



COMMERCIAL

Construction Permit Required

Garza County requires that the following projects be approved with a permit before construction begins: (Adopted by Commissioners' Court on 11/19/2007.)

1. a habitable structure, new or added on to, to be used for living space,
2. Commercial structures and other structures for public use, and
3. Any other construction project not defined by the International Residential Code or the Commercial Construction Provision.

Construction Permit Application Process

1. Obtain the Permit Application packet from the county clerk's office.
2. Submit the completed Permit Application to the county clerk or directly to the inspector.
3. County Clerk will contact contractor when the permit fee is determined and application is approved.
4. Contractor then pays Permit fee at the county clerk's office to obtain Permit.
5. Contractor can begin construction.
6. Contractor must contact the county's inspector prior to each inspection.
(On 3/28/11, the commissioners' court "prohibited third party inspectors from participating in the building permit/inspection process in Garza County".)
7. After final inspection, inspector submits request to clerk for Certificate of Occupation issued to the property owner.

Inspector is available for inspections on Tuesday and Thursday evenings.
Please contact him prior to needing an inspection.

Contacts

For Filing questions:
Jim Plummer
District and County Clerk
(806) 495-4428
james.plummer@co.garza.tx.us

For Permit and inspection questions:
(Same)

***Approved plans and Permit shall remain on site
during construction and available for inspections.***

GARZA COUNTY, TEXAS COMMERCIAL BUILDING PERMIT APPLICATION

PERMIT PROCESSING: Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan reviewer for a progress update.

*(STATE LAW MAY REQUIRE THAT COMMERCIAL PLANS BE SIGNED AND SEALED BY A REGISTERED TEXAS ARCHITECT OR ENGINEER. **AMERICAN DISABILITIES ACT REQUIREMENTS:** PLANS FOR COMMERCIAL PROJECTS, NEW OR REMODEL, MAY REQUIRE SUBMITTAL TO THE TEXAS DEPT. OF LICENSING AND REGULATION FOR REVIEW FOR TEXAS ACCESSIBILITY STANDARDS. PLEASE GIVE STATE-ASSIGNED PROJECT NUMBER OR OTHER PROOF OF REVIEW.)*

Date & Time Received (Office Use Only)

Identify building project:

Project Street Address or Location: _____
 Property Legal Description: Lot: _____ Block: _____ Subdivision _____
 Estimated Evaluation: _____ Est. Sqft.: _____
 Property owner: Name _____ Tel No: _____
 Mailing address: _____ City/State: _____ Zip: _____
 Design Professional: Name: _____ Tel No: _____
 Mailing address: _____ City/State: _____ Zip: _____

Identify who will perform work:

Builder: _____ Tel No. _____
 Builder Address: _____ City/State: _____ Zip: _____
 Mechanical Contractor: _____ Tel. No: _____
 Texas Master License No: _____ Expiration Date: _____
 Electrical Contractor: _____ Tel No: _____
 Texas Master License No: _____ Expiration Date: _____
 Plumbing Contractor: _____ Tel No: _____
 Texas Master License No: _____ Expiration Date: _____

ABESTOS SURVEY

I herby certify that an abestos survey, as required by state and federal laws, of all parts of the building affected by the planned renovation or demolition has been completed by a person that is appropriately licensed, accredited, or trained to perform a survey.

 Print Name _____
 Date

 Sign Name

PLAN CHECK NO. _____ **PLANS CHECKED BY** _____

By my signature below I certify that I am legally authorized of the owner for purposes of obtaining the permit requested and all subsequent communication and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete, and that I have read and understood the information on the reverse of this form. I understand that application for any provision of the technical codes governing the work, whether identified pursuant to plan review or not.

