

## Commercial Construction - Site and Building Plan Packet

### What requires a permit?

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a **building** or structure. Erecting, installing, enlarging, altering, repairing, removing, converting, or replacing any **electrical, gas, mechanical, or plumbing system**. The installation or alteration of fire extinguishing systems. Moving, changing or constructing an access to or from any public street from a **driveway** including repair, removal or installation of curbs or culverts.

### Why get a Permit?

- ◆ The adopted building code, technical codes and state licensing laws require that permits be obtained for

### Building Permits

A building permit is required to build a new structure, alter or add on to an existing structure, or for lease space finish-outs.

### How to obtain a permit

Permit applications and plans can/may be submitted in person or be mailed in. The plans will then be submitted to the Building Official and/or Planner for review. When you are ready to apply for a building permit, please include the following:

- ◆ certain types of work, as listed above.
- ◆ Permits **protect** you, occupants, structure, and financial investment.
- ◆ Inspections **ensure that work is done** in compliance with the minimum code requirements. Incorrect installations can result in fires, safety and health hazards and/or structural problems.
- ◆ **Minor problems** that could lead to **costly repairs**, liability and life safety issues can also be detected during inspections and brought to your attention before the situation worsens.
- ◆ When **selling a property**, the buyer, realtor or lender

- ◆ Completed Building Permit Application
- ◆ One set of drawn-to-scale plans showing all of the work on the building and the property and a digital copy of the building plans (i.e. thumb drive, cd, etc.)
- ◆ A description of all mechanical, electrical and plumbing work you will be doing
- ◆ Development Permit Application, for new structures or additions to an existing structures

may require that unpermitted work be properly permitted, corrected and inspected before closing.

### Where to get a permit?

Permits can be obtained at the **City Service Center** located at 448 SH 75 N. Customers are welcome to come in with preliminary drawings and questions before applying for the permits.

### Who can obtain a permit?

Commercial building permits can be obtained by a building owner or registered contractor. Commercial electrical, mechanical, plumbing and fire related systems (such as fire alarms) must be obtained by persons appropriately licensed by the State of Texas.

- ◆ Payment for Plan Review Fee if project is valued over \$250,000

### Online Permitting

- ◆ Visit [development.huntsvilletx.gov/portal](http://development.huntsvilletx.gov/portal), once on the page you can use Sign In/Register to log in or create a portal account. Once signed in go to My Account to link to your company. Contact permitting office with questions.
- ◆ Apply for permits through the website and Request and Track your inspections

### Topics Covered

- ◆ Permit Information
- ◆ Trade Permits
- ◆ List of Adopted Building Codes
- ◆ Required Building Inspections
- ◆ Site Plan Checklist
- ◆ Building Plan and Specification Checklist

### Overview:

The permitting process is divided into two parts– the plan review and inspections. The first part includes applying for the permit, plan review and approval, and obtaining the permit. The second part includes the construction and inspections. A permit is not complete until it receives final inspection approval.

### Contact us:

**Permitting/Inspections**

**448 SH 75 N**

**Huntsville, TX 77340**

**Phone: 936-294-5717**

**Fax: 936-294-5701**

**[permits@huntsvilletx.gov](mailto:permits@huntsvilletx.gov)**

# Trade Permits

## Mechanical Permits

Permits are required for a new system installations and for replacements of any air handling unit and/or ducts

## Electrical Permits

Permits are required for all new electrical system installation, electrical system/equipment replacement, and major repairs

## Plumbing Permits

Permits are required for all new plumbing systems, water and/or waste piping replacements and/or additions or remodels (including showers)



## Building Codes (EFFECTIVE: OCTOBER 1, 2021 )

The City of Huntsville has adopted the following documents related to building and construction (see chapters 6, 7, and 8, **City of Huntsville Code of Ordinances** for the latest additions and amendments to these codes):

