



# CITY OF CONROE

## COMMERCIAL BUILDING PERMIT APPLICATION

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All plans must be designed in accordance with the City of Conroe Code of Ordinances. The property to be developed must comply with the City of Conroe Subdivision Ordinance, Chapter 94. A building permit may not be issued unless the property has been properly platted. Contact the Engineering Department to obtain a *Certificate of Compliance*.

If any portion of the property lies in the 100-year floodplain, a floodplain development permit must be obtained. Most commercial projects will require a site development permit and clearing permit. If a site development permit, clearing permit, or floodplain permit is required, the building permit application will be denied until those permits are obtained. Once a site development, clearing, or floodplain permit is obtained through the Engineering Department, please provide a copy of the permit(s) to the Building Inspections and Permits Department.

Plan review and building permit fees are based on the building valuation as determined from the Building Valuation Table and fees set forth in Appendix A in the City of Conroe Code of Ordinances. The plan checking fee is 1/2 of the permit fee and is required at time of submittal. The remaining fees are required once the plans are approved. The initial plan checking fee shall cover the first submission and two subsequent submissions and reviews.

If the project cost is ≥ \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) Architectural Barriers. If actual project cost is less than \$50,000 yet greater than \$50,000 determined by the valuation table, Registration may not be necessary. Include an engineer’s cost estimate for review.

Please complete and submit this application **and all necessary accompanying forms that are listed below, including plans and other supporting documents** in a digital PDF format to the permit office located in City Hall at the address located at the bottom of this page. All applications, plans, and supporting documents may also be emailed to [permits@cityofconroe.org](mailto:permits@cityofconroe.org). Additional items may be required depending on the specific situation. **Submitting an incomplete application will result in your application being delayed or denied.**

The applicant will receive the City’s written comments, and notification of any additional requirements, within 30 business days. Once a building permit is issued, the approved plans will be emailed to the applicant and the applicant is responsible for printing and having a copy available on the job site.

The permit issued for this application becomes null and void if work or authorized construction is not commenced within six months, or if construction work is suspended or abandoned for a period of six months at any time after work is commenced. Time extensions on permits may be applied for. The extension shall be requested in writing and justifiable cause must be demonstrated. Permits for electrical, mechanical, plumbing or other technical code work must be obtained in addition to the building permit.

### ADDITIONAL FORMS REQUIRED WITH THIS APPLICATION:

NEW CONSTRUCTION	INTERIOR REMODEL OR SHELL BUILD-OUT
<b>Water and Sewer Tap Application:</b> This application is required where new water and sewer taps or meters are needed.	<b>Commercial Sewer Service Application:</b> This application is required for all commercial businesses where sewer will be discharged to our treatment facility.  Note: If new water or sewer taps are required please include the <i>water and sewer tap application</i> .
<b>Commercial Sewer Service Application:</b> This application is required for all commercial businesses where sewer will be discharged to our treatment facility.	
Fire Department: <b>Building Construction/Renovation Plan Checklist</b>	Fire Department: <b>Building Construction/Renovation Plan Checklist</b>

COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST		YES	NO	N/A
"N" denotes information required for most new construction. (Additional information may be required.) "R" denotes information required for most interior remodels. (Additional information may be required.)				
N,R	<b>Is the property in a Floodplain? If yes, a floodplain development permit will be required.</b>			
N	A site development permit must be issued before a building permit may be issued. Development permit on file?			
N	Landscape plan/clearing permit issued in compliance with Chapter 102, Conroe Code of Ordinances.			
N,R	Architectural Barriers # if project cost is $\geq$ \$50,000 or engineer's cost estimate. (Reference page1)			
N,R	<b>(1) digital PDF set of plans</b> with application and supporting documents to: <b>permits@cityofconroe.org</b>			
N,R	Code data sheet showing construction type, occupancy type, codes used, occupant load, and area increase calculations if required.			
N	Site plan of proposed and existing structures with easements, driveways and set-backs shown.			
N	Structural plans designed for 100mph wind load, certified by an engineer licensed by the State of Texas.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed construction with wall details.			
N	Finish floor elevations shown.			
N,R	Floor plan showing the location and type of fire extinguishers.			
N	Energy code compliance (COMcheck) as published on the <a href="http://www.energycodes.gov">U.S. Dept of Energy website</a> (www.energycodes.gov).			
N,R	Plumbing plans with details and specifications.			
N,R	Electrical Plans with details and specifications including emergency lighting.			
N,R	Mechanical Plans with details and specifications.			
N	Water and Sewer Tap Application (if applicable, see page 1).			
N,R	Commercial Sewer Service Application			
N,R	Fire Department <i>Building Construction/Renovation Plan Checklist</i>			
N,R	Parking requirements and sidewalk location (if applicable, reference Chapter 86, Conroe Code of Ordinances).			
N	Dumpster location and enclosure.			
<b>PROJECT LOCATION</b>				
911 Assigned address:				
Subdivision:		Lot:	Blk:	Sec:
<b>PROJECT DETAILS</b>				
Project or Business Name:				
Previous Use (if building is existing):				
Proposed Use:				
Total Building Area (Ft <sup>2</sup> ) :		Total Work Area (Ft <sup>2</sup> ) :		
Number of Stories:	Construction Type (if known) :		Use Classification (if known) :	
<b>Total Building or Work Area Valuation (excluding site work if development permit exists) \$</b>				
Briefly describe the scope of work:				

PROPERTY/BUILDING OWNER INFORMATION	
Company Name:	
Contact Name:	Phone:
Address:	
Email:	
CONTRACTOR INFORMATION	
Company Name:	
Contact Name:	Phone:
Address:	
Email:	
ARCHITECT INFORMATION	
Company Name:	
Contact Name:	Phone:
Address:	
Email:	
PRIMARY CONTACT INFORMATION	
Name:	Phone:
Address:	
Email:	

For remodels and demolitions, the applicant must attest that an asbestos survey has been performed. An asbestos survey *has* *has not* been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being renovated/demolished. Asbestos Surveys are required on all additions to, or alterations of, existing commercial buildings.

**No new certificate of occupancy for a building containing an enclosed public place may be issued until “No Smoking” signs meeting the requirements of Sec. 26-156(a) of the Conroe Code of Ordinances, have been posted.**

The undersigned Owner/ Agent/ Contractor/ Architect of this building, has read all of the information contained in this application, agrees to conform to all applicable laws of the Jurisdiction, and certifies that the information provided herein is true and correct.

X

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Signature of Applicant	Application Date	Phone (if not listed above)
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Printed Name	Contact E-Mail (if not listed above)
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How do you prefer to receive correspondence?                      Mail    E-Mail    Pick-up

**Attach the required forms to accompany this application. (Reference page 1 of this application.)**