



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)
 - _____ Property lines and lot dimensions
 - _____ Proposed structure and all existing buildings
 - _____ All easements
 - _____ Existing and proposed location of utility poles, pad mounted transformers

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

- _____ **(3) Grading plans**

- _____ **(2) Commercial Energy Code Compliance - (2009 IECC)**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

- _____ **(4) 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. Knox box application is required with permit submittal.**

- _____ **Driveway approaches and drainage culverts - Engineered plans**
(Driveways accessing State Highways require TXDOT permit and must be submitted with permit application.)

- _____ **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



Phone: (972) 427-3771

110 S. Main

Fax: (972) 472-6601

Crandall, Texas 75114

Commercial Building Permit Application

Building Permit Number: _____	Valuation: _____
Project Name: _____	Square Foot: _____
Project Address: _____	Zoning: _____
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: _____	

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
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

Building Approved by: _____	Date approved: _____
Engr Approved by: _____	Date approved: _____
PW Approved by: _____	Date approved: _____
P&Z Approved by: _____	Date approved: _____
Fire Approved by: _____	Date approved: _____

PERMIT FEES

Building Permit Fee: _____	General Contractor _____	Total Fees: _____
Water Connection Fee: _____	Mechanical Contractor _____	Issued Date: _____
Sewer Connection Fee: _____	Electrical Contractor _____	Issued By: _____
	Plumbing Contractor _____	
TPO Energy Contractor _____	Sign Contractor _____	BV Project # _____



Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Crandall, Texas, has adopted the following codes and/or standards regulating building construction.

2009 International Building Code
2009 International Residential Code
2009 International Fire Code
2009 International Plumbing Code
2009 International Mechanical Code
2009 International Energy Conservation Code
2011 National Electrical Code
NCTCOG Amendments

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and all applicable fees paid to the City of Crandall.

All Contactors performing work within the City of Crandall's jurisdiction must be registered with the City and provide proof of commercial general liability insurance for claims of property damage or bodily injury.

Construction or building without a permit is subject to a fine.

You must contact DIGTESS at 1-800-344-8377 and the City Public Works Department at 972-427-3771 for utility line locates on any project that requires digging. (Fences, Swimming Pools, Additions, etc.)

Inspections

Building Inspections: Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775. Inspection requests can also be faxed to (877) 837-8859. When all inspections are completed, a final inspection shall be made prior to approving the permanent power release. The final inspection must be passed prior to occupancy of building. Permit packet must be on-site at time of inspection.

Fire Inspections: Fire Alarm and Fire Sprinkler inspections will be performed by Bureau Veritas, (877) 837-8775.

Public Works: Inspections for driveways, culverts, and all water and sewer related issues must be requested through the City Public Works Department at 972-427-3771.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

Construction dumpsters are available from IESI Waste Management Company by contacting them at 972-686-5665 or onsite built containment. Construction area shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



THE CITY OF
CRANDALL
TEXAS

\$50.00 registration fee

CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> BACKFLOW TESTER
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> Third Party Energy Provider
<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> OTHER (specify) _____

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

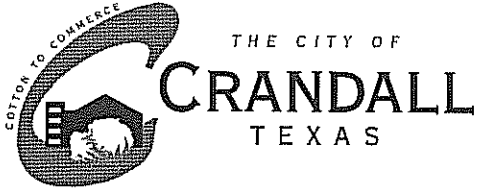
ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

YOU MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE WITH THE CITY OF CRANDALL LISTED AS THE CERTIFICATE HOLDER

Provide a copy of your drivers license and State trade license below.



Contact Information

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

Energy Inspections

You will be required to contract with a Third Party Energy Services provider to meet the inspection and testing requirements of the 2009 I-codes. All inspection tickets must be on sight at the time of the Building Final inspection.

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/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.



BUILDING PERMIT FEE SCHEDULE

The following fees are referenced in the 1997 Uniform Building Code.

Permit Fees

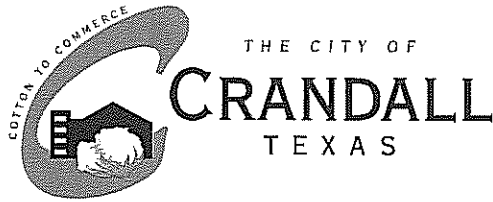
The fee for each permit shall be as set forth in Table 1-A.

Table 1-A - Building Permit Fees

Valuation	Fee
\$1.00 to \$2,000.00	\$50.00
\$2,001.00 to \$10,000.00	\$100.00
\$10,001.00 to \$25,000.00	\$100.00 for the first \$10,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Plan Review Fees

When submittal documents are required by Section 106.3.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. The plan review fees specified in this section are in addition to the permit fees. Plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A.



