**
- **Authorization letter from Texas Department of Transportation for state highway entrance**
- **Civil Engineer checklist must be signed and sealed by the engineer**

Requirements for Site Plans:

1. Two (2) sets of Site Plans and two (2) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than thirty-six (36) inches to be submitted to the building inspection department
2. Proposed use(s), north arrow, graphic scale and date of plan preparation
3. Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor.
4. Legal description, address, property lines and dimensions
5. Location, sizes and names of adjacent or included streets, alleys and easements
6. Location, setbacks, dimensions and square footage of all existing buildings and proposed building, proposed location of building
7. Location and dimensions of existing/proposed parking space, parking layout, driveways, vehicle maneuvering areas, curbs cuts, loading facilities and sight visibility triangle areas
8. Location of driveway, width and materials
9. Parking calculation table
10. Existing/proposed surfacing, landscape/buffer areas and screening fences
11. Location of facilities for refuse disposal and grease trap with appropriate screening and location of fire hydrants
12. Signage locations
13. Street address
14. Zoning classification
15. Location, type and size of water and sewer lines, meters, clean out, manholes, fire hydrants & other utilities
16. All easements on the lot
17. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
18. Drainage direction and outfall, location, type and size of drainage facilities(drainage calculations when applicable)
19. Construction entrance location and details
20. Topographic contours taken from the City flood control maps
21. Location of any designated floodplains or floodways within the boundaries of the lots
22. The name, address, and phone number of the individuals responsible for the project
23. Fire lane locations and markings
24. Any other information necessary to demonstrate compliance with applicable City Ordinances, codes resolutions and construction standards

**Incomplete applications will not be processed.
City Engineer has the authority to REJECT submitted
plans and request corrections prior to issuing Site Plan Permit.
City Engineer 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 mary.ornelas@pittsburgtx.gov

**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



COMMERCIAL SITE PLAN ENGINEER CHECKLIST

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

• **This page must be turned in and signed.**

Site Plans

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| <ul style="list-style-type: none">☐ Legal description☐ Address☐ Property lines☐ Property Dimensions☐ Location, sizes and names of adjacent or included streets, alleys and easements☐ Location, setbacks, dimensions and square footage of existing /proposed building, proposed location of building☐ Location and dimensions of existing/proposed parking space, parking layout, driveways, vehicle maneuvering areas, drive through, curbs cuts, loading facilities and sight visibility triangle areas☐ Location of driveway, width and materials☐ Parking calculation table☐ Existing/proposed surfacing, landscape/buffer areas and screening fences☐ Location of facilities for dumpster and fencing☐ Grease trap with appropriate screening☐ Location of fire hydrants☐ Signage locations☐ Street address☐ Location, type and size of water and sewer lines, meters, clean out, manholes, fire hydrants & other utilities☐ All easements on the lot☐ Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway | <ul style="list-style-type: none">☐ Drainage direction and outfall, location, type and size of drainage facilities(drainage calculations when applicable)☐ Construction entrance location and details☐ Topographic contours taken from the City flood control maps☐ Location of any designated floodplains or floodways within the boundaries of the lots☐ The name, address, and phone number of the individuals responsible for the project☐ Signage locations☐ Location of building exits and exit lights☐ Occupancy use, boiler rooms☐ HVAC Locations☐ Fire alarm system☐ Fire hydrants☐ Fire lanes and measurements☐ Any other information necessary to demonstrate compliance with applicable City Ordinances, codes resolutions and construction standards |
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I, _____ the civil engineer certify that the prepared site plans were completed according to the International Building Code, and I have included all of the items listed above in the plans.

Engineer Signature

SEAL