



203 South Broadway St. Bells, Texas 75414
Phone 903-965-7744, Fax 903-904-0950
www.cityofbells.org

Commercial Permit Application

Building Permit Number: _____ Valuation: _____ Zoning District _____
Project Name: _____ Project Address: _____ Bells, TX
Area Square Feet _____ Scope of Work: _____

Project Description: New ☐ Addition ☐ Remodel ☐ Plumbing ☐ Finishout ☐ Mechanical ☐
Sign ☐ Electrical ☐ Other: _____

IS THIS PROPERTY IN A FLOODPLAIN: ☐ Yes ☐ No If yes, provide Flood Plain Certificate

Owner Name: _____ Contact Person: _____

Address: _____

Email: _____ Phone #: _____

Engineer:	Contact Person:	Phone Number:	Email:
Architect:	Contact Person:	Phone Number:	Email:
General Contractor:	Contact Person:	Phone Number:	Must have Email for inspections:
Mechanical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Electrical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Plumber/Irrigator:	Contact Person:	Phone Number:	Contractor License Number:

A permit becomes null and void if work or construction authorized is not completed within 180 days, extension request must be made in writing, before expiration of permit. All permits require final inspection.

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.

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:

Approved by: _____	Date Approved: _____
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BV Project #: _____

Total Permit Fees: _____
Received By: _____
Date: _____



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings
- Electronic plans are acceptable, but 1 paper copy on file at City Hall.

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

CIVIL PLANS MUST BE INCLUDED

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan {a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report {b}
12. Asbestos Survey (for renovation or demolition permits){c}
13. Texas Department of Licensing and Regulation architectural barriers project registration information {d}

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.org
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]

Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

A Letter of approval from TxDOT if located on State Highway.



New/Remodel Commercial Plan Review Checklist

Project Address: _____ **Project Name:** _____

Permit Application with an original signature must be complete and submitted with the following information:

_____ **(3) Site Plans to include:**

Legal Description (lot, block, subdivision)

All easements

Property lines and lot dimensions

North arrow and scale

Proposed structure and all existing buildings

Existing and proposed location of utility poles, pad mounted transformers

_____ **(3) Parking lot layout plans**

_____ **(3) Grading plans**

_____ **(2) Commercial Energy Code Compliance** - To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

_____ **(3) Sets of 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)

_____ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)

_____ **Asbestos Survey or Compliance Statement** (if demo or remodel)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third Party Energy Provider



Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401

Inspection FAX line: (817) 335-8110 or (972) 980-8400

Toll Free number: (877) 837-8775

Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.