 Applicant Signature _____
 Printed Name

 Date

Garza County Inspection Rates

Commercial Construction

Rates

Less than 3000 sq. ft: \$75.00 per inspection + mileage

- | | | |
|----|---------------------|----------------------------------|
| 1. | Footing | \$75.00 + \$50 (mileage) = \$125 |
| 2. | Slab | \$75.00 + \$50 (mileage) = \$125 |
| 3. | Plumbing rough | \$75.00 + \$50 (mileage) = \$125 |
| 4. | a. Framing, | \$75.00 |
| | b. Mech. Rough | \$75.00 |
| | c. Electrical rough | \$75.00 |
| | d. Plumbing top out | \$75.00 |
| | | + \$50(mileage)=\$350.00 |
| 5. | a. Building final | \$75.00 |
| | b. Mechanical final | \$75.00 |
| | c. Electrical final | \$75.00 |
| | d. Plumbing final | \$75.00 |
| | | + \$50(mileage)=\$350.00 |

\$1075 per construction project (with mileage)

(Reinspections not included)

3000 up to 5000 sq. ft: \$100.00 per inspection + mileage

- | | | |
|----|---------------------|-----------------------------------|
| 1. | Footing | \$100.00 + \$50 (mileage) = \$150 |
| 2. | Slab | \$100.00 + \$50 (mileage) = \$150 |
| 3. | Plumbing rough | \$100.00 + \$50 (mileage) = \$150 |
| 4. | a. Framing, | \$100.00 |
| | b. Mech. Rough | \$100.00 |
| | c. Electrical rough | \$100.00 |
| | d. Plumbing top out | \$100.00 |
| | | + \$50(mileage)=\$450.00 |
| 5. | a. Building final | \$100.00 |
| | b. Mechanical final | \$100.00 |
| | c. Electrical final | \$100.00 |
| | d. Plumbing final | \$100.00 |
| | | + \$50(mileage)=\$450.00 |

\$1350 per construction project (with mileage)

(Re-inspections not included)

*Over 5000 sq. ft. - open to discussion

***Commercial building final does not include Chapter 11 accessibility section of the building code.**

Includes

- Plan check
- Building: footing, slab, framing, final
- Plumbing: rough & service lines, top-out, final
- Mechanical: rough, final
- Electrical: rough, final

NEW COMMERCIAL OR COMMERCIAL ADDN. BUILDING PERMIT CHECKLIST

(Permit processing – Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan reviewer for a progress update.)

- ___ Two (2) complete sets of construction documents (prepared by a Texas Registered Architect and/or Texas – Licensed Professional Engineer and bearing their seal(s); See “Do I need an Architect or Engineer?” flowchart on the wall above the customer desk). Each set shall include site and grading Plans, landscape plans, a floor plan, building elevation, foundation and structural framing plans, Foundation and structural details, wall sections with details, fire- resistant assembly information, fire Stopping information, mechanical, plumbing and electrical plans and details, one set of specifications And such other information as necessary to clearly define the scope of the work.
- ___ One (1) copy of Survey Certificate (also submit Flood Elevation Certificate if located in flood zone.)
- ___ *TCEQ Notice of Intent Form (Required for any disturbance equal to or greater than one acre or part of a larger common plan totaling one acre or greater.) Fill out separate application for TPDES Permit. (New construction only)
- ___ *Texas Accessibility Standards (TDLR) project number, if project valuation exceeds \$50,000.00.
- ___ *2000 International Energy Conservation Code compliance report and checklist – most current release
(Download free ComCheck software at www.energycodes.gov)
- ___ *Asbestos Survey (Addition only)
- ___ Commercial swimming pools, food preparation establishments, and restaurants, submit one set of plans.
- ___ Fire sprinkler and fire alarm plans.
(Sprinkler system may need to be inspected by a Texas State Certified Fire Inspector.)
- ___ Lots with driveways opening onto State Right-of-Ways require approval from Texas Department of Transportation (commercial driveways are required separate permits)
- ___ Complete Wastewater Survey for nonresidential establishments.

