

Commercial Plan Review and Permitting Procedures

Permit Documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit process.

New and remodel/additions for Commercial projects. Applicant must submit the following:

1. Permit Application
2. (2) Sets of plans
3. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.

City is not responsible for compliance with Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value) and Asbestos Report or declaration (if remodel or demolition).

Submit complete permit package to the city either electronically, or in person for plan review.

Plan review process:

1. Permit Application is sent for plan review.
2. Verification that all documents are received and are specific to legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Review energy code compliance report for verification of compliance with IECC code edition adopted by city.
5. Applicant may be contacted if any information is missing or revisions are needed, if revisions are required, the application will be placed in hold until the corrected documents are received.
6. Approval of permit. City staff will notify you that the permit has been approved.
7. Once permit fees have been received, the permit will be issued and released.

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a complete permit application.

- An additional set of plans will be required for buildings with fire sprinklers.
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

Professional License: Each drawing and document shall be sealed, signed, dated, and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Required Drawings and Documents: (City Building Inspection Department may request additional information if necessary)

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site Plan
2. Floor and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans
11. Certified Energy Compliance Report

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued
- b. U.S. Department of Energy, www.energycodes.gov

New Commercial Plan Review Checklist

Project Address: _____

Project Name: _____

_____ **(2) Site Plans to include:**

Legal Description (lot, block, subdivision)

North arrow and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Existing and proposed location of utility poles, pad mounted transformers

_____ **(2) Parking lot layout plans**

_____ **(2) Grading Plans**

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

_____ **(2) 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.**

_____ **Driveway approaches and drainage culverts-** Engineered plans (Driveways accessing State Highways require TXDOT permit)



Phone: 817-489-2201
 Website: www.newarktx.com

Address: 209 Hudson St.
 PO Box 156
 Newark, TX 76071

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
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: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____	
Name: _____	Project Contact Person: _____
Address: _____	
Phone Number: _____	Mobile Number: _____
Email: _____	

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
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: Approvals are required from all departments prior to issuance of permit

Plan Review		Fire	
Public Works		Planning	

Building Permit Fee: _____	Meter Deposit Fee: _____	Total Fees: _____
Plan Review Fee: _____		Receipt #: _____
Water Tap Fee: _____		Issued Date: _____
Sewer Tap Fee: _____		Issued By: _____
		BV Project #: _____