

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
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 either electronically, or in person for plan review.

Plan review process:

1. Permit Application is 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. Once permit fees have been received, 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 construction documents are required for plan review. 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



ELIMINATION OF ARCHITECTURAL BARRIERS AT A GLANCE

Statutes: Chapter 469, Government Code

Rules: Title 16 T.A.C. Chapter 68

Practice Act? No

Title Act? No

Inspections? Yes

Number of Licensees: 22,288 (FY 21)

Webpage: <https://www.tdlr.texas.gov/ab/ab.htm>

Overview:

The Elimination of Architectural Barriers (EAB) law is meant to ensure that buildings and facilities constructed or altered in Texas are accessible and functional for all persons with disabilities. The statute requires compliance with the Texas Accessibility Standards (TAS).

The EAB law is intended to further the state's policy of encouraging and promoting the rehabilitation of persons with disabilities, and to eliminate unnecessary barriers that restrict their ability to engage in gainful occupations or to achieve maximum personal independence.

Project Registration & Review

Projects with total estimated costs of \$50,000 or more must be registered with TDLR. A full set of construction documents must be submitted to a Registered Accessibility Specialist (RAS) for review in accordance with Texas Administrative Code Rule 68.50.

If a project's total estimated cost is less than \$50,000, the project is not required to (but may) be submitted to TDLR for registration and review; however, depending on the type of project, it may still be required to comply with the Texas Accessibility Standards. A local jurisdiction or building official may require project registration even if the project cost is less than \$50,000.

For determinations of whether a facility is subject to compliance with the Texas Accessibility Standards, please see Chapter 469, Government Code, Section 469.003, and Chapter 68, TDLR Administrative Rules, Sections 68.20 and 68.30. You may also contact a TDLR program specialist by calling toll free at (877) 278-0999 or by sending your inquiry via e-mail to techinfo@tdlr.texas.gov. If you are a member of the news media, please send your inquiry to the Media Relations Office (media.inquiries@tdlr.texas.gov) for prompt response.

Type of Fee	Amount
Project Filing Fee	\$175
Late Project Filing Fee	\$300
State Lease Inspection (no construction) Fee	\$225 per lease
Special Review or Inspection	\$215 per hour, one hour minimum
Variance Application Fee	\$175 each
Variance Appeal Fee	\$200
Texas Accessibility Academy Fee	\$150

History

The Elimination of Architectural Barriers law was passed in 1969 and became effective Jan. 1, 1970. Enforcement of the law went through various agencies - the State Building Commission, the State Board of Control, the State Purchasing and General Services Commission - before finding its current home, the Texas Department of Licensing and Regulation, in 1991.

Landmark dates for the EAB program:

- January 1970 - Publicly owned buildings (libraries, schools, city halls, the State Capitol, etc.) had to be accessible
- January 1972 - State leased offices had to be accessible
- January 1992 - Privately owned public buildings (stores, theatres, service shops, recreation facilities, hotels, etc.) had to be accessible
- September 1993 - Facilities affecting commerce (warehouses, factories, etc.) had to be accessible

The **Elimination of Architectural Barriers Advisory Committee** has 9 members serving staggered 3-year terms. The committee is composed of building professionals and persons with disabilities who are familiar with architectural barriers problems and solutions. Persons with disabilities must make up a majority of the membership.

New Commercial Plan Review Checklist

Project Address: _____

Project Name: _____

_____ **(2) Site Plans to include:**

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

_____ **(2) Parking lot layout plans**

_____ **(2) Grading Plans**

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

_____ **(2) 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)



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

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

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
	Finishout <input type="checkbox"/>		
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
			Other <input type="checkbox"/>
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

EAB Number (if applicable): _____ *required by TDLR for projects over \$50,000 or more*

Owner Information: _____

Name: _____ Project Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____ Email: _____

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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	Fire
Public Works	Planning

Building Permit Fee: _____	Meter Deposit Fee: _____	Total Fees: _____
Plan Review Fee: _____		Receipt #: _____
Water Tap Fee: _____		Issued Date: _____
Sewer Tap Fee: _____		Issued By: _____
		BV Project #: _____