Other Inspections and Fees:	Hourly Charge
1. Inspections outside of normal business hours	\$47.00 per hour* (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 305.8	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated	\$47.00 per hour* (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans	\$47.00 per hour* (minimum charge – one-half hour)
5. For use of outside consultants for plan checking inspections, or both *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.	Actual costs**

Building Permit Valuation

The building permit fee charged to build a new building, to add on to an existing building, to remodel or to alter an existing building shall be based on the declared valuation of the proposed work.

One- and two-family dwellings - the value of \$60.00 per square foot of total area under roof shall be used to determine the valuation for the purpose of computing permit fees in accordance with Table 1-A.

Commercial projects - the value of \$80.00 per square foot of total area under roof shall be used to determine the valuation for the purpose of computing permit fees in accordance with Table 1-A.

The Building Official may require the applicant to verify the declared value. The building permit fee shall be calculated based upon figures from Table 1-A.

Certificate of Occupancy

Existing buildings - \$100.00

New Construction – Cost of Certificate of Occupancy is included in building permit fee.



Fire Alarm and Sprinkler Fees – Fees are based on total construction valuation of project.

Fire Code Plan Review Services (fire alarm and sprinkler system)

\$1,000.00 and less	\$45.00
\$1,001.00 to \$25,000.00	\$189.00
\$25,001.00 to \$50,000.00	\$315.00
\$50,001.00 to \$100,000.00	\$515.00
\$100,001.00 to \$500,000.00	\$850.00
\$500,001.00 to \$1,000,000.00	\$1,100.00
\$1,000,001.00 to \$3,000,000.00	\$1,600.00
\$3,000,001.00 to \$6,000,000.00	\$2,400.00
\$6,000,001.00 and up	\$2,400.00 plus \$0.25 for each additional \$1,000.00

Fire Code Inspection Services (fire alarm and sprinkler system)

\$1,000.00 and less	\$45.00
\$1,001.00 to \$25,000.00	\$250.00
\$25,001.00 to \$50,000.00	\$550.00
\$50,001.00 to \$100,000.00	\$850.00
\$100,001.00 to \$500,000.00	\$1,050.00
\$500,001.00 to \$1,000,000.00	\$1,350.00
\$1,000,001.00 to \$3,000,000.00	\$1,900.00
\$3,000,001.00 to \$6,000,000.00	\$2,850.00
\$6,000,001.00 and up	\$2,850.00 plus \$0.25 for each additional \$1,000.00



THE CITY OF
CRANDALL
TEXAS

Utility Locate Request

PUBLIC WORKS DEPARTMENT

You must contact DIGTESS at 1-800-344-8377 and the City Public Works Department at 972-427-3771 for utility line locates on any project that requires digging. (Fences, Swimming Pools, Additions, New Construction)

Request for water and sewer line locates

Date: _____

Name: _____

Address: _____

Phone #: _____

Reason for locate: _____

Date locate is needed (Allow a minimum of 48 hours): _____

Do you need a property line to property line locate? Yes No

If no is the locate area clearly marked? Yes No

Signature: _____

DIG TESS Center
Fax-A-Locate #800-690-1291
Center #800-344-8377

Company and Caller Information:

Co. Phone: _____ Co. Name: _____

Co. Address: _____ City: _____ State: ____ Zip: _____

Caller: _____ Fax: _____

Contact Person: _____ Primary Contact #: _____

Alternate Contact # (if available): _____ BTC: _____ AM/PM

Email Address (if available): _____

Work Site Information:

Nature of Work: _____ Start Date/Time: _____ AM/PM

County: _____ City/Town: _____

Dig Address: _____

Nearest Intersecting Street: _____

Mapsco/KeyMap (if available): _____ TESS Grid (if available): _____

GPS or Lat/Long (if available): _____

Deeper than 16"? Yes / No

Blasting? Yes / No / Maybe

White Lined? Yes / No

Directional Boring? Yes / No

Work Done For: _____ Duration: _____

Marking Instructions: _____

IMPORTANT: DO NOT FAX EMERGENCIES OR DIG-UP TICKETS!!!!!!!!!!!!

Call all Emergencies or Dig-Ups into TESS at 1-800-344-8377

Water, Sewer, and Slurry Facilities May Not Be Notified.

State Law requires a 2 working days notice prior to beginning excavation. Fax locate requests are processed from 8:00am to 5:00pm, Mon. through Fri., and from 8:00am to 12:00pm on Sat. (excluding holidays). If less than the required 2 working days notice is given, the locate requests will be sent to Dig TESS members as a "Non-Compliant" ticket.