



**COMMERCIAL BUILDING PERMIT PACKET
(NEW, ADD/ALTER, & FINISH-OUTS)**

**1 TROPHY WOOD DRIVE
TROPHY CLUB, TEXAS 76262
682-237-2900**

permitting@trophyclub.org

**www.trophyclub.org
www.trophyclubinspections.com**



TOWN OF TROPHY CLUB

1 TROPHY WOOD DRIVE
TROPHY CLUB, TEXAS 76262
682-237-2917

Permitting@trophyclub.org

Project Address _____

Property Owner _____

Section _____ Lot _____ Block _____ Zoning District _____

TYPE OF WORK

☐ New Construction ☐ Interior Finish Out ☐ Addition ☐ Alteration/Remodel ☐ Other

Please describe work to be performed _____

Has the required asbestos survey been performed for remodeling or demolition? Yes ☐ No ☐

Total Sq. Ft. _____ Valuation of work \$ _____ Number of Stories: _____ Masonry % _____

Fire Sprinkler? Yes ☐ No ☐

GENERAL CONTRACTOR INFORMATION

Name _____

Address _____

City/St/Zip _____

Phone _____

Supervisor _____

Phone _____

Email _____

TDLR # _____

SUBCONTRACTOR INFORMATION

Electrician _____

Phone _____

Plumber _____

Phone _____

Mechanical _____

Phone _____

Foundation _____

Phone _____

SET BACKS (actual distance)

Lot Size _____ Sq. Ft. Front _____ Rear _____ L. Side _____ R. Side _____

Is lot within the floodplain? No ☐ Yes ☐ If yes, Floodplain Development Permit Application must be submitted

IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR, DEVELOPER OR ANY OTHER INDIVIDUAL OR ENTITY, TO FULLY COMPLY WITH ALL ASPECTS OF THE APPLICABLE ZONING REQUIREMENTS AND SUBDIVISION REGULATIONS FOR SAID SITE. IF ANY ASPECT OF THE PLANS OR PAPERWORK IS APPROVED IN ERROR BY THE TOWN OF TROPHY CLUB: THE GENERAL CONTRACTOR, DEVELOPER, OR ANY OTHER INDIVIDUAL OR ENTITY, MUST CORRECT THE ERROR IN ORDER FOR ALL ASPECTS OF THE WORK TO FULLY COMPLY WITH THE TOWN OF TROPHY CLUBS' ADOPTED CODES, ORDINANCES, AND SUBDIVISION REGULATIONS.

A SEPARATE PERMIT IS REQUIRED FOR EACH BUILDING. 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 A FINAL INSPECTION. IT IS A VIOLATION TO OCCUPY THE PREMISES WITHOUT A CERTIFICATE OF OCCUPANCY. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THAT THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK, INCLUDING BUT NOT LIMITED TO BUILDING, FIRE, ZONING, AND TREE PRESERVATION ORDINANCES, 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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. I AUTHORIZE THE BUILDING OFFICIAL TO DISCONTINUE ANY OR ALL UTILITY SERVICES FOR DUE CAUSE.

EVERY PROJECT THAT INVOLVES DIGGING NEEDS TO GO TO WWW.TEXAS811.ORG TO REQUEST A LINE LOCATE.

Signature of Applicant _____ Email _____

Printed Name _____ Phone _____ Date _____

NEW COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS **(INCLUDES NEW ADDITIONS TO EXISTING BUILDINGS)**

In order to prevent potential code or ordinance violations before the construction process, the following shall be submitted for all new commercial projects and commercial building additions:

- Emailed to permitting@trophyclub.org or CD/thumb-drive shall be dropped off at town hall.
 - If files are too big, use a cloud service and attach the link to the email.
- Submission shall contain the following:
 - Completed permit application
 - Complete set of building plans, including site plan/key plan
 - Set of Civil plans
 - Set of landscape, erosion control, drainage, & fence plans
 - Set of engineered foundation plans
 - Energy Code Analysis: This should be the COM Check printout or equivalent information from the tables of the 2021 IECC. COM check is a free download from the U.S. Department of Energy at www.energycodes.gov/comcheck. NOTE: For building shell construction, only the building envelope requirements are applicable. The MEP verification would be required when these items are installed.
 - Door schedules
 - Window schedules
 - Hardware schedules
 - Plumbing plans
 - Plumbing riser plan
 - Mechanical plan
 - Electrical plans
 - Electrical riser diagram
 - Project specifications
 - Architectural Barriers Registration. Applicant shall submit proof that plans have been submitted to the state or independent contractor for accessibility review. List of registration number for on line project registration is sufficient.
 - Typical wall section showing type of construction and insulation of exterior walls.
 - Plumbing, mechanical, and electrical plans showing all work in the scope of the project or note the existing systems.
 - Drawings shall have legible seals and signatures as required by Texas Engineering Practice Act and/or Texas Board of Architectural Examiners.
 - All commercial buildings 6000 square feet and over under roof require automatic fire suppression systems. Plans should be submitted directly a state licensed third party plan reviewer. Applicant is responsible for the fees charged and will be billed directly. ONLY licensed fire-protection contractors may make sprinkler submittals.
 - Fire suppression plans must be approved and submitted to the Building Department prior to issuing the building permit.

