

Commercial Building Permit Application Submittal Procedure



300 Greenville Hwy Mineola, TX 75773 903.569.2535 903.569.8186 fax www.mineola.com

Requirements for New Commercial Projects:

1. Two complete sets of plans, with an extra set of civil drawings, are required for plan review. These must contain an erosion control plan. All plans for commercial projects must be stamped by a licensed engineer for the State of Texas. (See back page).
2. Plans are to be to scale and no less than 18" x 24" in size.
3. We require two copies of the completed Commercial Energy Code Compliance (COM Check) form. One copy is to be attached to a set of plans, the other submitted with the application. COM check forms are available for download at www.energycodes.gov/comcheck/download.stm.
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
5. All plans must have a cover sheet containing the following data:
 - Building Code used — 2006 IBC & other appropriate Codes
 - Occupancy classification
 - Building type
 - Sprinkled or Non-Sprinkled
 - Square footage of building
 - If mixed occupancy, list the square footage for each occupancy
 - Building height
 - Area modifications
 - Amount of egress required for occupancy load
 - Fire separation rating, if needed
6. The plans and application are then sent to the Building Inspection Department for verification on platting, zoning, lot and block number, and address. A plan review fee must be paid at this time before the review process shall begin. Review fee is determined from Building Valuation Data (2009 IBC) Plan review fees.
7. The City Engineer, Public Works Department and Fire Marshal will review them as necessary, for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines. All easements must show on plans.
8. Once the plans have been checked and approved by all applicable departments the Building Inspection Department issues the permit and the applicant then pays the permit fee.
9. Fee for new construction is determined by valuation in accordance with Building Valuation Data (2009 IBC). We use a regional cost modifier of .85 and a Department modifier. Fee is to be paid when permit is issued.

Requirements for Commercial Remodel Projects:

1. Two complete sets of plans, 18" x 24", are required. Any project over 5,000 square feet will need to be stamped by a licensed engineer for the State of Texas. (See back page).

2. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an American with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
3. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards. The results of the survey must be submitted with the plans.

If a structure was built prior to 1978, and work is being done by anyone other than the homeowner, on his or her own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with. You must provide the owner and/or tenant with the EPA approved lead information pamphlet.

- Texas Department of Health, Asbestos Program Branch
[512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.Htm]
- Texas Department of Licensing and Regulation
[800-803-9202, www.license.state.tx.us]

A commercial project includes multifamily residential developments larger than duplex. Plans for commercial projects shall include the following:

1. The lot and block number
2. Platted boundaries of the lot
3. Exterior dimensions of lot drawn to scale
4. Street address
5. Zoning classification
6. All setbacks from the property lines
7. All easements on the lot
8. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
9. A grading, drainage and erosion control plan with all pertinent topographic information on lot and surrounding lands
10. Finished floor elevations
11. Topographic contours taken from the City flood control maps
12. Location of any designated floodplains or floodways within the boundaries of the lots
13. The name, address, and phone number of the individuals responsible for the project
14. Total number and location of off-street parking spaces provided
15. Fire walls and draft stopping
16. Garbage dumpster location with a concrete pad
17. Location of building sprinkler and stand pipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm system, and fire hydrants.
18. Fire lane locations and markings
19. Two (2) sets of Site Plans and two (2) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than thirty-six (36) inches to be submitted to the Building Inspection Department
20. Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal.
21. Total area of lot and building.
22. All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, size and location of service lines.
23. Location of curbs, storm sewers, on-premise signs, light-poles, adjacent streets and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and the location of existing storm sewer drainage systems.
24. Photometric site lighting plan to include levels and spillage at property lines. All site lighting to maintain Dark Sky listing.
25. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
26. Door schedules, window schedules, hardware schedules.
27. Construction details; interior elevations and interior finish schedules.
28. Exterior elevations (Front-Back-Sides)
29. Mechanical, electrical and plumbing site plans, riser diagrams and schedules.
30. Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.