



# APPLICATION FOR COMMERCIAL BUILDING / NON-SINGLE FAMILY RESIDENTIAL PERMIT

## BUILDING SERVICES

### SUBMITTAL CHECKLIST

The City has in effect the Unified Development Codes, the 2015 International Building Code and the 2014 National Electrical Code. Please refer to these documents for preparation of your plans.

#### COMMERCIAL / NON-SINGLE FAMILY RESIDENTIAL REQUIREMENTS:

- 1 **BUILDING PLANS** (FIVE sets - NEW CONSTRUCTION / FOUR sets - FINISH-OUTS/REMODELS/ALTERATIONS) **PLUS ONE complete set on CD in PDF format** to include:

\*\* - Required for Finish-outs/Remodels/Alterations

- Elevations

- 2 **SITE PLAN** that shows location of building on property and setbacks **bound separately from building plans.**

- Approved Plat
- Floor plan\*\*
- Roof plan
- Door, window, and hardware schedule\*\*
- Structural plans\*\*
- Foundation plan designed by a State of Texas licensed professional engineer
- Construction details: interior and exterior wall sections, interior finish, interior elevations, etc.\*\*
- Mechanical, electrical (including riser diagram), and plumbing (including riser diagram) plans.\*\*
- COMcheck or equivalent energy code compliance report\*\*
- Fire protection plan for fire-rated walls, ceilings, and floors (if applicable)\*\*
- Architect's or engineer's seal and signature as required by state law\*\*

- 3 **CIVIL PLANS** **Four sets of Paving, Drainage and Utility Plans prepared by a Texas-Registered Civil Engineer bound separately from building plans**

Developments requiring off-site infrastructure improvements (road and utility extensions) must include Construction Plans. An approved site plan shall accompany all construction plans for non-residential construction. **The Plan Review Fee is due at the time of application submittal.** Please allow a *minimum* of 15 working days for review and comments. No construction may begin, including setting form boards and lot grading, until a permit has been issued.

Food establishments and/or food handling businesses are required to contact the Tarrant County Health Department for separate permitting and inspection procedures. Contact TCHD by calling 817-321-4960.

- 4 **ASBESTOS SURVEY**

Senate Bill 509 requires municipalities to verify that an asbestos survey has been conducted prior to issuing a permit for renovation, alteration, or demolition of a public or commercial building.

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?

\_\_\_\_ Yes                      \_\_\_\_\_ Date of Survey

\_\_\_\_ No - If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Keller.

- 5 **SWPPP / TCEQ STORM WATER PERMIT** (required for lots one acre and above)

The 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.