Permit Fees:

Plan Check fee (Per County Ordinance)

When construction documents and/or other data are required to be submitted in order to verify conformance with applicable codes prior to issue of a permit, a plan review fee shall be paid at the time of acquiring that permit, which fees are separate and in addition to applicable permit fees. The initial plan review fee shall be equivalent to 25% of the “master” permit fee associated with the project. Re-submittal of plans for the purpose of verifying that corrections identified in the initial review have been made shall be allowed once without incurring additional review fees. Subsequent review, either to verify corrections have been made or to review change orders or other plan amendments, shall require payment of additional review fees equivalent to 5% of the “master” permit fee with a minimum of thirty dollars (\$30.00), which must be paid in advance of review if the permit has already been issued. An advance fee of 10% of the master fee, but not less than thirty dollars (\$30.00) nor more than one-hundred dollars(\$100.00), shall be paid at the time of submission of original construction documents for review, which fee shall constitute a credit toward total plan review or permit fees to be paid at the time of permit issuance. Said fee shall not be considered as a deposit, and is non-refundable. Projects within the scope of the International Residential Code are exempt from plan review fees.

Electrical Permit \$0.05 per square foot, \$30.00 minimum

Plumbing Permit – same as electrical permit

Mechanical Permit – same as electrical permit

Driveway Permit - \$30.00 plus deposit of \$2.50 per linear foot of curb and gutter to be removed
\$75.00 minimum.

***FEDERAL/STATE MANDATED
COMMERCIAL BUILDING ALTERATION PERMIT CHECKLIST**

(Permit processing – Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan reviewer for a progress update.)

___ Two (2) complete sets of plans (sealed and signed by an engineer and/or architect registered in the state of Texas, if applicable). Each set of plan to include: floor, wall section with details, electrical, plumbing, and mechanical plans.

___ *Texas Accessibility Standards (ADA) project number

___ *2000 International Energy Conservation Code compliance report and checklist – submit two (2) copies. (Download free ComCheck software at www.energycodes.gov)

___ \$10,000 Compliance Bond (obtain blank bond form from Building Inspection Dept.)

OR

___ Food preparation establishments and restaurants submit one set of plans for review.

___ Sprinklered building design shall detail layout of sprinkler/fire suppression systems for review

___ Complete Wastewater Survey for nonresidential establishments

Commercial Building Alterations Permit Checklist

Permit fees:

Building Permit - \$1.50 per \$1,000.00 of valuation, \$30.00 minimum

Plan check fees (**Per County Ordinance**)

When construction documents and/or other data are required to be submitted in order to verify conformance with applicable codes prior to issue of permit, a plan review fee shall be paid at the time of acquiring that permit, which fee are separate and in addition to applicable permit fees. Re-submittal of plans for the purpose of verifying that correction identified in the initial review have been made shall be allowed once without incurring additional review fees. Subsequent reviews, either to verify corrections have been made or to review change orders or other plan amendments, shall require payment of additional review fee equivalent to 5% of the "master" permit fee with a minimum of thirty dollars (\$30.00), which must be paid in advance of review if the permit has already been issued. An advance fee of 10% of the master permit fee, but not less than thirty dollars (\$30.00) nor more than one-hundred dollars (\$100.00), shall be paid at the time of submission of original construction documents for review, which fee shall constitute a credit toward total plan review or permit fees to be paid at the time of permit issuance. Said fee shall not be considered as a deposit, and is non-refundable. Projects within the scope of the International Residential Code are exempt from plan review fees.

Electrical Permit \$0.05 per square foot, \$30.00 minimum

Plumbing Permit - \$0.05 per square foot, or \$2.00 per \$1,000.00 valuation, \$30.00 minimum

Mechanical Permit - \$0.05 per square foot or per 1996 International Mechanical Code

Amendments Unit Fee Schedule, \$30.00 minimum

***FEDERAL/STATE MANDATED**

Submittal Requirements:**Building Contractor Registration (See Separate Application)**

Survey Certificate: Prepared by a licensed surveyor (new construction only).