COMMERCIAL REMODELS & FINISH-OUTS TO EXISTING BUILDINGS **(EXCLUDES ADDITIONS)**

In order to prevent potential code or ordinance violations before the construction process, the following shall be submitted for all commercial remodels & finish-outs:

- Emailed to permitting@trophyclub.org or CD/thumb-drive shall be dropped off at town hall.
 - If files are too big, use a cloud service and attach the link to the email.
- Submission shall contain the following:
 - Completed permit application.
 - Complete sets of building plans, including site plan/key plan
 - Floor plan
 - Door schedules
 - Window schedules
 - Hardware schedules
 - Interior finish schedules
 - Construction details
 - Interior finish schedules
 - Foundation plan (Designed, signed, and sealed by a State of Texas Registered Professional Engineer)
 - Structural plans
 - Site mechanical, electrical, and plumbing plans
 - Plumbing plans
 - Plumbing riser diagram
 - Mechanical plans
 - Electrical plans
 - Electrical riser diagram
 - Project specifications
 - Energy Code Analysis: This should be the COM Check printout or equivalent information from the tables of the 2015 IECC. COM check is a free download from the U.S. Department of Energy at www.energycodes.gov/comcheck. NOTE: For interior work, only the items affected by the remodeling need to be calculated.
 - Asbestos Survey (Remodeling and demolition of any commercial building or space in a building requires an asbestos survey to be done.) Any permit submittal to the Town requires a statement be attached to the application that an Asbestos Survey has been done, as required by the State. The survey has to be kept at the project site and be available to the Texas Department of Health upon request.
 - Architectural Barriers Registration. Applicant shall submit proof that plans have been submitted to the State or independent contractor for accessibility review. List of registration number for on-line project registration is sufficient
 - Floor plan showing the area being remodeled, including all corridors and stairways involved in exiting the subject space.
 - Elevations showing any changed exterior wall.
 - Typical wall section showing type of construction and insulation of exterior walls.
 - Plumbing, mechanical, and electrical plans showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.
 - Drawings shall have legible seals and signatures as required by Texas Engineering Practice Act and/or Texas Board of Architectural Examiners.
 - If more than 20 fire sprinkler heads are added or relocated, fire sprinkler plans must be submitted for review directly to a state certified plan reviewer. Applicant is responsible for the fees charged and will be billed directly. ONLY licensed fire protection contractors may make sprinkler submittals. If you have less than 20, you will need to contact the Fire Marshal for a visual inspection.

Architectural plans must be signed and sealed by a State of Texas Registered Architect if required by State Law.
Structural, mechanical, electrical, and plumbing plans must be signed and sealed by a State of Texas Registered Professional Engineer if required by State Law.

REQUIRED INSPECTIONS

1. TEMPORARY POLE

2. PLUMBING ROUGH

3. FOUNDATION

A form survey must be turned into the permitting office 24 hours before a foundation inspection.

4. UNDERGROUND FIRE SPRINKLER PIPING

A 200PSI test for 2 hours is required. No other utilities within 10' of the sprinkler piping.

5. WALL ROUGH-SECONDS

A pressure test on gas lines is required on top out and final.

6. ABOVE CEILING

All electrical, plumbing, mechanical, and framing above ceiling must be complete and ready for inspection at the same time. ELECTRICAL UNDERGROUND

7. DRIVEWAY APPROACH, PUBLIC SIDEWALKS

8. FINAL BUILDING

9. FINAL LOT GRADE

TROPHY CLUB ADOPTED BUILDING CODES FOR
COMMERCIAL BUILDING

EFFECTIVE April 2022

2020 NATIONAL ELECTRICAL CODE

2021 INTERNATIONAL BUILDING CODE

2021 INTERNATIONAL RESIDENTIAL CODE

2021 INTERNATIONAL ENERGY CONSERVATION CODE

2021 INTERNATIONAL PROPERTY MAINTENANCE CODE

2021 INTERNATIONAL MECHANICAL CODE

2021 INTERNATIONAL PLUMBING CODE

2021 INTERNATIONAL FIRE CODE

PLAN REVIEW & INSPECTIONS

All Plan Review and Inspections of New Residential and Commercial projects will be performed in-house. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of The Town of Trophy Club.

Plan Review services shall be conducted as required by The Town of Trophy Club's adopted Building, Residential, Mechanical, Electrical, Plumbing, and Energy Codes.

If you should have any questions, please contact the Town of Trophy Club Permitting Department, (682)-237-2917.