



Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New ☐	Addition ☐	Remodel ☐
Sign ☐	Plumbing ☐	Mechanical ☐	Electrical ☐
Scope of Work:			Finishout ☐
			Other ☐
THIS PROPERTY IS IN A FLOODPLAIN: Yes ☐ No ☐ If yes, provide Flood Plain Certificate to the City			
DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes ☐ No ☐			
Owner Information: _____			
Name: _____		Project Contact Person: _____	
Address: _____			
Phone Number: _____		Cell Number: _____ Email: _____	
Engineer	Contact Person	Phone #:	Email
Architect	Contact Person	Phone #:	Email
General Contractor	Contact Person	Phone #:	Contractor License Number ☐
		Email:	
Mechanical Contractor	Contact Person	Phone #:	Contractor License Number ☐
		Email:	
Electrical Contractor	Contact Person	Phone #:	Contractor License Number ☐
		Email:	
Plumbing Contractor	Contact Person	Phone #:	Contractor License Number ☐
		Email:	
TPO Energy Provider	Contact Person	Phone #:	Contractor License Number ☐
		Email:	

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

Plan Review			

Issued Date: _____

Issued By: _____

BV Project #: _____



New/Remodel Commercial Building Plan Review Checklist

Project Address: _____ Project Name: _____

City: _____ State: _____ Zip Code: _____

Note: Incomplete permit applications will delay the plan review and permit approval processes

Permit Application shall be completed in full and include applicant's name, phone number and email address with an original signature and submitted electronically with the following information:

_____ **Site Plans to include:**

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed structure and all existing buildings
- _____ All easements, including Utility Easements
- _____ North arrow and scale
- _____ Existing and proposed location of utility poles, pad mounted transformers

_____ **Parking lot layout plans**

_____ **Grading plans**

_____ **Commercial Energy Code Compliance**

To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

_____ **Construction plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.

_____ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**

_____ **Driveway approaches and drainage culverts – Engineered plans**
(Driveways accessing State Highways require TXDOT permit)