Flood Plain Elevation Certificate: If the survey certificate determines that the project is in a FEMA special flood hazard area, an Elevation Certificate must accompany the survey certificate. The finished floor elevation must be verified when construction is complete, and a second "as built" certificate submitted to the Count prior to scheduling of the final inspection.

TCEQ Notice of Intent (NOI) Form (See Notes 7&8 below)

Construction Documents (2 complete sets):

- a. **Site Plan;** to scale, showing building footprint (s), all easements, improvements, flatwork, minimum Building setbacks and existing & proposed utility location and tie-ins;
- b. **Floor Plan;** to scale, showing proposed room layout, window and door locations and sizes; *show Locations of required wall bracing with notes indicating method of bracing (effective June 1, 2004);* Also include electrical, plumbing and mechanical information.
- c. **Foundation Plan and Details;** to scale, showing dimensions and location of all footings and beams, slab thickness, And size and spacing of reinforcement;
- d. **Elevations;** to scale, with all windows, (temp. glass in hazardous locations) doors, chimney's, and other significant Architectural features shown;
- e. **Wall Section** for the following only;
 - a. **(Two family dwellings "duplexes" only)** interior tenant separation walls required to be provided with one Hour of fire-resistance;
 - b. **(Town homes only)** party walls required to have two hours of fire-resistance rrating;
 - c. **(Garden homes and all others)** exterior walls required to have one hour of fire-resistance due to being Closer than 3'0" to an interior property line. Note: Openings are not permitted in exterior walls closer than 3' to the property line.
- f. **Proof of Energy Code Compliance (New Construction):** Demonstrate compliance with the 2000 International Energy Conservation Code through calculations in a tabular format or through submittal of a RESCHECK report. Free download of the software necessary to generate this report is available at the Dep't of Energy website: <http://www.energycodes.gov>.

Deferred Submittals:

Engineered truss system layout and individual truss design diagrams, where applicable (these do not have to be submitted to the office, but must be on-site with the construction documents for purposes of framing inspection); other engineered elements require submittal as well. Ask the plan reviewer for details.

Keyed Notes from Front Page

- 1) Irrigation permit required. Backflow preventer must be inspected and approved by the County as well as certified upon installation and periodically by a licensed backflow protection specialist. Contact Water Supply Corp. for more information.
- 2) **Determining Stormwater Construction Permit Coverage**

Determine area disturbed by construction site.

Determine if the construction site is part of a larger common plan of development or sale.

Determine the **Total Area** disturbed is greater than 5 acres, Stormwater permit is required through TCEQ

If the **Total Area** disturbed is less than 1 acre, No Stormwater permit is required (must not contribute pollution to Municipal Separate Storm Sewer System)

If the **Total Area** disturbed is greater than or equal to 1 acre but less than 5 acres, Stormwater permit is required through TCEQ

If the **Total Area** disturbed is greater than 5 acres, Stormwater permit is required through TCEQ.

- 8) SWP3 Preparation and Compliance
 - SWP3 must be completed prior to obtaining authorization (submitting NOI)
 - SWP3 must be implemented prior to commencing construction activities.
 - SWP3 must be updated as necessary to reflect the changing condition of new operators, new area of responsibilities, and changes in Best Management Practices (BMPs)
 - SWP3 must be prepared so that it provides compliance with terms and conditions of TPDES General Permit TXR150000

IMPORTANT: Builder Notice – TRCC Registration:

The rules of the Texas Residential Construction Commission require that you be registered with them, and that each Residential dwelling constructed by you also be registered with them by a specified date. All projects involving changes in Square footage or remodels of \$20,000 valuation are regulated as well. For more information, contact the West Texas Homebuilder's Association at 798-1616, or visit the TRCC website at <http://www.trcc.state.tx.us/>

Submittal of the above information with a fully completed application is required in order to process the permit in a timely manner. Omission of any information will cause the review to be delayed until the information is received.