

## **Commercial Plan Review and Permitting Procedures**

Permit Documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit process.

**New and remodel/additions for Commercial projects.** Applicant must submit the following:

1. Permit Application
2. (2) Sets of plans (including 1 digital plan)
3. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.

**City is not responsible for compliance with Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value) and Asbestos Report or declaration (if remodel or demolition).**

**Submit complete permit package to the city.**

**Plan review process:**

1. Permit fees must be paid in order for application to be sent for plan review.
2. Verification that all documents are received and are specific to legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Review energy code compliance report for verification of compliance with IECC code edition adopted by city.
5. Applicant may be contacted if any information is missing or revisions are needed, if revisions are required, the application will be placed in hold until the corrected documents are received.
6. Approval of permit. City staff will notify you that the permit has been approved.
7. The permit will be issued and released.

### **Sign Permits**

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign

## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of complete set of constructions documents are required for plan review, including a digital set of plans. Construction documents must be submitted along with a complete permit application.

- An additional set of plans will be required for buildings with fire sprinklers.
- An additional set of plans will be required for projects which require a health review

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

**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
2. Floor 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
11. Certified Energy Compliance Report

### 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.gov](http://www.energycodes.gov)

# Commercial Permit Review Checklist

Business Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

- Project Type: \_\_\_\_\_
- Application
- (2) Site Plans (recorded or drawn by civil or architect)
  - Legal Description (lot, block, subdivision)
  - North arrow and scale
  - Property lines and lot dimensions
  - All easements
  - Proposed structure and all existing buildings
  - Driveways and sidewalk dimensions
  - Existing and proposed location of utility poles, pad mounted transformers
- Structural Plans (sealed structural plan)
- Parking lot layout plans
- Grading Plans
- 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 detail, fire suppression system plans and documents, fire alarm system plans
- Commercial Energy Code Compliance Document ([www.energycodes.gov](http://www.energycodes.gov)) to include lighting compliance, mechanical compliance and building envelope, if applicable
- Commercial Water Application submitted and payment made. (\$400)
- Application for water and sewer taps if applicable.
- Knox box
- Driveway approaches and drainage culverts (engineered plans – driveways accessing State Highways require TXDOT permit)
- TDLR # (Projects Valued over \$50,000)
- Asbestos Survey
- Sign Permit Application
- CSI/Certificate of Occupancy Application
- Fire & Safety Inspection Application
- Food Establishment Permit Application (if applicable)

**\*\*\*ALL PLANS ARE SENT TO BUREAU VERITAS FOR REVIEW. REVIEWS TAKE A MINIMUM OF 10 BUSINESS DAYS\*\*\***



Phone: 817-489-2201  
 Website: www.newarktexas.com

Address: 209 Hudson St.  
 PO Box 156  
 Newark, TX 76071

# Commercial Permit Application

Building Permit Number: \_\_\_\_\_

**Project Description:**     New     Remodel     Addition     Finish out     Sign

Applicants Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ **Total Valuation:** \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_ Sq Ft. \_\_\_\_\_  
 Detailed Description of Work: \_\_\_\_\_  
 Will this project include (Check all that apply):     Plumbing     Mechanical     Electrical

Business Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

<i>General Contractor</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Mechanical Contractor:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Electrical Contractor:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Plumbing/Irrigator:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>TPO Energy Provider:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Engineer:</i>	<i>Contact Person:</i>	<i>Phone Number:</i>	<i>Email:</i>
<i>Architect:</i>	<i>Contact Person:</i>	<i>Phone Number:</i>	<i>Email:</i>

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

Total Fees: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Receipt # \_\_\_\_\_ By: \_\_\_\_\_  
 Date Sent to PR: \_\_\_\_\_ Received from PR: \_\_\_\_\_ BV Project #: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Permit Issued on: \_\_\_\_\_