



Commercial Plan Submittal Form

City Of Georgetown
Division of Planning and Development Services

Project Information:

Project Street Address _____ Business Name _____
 Property Owner: _____ Phone #: _____
 Owner's Address: _____ City/State: _____ Zip: _____
 Agent: _____ Phone #: _____
 Agent's Address: _____ City/State: _____ Zip: _____
 E-Mail address of person to notify of permit completion: _____
 Property Legal Description: Lot: _____ Block: _____ Subdivision: _____
 Is the Project (Check One): _____ Within the City Limits? _____ Within 2 miles of the City Limits?
 Zoning District: _____ Overlay District (if applicable): _____

Application for:

- New Construction **, *** Accessory Bldg ** Fire Alarm System
- Remodel/ Addition *, **, *** Swimming Pool Fire Suppression System
- Tenant Finish Out *, **, *** Fence: _____ Height Irrigation System
- Driveway/Sidewalk Demolition* Other (Specify) _____

* *Asbestos Survey Required Per SB 509; Read and fill out addendum to this form*
 ** *Effective 09/01/02, Energy Code Compliance Verification required per SB 5; see Checklist.*
 *** *Application Fee of \$100 for New Construction, or \$75 for Remodel / Addition / TFO, due at time of submittal.*
Submittal of the information with a fully completed application is required in order to process the application for the Building Permit. Omission of any information will delay the review significantly while this information is obtained, and will be treated as a new application when re-submittal occurs. Omission of underlined items, where applicable, or an incomplete application will result in automatic rejection.

BEFORE ACCEPTING PLANS FOR REVIEW:

- A submittal application must be completed and signed.
- Five (5) Complete sets of Working Drawings (preferably drawn to 1/4" or 1/8" scale), which must include the following information, as applicable to the project must be submitted.

NOTE: Drawings must be under Seal of a Registered Architect and/or Professional Engineer pursuant to Texas Law. Generally, an engineer must be engaged for all systems (structural and MEP) for buildings exceeding 5,000 sq. ft.; Structural engineering is generally required when roof clear spans exceed 24 feet. Refer to the flow chart provided at the Inspection Secretary's desk to determine which, if any, is required.

REQUIRED REGISTRATION AND LICENSING:

- Proof of TDLR Registration** with the Texas Department of Licensing and Regulation Architectural Barriers Division, including project registration number (State Law) if project valuation exceeds \$50,000.00.

REQUIRED ASBESTOS SURVEY:

- Asbestos Survey** or Designer's/Asbestos Inspector's Certification pursuant to Senate Bill 509 (77th Texas Legislature) requirements (State Law for Remodels or Demolitions only)

ENERGY CODE COMPLIANCE:

- Proof of Energy Code Compliance pursuant to Senate Bill 5 (77th Texas Legislature) (applicable only for projects submitted on or after 09/01/02):** Demonstrate compliance with the 2000 International Energy Conservation Code through calculations in a tabular format or through submittal of a COMMCHK report. See Inspections Secretary for more details.

FOR PLAN REVIEW:

- Four complete sets of plans indicating the following:
 - Cover Sheet** indicating design criteria and code document, specifically but not limited to Building Heights & Areas (Actual vs. Allowed), Construction Type, Occupancy Classifications, Occupant Loads, Exit Capacity and Existing Conditions.
 - Site Plan** from the formally approved Site Plan (DDP). **NOTE:** Formal approval of a Site Plan is required as a preliminary step to a Building Permit application for new buildings and additions to existing buildings. See the Development Technician to determine what steps are required prior to applying for a building permit.
 - Roof / Floor Truss** Load Diagrams (under seal and signature of a Registered Architect or Professional Engineer) and / or a framing plan showing size, layout, spacing and span of framing members. Provide species and grade information on all wood-framing members.
 - Foundation Plans** with soil analysis indicative of design in accordance with site conditions. All forms of anchors/ connectors and all reinforcing are to be shown. All foundation plans must be sealed by a Professional Engineer.
 - Elevations** with all windows, (temp. glass in hazardous locations) doors, and any other architectural features significant to exterior design. Building height is to be indicated as well as finished floor elevations. Location of attic ventilation is to be shown, if located on exterior wall.
 - Floor Plans** with dimensions and indications of all wall types and locations of windows, doors and any opening protective requirements. Individual spaces must be identified. Show the location of all plumbing fixtures and demonstrate compliance with

applicable accessibility standards. Include seating and other fixed equipment layout.

