



BUILDING INSPECTIONS DIVISION
COMMERCIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST
 (Multi-family/3 or more units & Duplexes/2 or more)

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address: _____ **Zip Code** _____ **GEO ID#** _____

Subdivision Name: _____ **Block** _____ **Lot** _____

Description of Project _____
 (i.e. New office, new business, new restaurant, etc.)

Purposed use of Project _____

Building Square Footage Area _____ **Type of Const.** _____ **Occ. Class** _____

Is the project within the Downtown Overlay District? Yes No

Is the project within the Fire District? Yes No

OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)

General Contractor _____ **Phone** (____) ____ - _____

Contact Name: _____ **Phone (if different from above):** _____

Email Address (for project correspondence only): _____

Property Owner's Name: _____ **Mailing Address:** _____

Estimated Project Cost: \$ _____

SUBMITTAL CHECK LIST

Complete

- Application for a commercial building permit (see above)
- (2) sets of 24 X 36 minimum construction drawings/plan, in compliance with the following City/State laws;
- (1) set 11 x 17 minimum construction drawings/plans
- (1) USB digital copy of construction drawings/plans

DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

- 2018 International Building Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Gas Code
- 2018 International Fire Prevention Code
- 2017 NEC
- 2012 Life Safety 101 Code
- 2006 Texas Food Establishment Regulations
- Current City Zoning Ordinance. Zoning Ordinance is available online at www.myharlingen.us
- Current City Subdivision Ordinance. Subdivision Ordinance is available online at www.myharlingen.us
- Current City Flood Plain and Drainage laws

SITE PLAN:

- Is property zoned for intended use? City's Zoning Map is available online at www.myharlingen.us
- Is property subdivided or has a letter of exemption been processed?
- Title Block with the following information:
 - Name of Project
 - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
 - Sheet Title and Sheet Number
 - Date, and revision date (when applicable)
 - Scale
- North Arrow
- Site Data Table showing the following information:
 - Lot Area
 - Building(s) square footage, per use and total
 - Impervious/Pervious Area
 - Landscape Area
 - Lot coverage percentage
- Building layout
- Setback requirements (by plat, zoning ordinance and site triangle)
- Location of solid fence on the rear and dividing Zoning districts
- Parking Data Table showing the following information:
 - Number of parking spaces required and provided, per use and total
 - Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces
- Parking lot layout with angle, and width and length dimensions
- Loading area for all retail, commercial and industrial structures in excess of 3,000 square feet, and kindergartens, day schools and child training and care establishments
- Trash receptacle location
- Freestanding signs (location/height – if applicable). New signs require a Sign Permit
- Clear zones for driveways/site triangle
- 5-foot sidewalk required along each street Frontage
- Drainage plan with:
 - Gradient elevations
 - Flow rates
 - Retention / detention areas
 - Guttering or sloping details
- Storm water pollution prevention plan (SWP3) a.k.a. Erosion Control Plan
- Drainage report by licensed professional engineer

LANDSCAPE PLAN:

- Title Block with the following information:
 - Name of Project
 - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
 - Sheet Title and Sheet Number
 - Date, and revision date (if applicable)
 - Scale
- North Arrow
- Landscape data table showing the following information:
 - Landscape area required and provided
 - Total number of trees required and provided
 - Name, species and size (height and caliper) of trees and other landscape materials
- Required landscaping (10% commercial/industrial; 15% multifamily, landscape islands on parking lots with 20 or more parking spaces)
- Proposed trees to be planted. Trees shall not be in utility easements or near power lines
- Existing trees to remain indicating caliper and any protected trees
- Water sources
- Protected trees (trees measuring +24 inches in circumference or with a +8-inch caliper) to be removed require a Tree Removal Permit

FLOOR PLAN AND ELEVATIONS:

- Engineering required on buildings 5,000 sq. ft. or over.
- On all A, I, or E occupancies, engineers' or architect's seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
- All areas / rooms denoted or labeled
- All pertinent dimensions shown
- All door & window sizes shown or referenced to schedules
- All accessory details and drawings
 - o Wall section details
 - o Framing details (roof & wall)
 - o Engineered metal building drawing (if applicable)
- Elevations shall be labeled as north, south, east and west elevations
- Roof overhang dimensions on all elevations

ACCESSORY DOCUMENTS:

- Energy Conservation Report (Com. Check)
- Registration letter from T.D.L.R. for A.D.A. project registration
- Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
- Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations.

IF RETAIL FOOD ESTABLISHMENT ALSO NEED:

- Type of finish floor surface
- Type of wall surface
- Type of food contact surface
- Kitchen equipment layout including storage areas
- Location of 3-compartment sink
- Location of mop sink
- Location of employee hand lavatories
- Paper towel and soap dispenser(s) above all employee hand sinks
- Self-closing device on all bathroom doors
- In-direct drain connections for 3-compartment and ice machine
- Hot and cold water supply to ALL sinks
- Location of outside trash dumpster
- Sneeze guard protection (if applicable)
- Food protection during display
- Location of storage area

FOUNDATION PLAN:

- Dimensions & detail for construction
- Engineer's seal required

ELECTRICAL PLAN:

- Provide electrical fixture plan
- Provide electrical panel schedule
- Engineers seal required if building is > 5,000 sq. ft.
- Energy conservation report on air-conditioned areas

MECHANICAL PLAN:

- A/C duct layout
- A/C equipment schedule size designation
- Details on dampers if required
- Engineers seal required if building is > 5,000 sq. ft.

PLUMBING PLAN:

- Layout of all fixtures
- Schematic of drain / waste system layout
- Engineers seal required if building is > 5,000 sq. ft.

FIRE PROTECTION:

- Designation of all firewalls or partitions
- Fire rating designation on doors & windows assemblies in fir rated walls or partitions
- Fire alarm layout (if required)
- Fire suppressions system layout (if applicable – sprinklers, stand pipes, aerosol systems, CO2 systems, etc.)
- Fire department accessibility

- **A \$30 re-inspection fee is due prior to any re-inspection being conducted.**
- **Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.**
- **Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.**

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Authorized Agent/Owner _____ **Date** _____