- ◆ International Building Code 2021
- ◆ International Property Maintenance Code 2021
- ◆ IBC Appendix J-Grading 2021
- ◆ International Swimming Pool & Spa Code 2021
- ◆ International Mechanical Code 2021
- ◆ International Fuel Gas Code 2021
- ◆ International Plumbing Code 2021
- ◆ National Electrical Code 2020
- ◆ International Fire Prevention Code 2021
- ◆ International Energy Code 2015

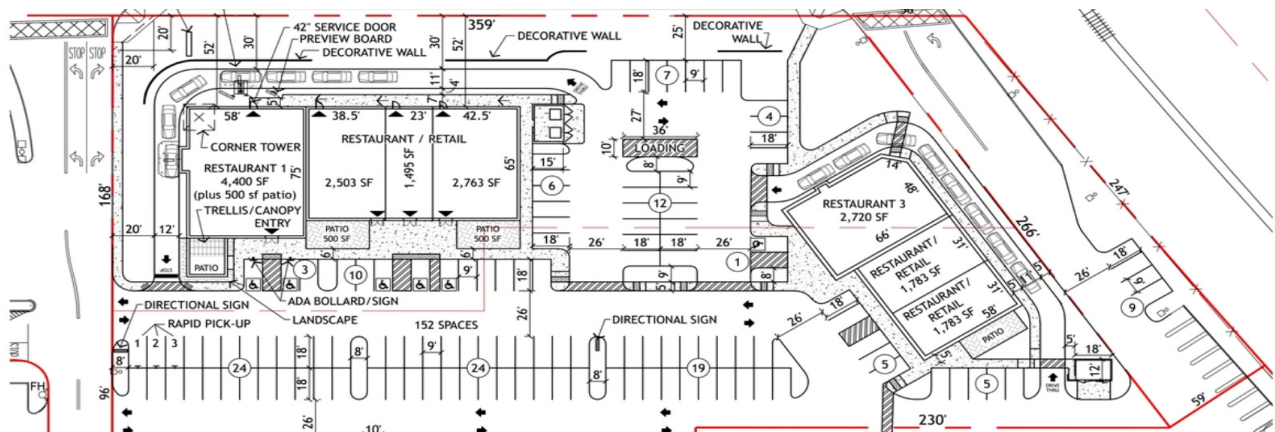
## Required Building Inspections (All permitted work requires inspections)

- ◆ Setback inspection (to be verified by a foundation form survey performed by a license surveyor)
- ◆ Temporary electrical pole
- ◆ Pier, foundation, and ground plumbing
- ◆ Framing, electrical rough-in, plumbing top-out, HVAC duct, and energy
- ◆ Drive approach and grading
- ◆ Final building, plumbing, electrical, HVAC, and fire systems
- ◆ **Job check inspections** will be performed by an inspector to verify compliance of codes that the contractor is not required to call specific inspections for. These would include but not limited to:
  - ⇒ Erosion control
  - ⇒ Brick-ties
  - ⇒ Portable restroom
  - ⇒ Posting of permits
  - ⇒ Address posting
  - ⇒ Site cleanliness and safety
- ◆ **NOTE:** commercial or industrial construction may require additional or different inspections, such as fire partitions, masonry, fire alarm, fire sprinkler, structural steel, etc.