- Roof Plan** showing location of equipment and any smoke venting requirements as may be mandated for specific occupancies.
- Sections** of walls, floors and roof structures sufficient to indicate the scope of work and all structural element sizes and bearings. Provide window, door and hardware schedules. Provide UL classification numbers if required to be fire rated.
- Electrical** plans showing outlets, fixtures, receptacles, switchlegs, and raceways. Hazardous or non-hazardous locations, reflective ceiling plan, emergency lighting, and exit sign locations (signs must be located over doors and at change of direction in the path of travel). Smoke and heat detectors. Service entrance location and size shall be indicated. Load Analysis. GFCI locations per 2005 National Electric Code. Provide an electrical service equipment riser diagram.
- Plumbing** schematic floor plans with DWV and water line sizes indicated, riser diagrams, plumbing fixture schedules, and minimum facility requirements. Note the requirement that all floor drains in public and commercial restroom facilities must have trap primers.
- Mechanical** plans showing layout, sizing and classification of ductwork and location of make up air as may be required. Provide mechanical equipment schedules showing all equipment and air handler ratings in CFM, BTUH, KW, etc. Indicate method of automatic fan shutdown, where required. Identify locations and types of dampers when required through fire or smoke rated assemblies.

FIRE ALARM/FIRE SUPPRESSION SUBMITTALS:

- Fire Suppression and / or Fire Alarm System** plan indicating types of system, location of sprinkler heads, audible alarms, visual alarm, manual pull stations, smoke and heat detectors, standpipes, and any command station as may be required.

Structure Square Footage/Impervious Coverage Calculations (must be indicated on Site Plan and match approved DDP):

Gross Building Floor Area (Sq. Ft.)		Impervious Cover (Sq. Ft.)		Lot Area (Sq. Ft.):	
First Floor		Building Footprint		% Bldg Coverage:	
Second Floor		Flatwork:		Max. % Bldg Coverage Allowed:	
Third Floor		Driveways		% Impervious Coverage:	
Roofed Porches/ Patios		Sidewalks		Max. % Imp. Coverage Allowed:	
Total Area for Permit Calculations		Other:			
		Total Imp. Cover			

Occupancy Classification (Check one that reflects principal intended use): ___ Group "A"-Assembly; ___ Group "B"- Business; ___ Group "E"- Educational; ___ Group "F"- Factory-Industrial; ___ Group "H"- Hazardous; ___ Group "I"-Institutional; ___ Group "M"- Mercantile; ___ Group "R"- Residential; ___ Group "S"- Storage
 If other than a new building, is a change in occupancy classification proposed? _____ Yes _____ No

Estimated Construction Cost: \$ _____ (See attached schedule to use in determining construction cost based on occupancy type and construction type.) If project valuation exceeds \$50,000 actual cost or as computed using the aforementioned schedule, YOU MUST PROVIDE PROOF OF REGISTRATION with the Texas Department of Licensing & Regulation Architectural Barriers Branch: **TDLR Project Registration No.** _____

Utility Services Required: (new or upgrade only; if upgrade, also provide existing size)

Electrical Size: _____ Amps _____ Phase Electrical Provider: G'town () TU() PEC()
 Water Meter Size: _____ Is a separate irrigation tap proposed? If so, give meter size: _____
 Wastewater Size: _____ Water Provider: G'town () Chisholm Trail () Jonah () Private ()
 Wastewater Service is/will be: City () Private Sewage Disposal System ()

General Contractor Information (Electrical, Plumbing, Mechanical and other Trades must fill out a separate application):

General Contractor: _____ Phone: _____
 Authorized Contact Person: _____ Phone: _____
 Address: _____ City/ St: _____ Zip: _____
 e-mail address (if available): _____

By my signature below I certify that I am the owner or legally authorized agent of the owner for purposes of obtaining the permit requested and all subsequent communications and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete. I understand that application for a permit and payment of fees does not guarantee approval of a permit, and that if said permit is issued it does not constitute permission to violate any provision of the technical codes governing the work, whether identified pursuant to plan review or not. Any false statement related to this application can render the permit void.

 Contractor or Owner Signature / Date Inspection Representative Receiving Application / Date

For Staff Use Only	
Has the project complied with all applicable Unified Development Code (UDC) permits?	YES or NO
<input type="checkbox"/> Site Plan (DDP) <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Certificate of Design Compliance <input type="checkbox"/> Variance <input type="checkbox"/> Administrative Exception <input type="checkbox"/> Stormwater Permit	
Staff _____	Comments: _____
Staff Initials: _____ Date: _____	