



CITY OF HEATH
200 Laurence Dr. Heath TX 75032
972-771-6228 – Main City Number
469-273-4015 - Fax
972-961-4897 – Inspection

APPLICATION FOR COMMERCIAL PERMIT

Permit # _____ - _____
Amount Paid \$ _____
Check # _____
Date Paid ____/____/____
Receipt # _____

Project Address: _____
(Street Address) (Suite # / bldg #)

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

Property Owner: _____
(Name) (Address) (City, State, & Zip) (Phone)

Architect or Engineer of Record: _____
(Name) (Registration Number)

<i>Company Names</i>	<i>Contact Person</i>	<i>Phone #</i>
General:		()
Electric:		()
Plumbing:		()
Mechanical:		()
Other (specify):		()

Note: Separate Permit Application required for each above named trade.

TYPE OF WORK: <input type="checkbox"/> Interior Finish (new) <input type="checkbox"/> New Building <input type="checkbox"/> Shell Only <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation (existing) * <input type="checkbox"/> Demolition* <input type="checkbox"/> Other	BUSINESS STATUS: <input type="checkbox"/> Existing <input type="checkbox"/> New to Heath
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Description of Work (please be specific): _____

**Please read and sign*
I certify an Asbestos Survey has been done as required by the Texas Department of Health for Renovation or Demolition Projects.
Signature: _____ **Date:** _____

Business Name: _____	Oncor: _____	YES / NO	Water Meter Size: <input type="checkbox"/> 5/8" _____ <input type="checkbox"/> 1" _____ <input type="checkbox"/> Larger _____ **
Type of Business: _____			
Valuation of Work: \$ _____	Atmos Energy (gas): _____	YES / NO	
Area of This Project: _____ s.f.	Fire Sprinklered: _____	YES / NO	

A separate permit is required for each tenant space and/or building.

APPLICATION FOR CERTIFICATE OF OCCUPANCY IS HEREBY MADE COINCIDENTAL WITH APPLICATION FOR CONSTRUCTION PERMIT. 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.** 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, INCLUDING BUT NOT LIMITED TO BUILDING, FIRE, ZONING AND TREE PRESERVATION ORDINANCES, 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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

DATE _____

SIGNED _____
agent or owner

DATE _____

APPROVED _____
Building Official

REVIEWED BY / DATE

_____ Admin Assistant	_____ Engineer Inspector	_____ City Planner	_____ Building Official	_____ City Engineer	_____ Fire Marshall
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PERMIT FEE	_____
SEWER IMPACT	_____
WATER IMPACT	_____
METER PASS THRU FEE	\$95 \$160
ROADWAY IMPACT	_____
TOTAL	_____

Office Use Only

Setbacks Front _____ Side L _____ Side R _____ Rear _____ Height _____ Zoning _____

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

PLAN REVIEW: Our goal is to complete plan review and return comments to applicant within eight working days excluding the day of submittal. Plan review will not begin until all application requirements are met. Any changes to approved plans will be charged \$50.00 per hour or portion thereof for additional plan review time. Applicant submitting plans for review but project is abandoned or permit not issued within 180 days will be charged a plan review fee at the rate of \$50.00 per hour for time documented on the project.

Permit Application Form shall list the general contractor and subcontractors in the licensed trades.

- The General Contractor will submit the permit application form listing the contractors in the licensed trades (Plumbing, Electrical, Mechanical) and other information requested on the form. Separate permits must be pulled for subcontractors, Plumbing, Electrical, Mechanical.
- All contractors must be currently registered with the City of Heath prior to issuance of the permit.
- Registration: \$50.00 New Registration, \$25.00 Renewal Registration

EXISTING BUILDINGS (Remodels & Finish-outs only. Excludes additions)

The following Items must be included with the application form. **Incomplete plans and/or applications may not be processed or will create delays.**

- A. **Permit Application Form.** (Any plans not picked up within 180 days after notification will be considered abandoned and plan review fee assessed.)
- B. **Energy Code Analysis:** This should be the COM check printout or equivalent information from the tables of the 2006 IECC. COM check is a free download from the U. S. Department of Energy at www.energycodes.gov. Note for interior work only the items affected by the remodeling need to be calculated.
- C. **Asbestos Survey.** Remodeling or demolition of any commercial building or space in a building requires an asbestos survey be done. Any permit submittal to the city requires a statement be attached to the application that a survey has been done as required by the state. The survey has to be kept at the project site and be available to the Texas Department of Health on request.
- D. **Architectural Barriers Registration.** Applicant shall submit proof that plans have been submitted to the state or independent contractor for accessibility review. Listing of registration number for on line project registration is sufficient. Smaller projects exempt from state plan review are still required to comply with state standards. City will review for compliance to standards as adopted with Building Code.
- E. **Three (3) sets of Construction plans (on paper) and ONE SET ON DISK IN PDF FORMAT including the following:** Disc not required for small projects where the maximum sheet size does not exceed 11" x 17".
- **Plot plan or Site Plan** showing location on the property. For interior spaces in office buildings provide plan of that floor showing access to exits.
 - **Floor plans** showing the area being remodeled including all corridors and stairways involved in exiting the subject space.
 - **Elevations** showing any exterior walls that are changed.
 - **Typical wall section** showing typical construction materials and insulation of exterior walls.
 - **Plumbing, Mechanical, and Electrical Plans** showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code. The U. S. Department of Energy has developed the software programs RES check and COM check. COM check may be based on 2006 IECC or on ASHRAE/IES 90.1-1999. These are available on the internet at www.energycodes.gov as a free download. The printout from them may be submitted with your plans. The Building Department will also accept hand calculations utilizing the provisions from the IECC. See energy code ordinance for envelope tables for this climate zone.
 - Drawings shall have **legible seals and signatures** as required by Texas Engineering Practice Act and or Texas Board of Architectural Examiners. See <http://www.tbae.state.tx.us> and <http://www.tbpe.state.tx.us>
- F. If the establishment requires a **Health Department license**, then **health department plan review is required**. This applies to any food service operation, grocery store, day care or assisted living facility. It is the applicant's responsibility to submit directly to the health department. Contact Kelly Stockburger at 972-961-4895

NEW BUILDINGS (Includes new additions to existing buildings.)

The following Items must be included with the application form. **Incomplete plans or applications may not be processed or will create delays in processing.**

- **All of the items required for existing buildings above.**
- **Energy Code Analysis:** This should be the COM check printout or equivalent information from the tables of the 2006 IECC. COM check is a free download from the U. S. Department of Energy at www.energycodes.gov. **Note:** for building shell construction only the building envelope requirements are applicable, the MEP verification would be required when these items are installed.
- **Three (3) complete sets of plans on paper and one set on disc in PDF format** (including everything listed above, plus **City Approved** detailed site plan.)
- Construction plans shall contain the information required under Existing Buildings as listed above plus the following: **(1.)Tree survey** with nomenclatures and legends per Tree Preservation Ordinance; **(2.) Landscape and Irrigation Plans;** **(3.)Erosion Control Plan;** **(4.) Civil plans** showing grading and drainage, utility work and site paving. In cases with a City Council approved site plan and elevations, those plans with all the revisions required in the final approval shall be a part of the submittal.
- **SPECIAL NOTE:** Civil Plans must be **separately** submitted to the Public Works Department 200 Laurence Drive, Heath, Texas whenever there is any public infrastructure (water, sewer, storm drainage, or streets). Civil Plans must be approved by the Public Works Department **prior** to issuance of Building Permits. The Public Works Department may be contacted at 972-771-6228.

** Larger water meters require that all fees are paid and an account is set up with Utility Billing prior to issuance of the building permit