## Site Plan Information Checklist - 2 copies needed

- Owner's name and project address shown
- Plans must be drawn to scale
- Plans must show dimensions, bearing of all property lines and total square footage or acreage of site
- North direction arrow must be provided
- All existing and proposed structures must be shown with building dimensions and distances from property lines
- Access (driveways) must be shown with dimensions, shape and location
- To construct a private driveway or to revise any existing driveway onto a state regulated highway right-of-the-way, a permit shall be obtained from the **State Highway Department**. No building permit from the City shall be issued until State access permit is secured
- All recorded public easements (sewer, water, gas, electrical, etc.) shall be shown and properly dimensioned
- Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width
- Site landscaping shall be shown with dimensions, tree sizes (if applicable), and total square footage of landscaped areas noted. **See Article 7 of Huntsville Development Code**
  - ⇒ Show square footage of all landscaped areas
  - ⇒ Show location, type and size of all canopy trees
  - ⇒ Show type, location and ground cover, shrubs and non-canopy trees
- Landscaped buffer yards between two conflicting land uses shall be shown with dimensions and tree sizes (if applicable) **See Article 7 Huntsville Development Code**
- Parking areas must be clearly shown and dimensioned. **See Article 6 Huntsville Development Code**
- Trash dumpster pad(s) and enclosures must be shown. All dumpster pads shall be angled for front loading dumpster trucks. When two or more dumpster pads are required, each dumpster pad shall face the same direction. **See 7,600 of Article 7 of Huntsville Development Code**
- No portion of a building shall be located more than 500 feet from a fire hydrant (measured by true travel distance)
- For commercial driveway culverts, engineered information shall be provided on-site and drainage plan for water flow and erosion control
- NOTE:** requirements A. through D. must be satisfied by submitting a separate combined grading and drainage plan prepared by an engineer
- ⇒ Site topography, grading and drainage requirements for High Density Residential, Commercial and Industrial construction
- ⇒ **A.** Provide topographic data of the existing property conditions showing ground elevation contours, natural drains; key elevations along property line, curbs, roadside ditches, culverts, etc.; all existing buildings
- ⇒ **B.** Show all proposed grading (excavation and fill), slopes, retaining walls, site drainage patterns and drainage improvements. Show calculations for drainage system improvement sizing and describe proposed erosion control measures. **Show total cut and fill quantities for earth work.**
- ⇒ **C.** Show proposed elevation for all finished floors, ground elevations at building corners and key elevations for other proposed structures
- ⇒ **D.** Provide a hydrologic and hydraulic analysis of the site (drainage study), performed by a **Registered Engineer** in the State of Texas



## Building Construction Plan and Specification Checklist - 2 sets of construction drawings needed

- Show job location of plans
- Give name of person responsible for plans
- Submit fully dimensioned and to scale plans, two (2) copies
- Com/check energy report
- Commercial design and plans will fall under the rules of the Texas Board of Architectural Examiners and the Texas Board of Engineers in regards to when seals are required
- If professional engineer and/or architect is deemed necessary, then seal, signature and date must appear on each page of each set of plans (wet seal)
- A geotechnical soils report must be submitted for review with construction plans (soil report)
- When requested by the B.O. structural calculations must be submitted to justify the adequacy of the structural system in resisting seismic and wind loads, and supporting dead and live loads
- Design loads must be in compliance with Chapter 16 of the Int. Building code (wind speed of 100 mph must be met)
- Partition layout and details must be submitted to justify compliance with occupancy, fire-resistive, structural and exit requirements
- Use of rooms must be specified
- Every commercial building which is open to the public shall comply with **Texas Accessibility Standard.** Plans must be submitted to the state or a licensed private reviewer for handicap accessibility verification if cost of the project exceeds \$50,000. The TAS registration number must be submitted with the plans
- Electrical plan** required.
- Lighting, power, panel schedule, and a one line diagram of the electrical service shall be included on all commercial plans
- Electrical main disconnect shall be located on the outside of the building
- Minimum size of wire installed shall be no less than #12. All electrical wiring in commercial projects shall be in conduit. **See Article 12 of HCO for exceptions**
- Lighting** must comply with 2015 International Energy Conservation Code. Com/check lighting report
- Plumbing plan** required. Plan shall contain ground and riser system (isometric diagrams) for commercial
- Mechanical plan** required. Includes duct layout, equipment location, equipment schedule
- Mechanical design must also comply with 2015 International Energy Code. Com/check energy report
- Fire extinguishing system plans** shall be submitted for approval by the City of Huntsville before beginning modifications or new installation

### Food Service Establishments

- Equipment layout plans and equipment schedules must be included within the plans for Health authority review
- Submit Standard Operation Procedures for Food Establishments
- Submit a copy of Restaurant Menu for review

### Documentation:

- Construction material specifications required
- Energy compliance reports for the envelope, lighting and HVAC must accompany plans

