

Revised July 2015

# ***CITY OF BULLARD***



## ***Commercial Construction Packet***

## REQUIRED SUBMITTALS FOR COMMERCIAL PERMITS

1. **Application:** Complete an application form. Copy of application form is in this packet. Either use it or pick up an application at our office.
2. **Permit fees:** A list of permit fees is included in this packet. Please note that there are separate fees for commercial permits.

### SITE PLAN APPROVAL

A site plan must be submitted to the City of Bullard for review prior to the issuance of a building permit. The review fee is included in the building permit fee.

**PURPOSE:** Site plan approval is intended to ensure efficient and safe land development, compatible use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage, and other utilities.

**APPLICABILITY:** Also, no Certificate of Occupancy shall be issued unless all construction and development conform to the approved site plan as approved by the City. A public hearing on a site plan is not required except in conjunction with a Specific Use Permit or when required by a Planned Development.

**SITE PLAN DETAILS:** The site plan shall be drawn to scale and shall include the following information:

1. Location of proposed building(s) and structures.
2. On- and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
3. Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
4. Grading plan
5. Storm Water Pollution Prevention Plan (SWPPP)
6. Screening (including heights and materials)
7. Owner's name, address, phone number, & fax number.
8. Design firm, contact person, address, phone number, & fax number.
9. Zoning (list special conditions, height/setback area regulations)
10. Setbacks as required by zoning
11. Lot area (acreage and square footage)
12. Building square footage (for each floor)
13. Floor Area Ratio (FAR) (building square footage divided by land square footage)

14. Building height (stories and feet)
15. Type and location of exterior lighting.
16. Concrete sidewalks.
17. Dumpster and trash compactor locations and screening.
18. Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
19. Indicate adjacent property subdivision name/owner, property lines, zoning.
20. Landscape Plan, with proposed landscape materials. This shall be included but not limited.
21. Building elevations drawn to scale for new construction or existing facility where facade is being altered identifying the exterior construction materials.

### **INSPECTION REQUESTS**

**903-894-7223**

Inspection requests will only be received at 903-894-7223. No inspection requests will be taken at any other phone number. For your convenience, this line will be available 7:30 a.m. to 4:00 p.m. Monday through Friday. All inspections must be called in by 4:00 pm for inspection that day. Inspections are made after 6:00 p.m. in most cases.

### **CANCELLATIONS AND RE-INSPECTION FEES:**

Cancellations must be called in to 903-894-7223 before 3:30 p.m.

It is the responsibility of the person requesting the inspection to personally verify that the work is complete and ready for inspection. All fees must be paid before final inspection may be requested. **If the work is incomplete, or red tagged for any reason; there will be a \$65.00 re-inspection fee that will need to be paid before any other inspections are scheduled.**

Please follow all established procedures in order that we may complete your inspections in a timely manner.

**PLEASE CHECK YOUR INSPECTION RESULTS BY THE TAGS IN THE FIELD.**

### **INSPECTORS:**

Jody Watson  
Willie Jones

**\*The City Engineer must approve drive approach, city sidewalks, and fire-lane construction. Complete Inspection history record must be maintained on site at all times.**

### **ENGINEER:**

Brian Capps - Capco Engineering  
(903) 531-9670

## COMMERCIAL PLAN REVIEW LIST

Contractor: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Job Name or Address: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_

Total Sq. Footage Under Roof: \_\_\_\_\_

THE ITEMS LISTED BELOW MUST BE CHECKED IF APPLICABLE TO YOUR COMMERCIAL PROJECT. IF ANY ITEMS NEEDED BELOW FOR PLAN REVIEW ARE NOT SUBMITTED, THEN THE CITY OF BULLARD WILL NOT ACCEPT DRAWINGS FOR REVIEW.

- ( ) Need 1 set of complete plans and specifications consisting of the following:  
Minimum size: Commercial 18 x 24
- ( ) Plot plan with easements, utilities, structures, drainage plan, erosion control and setbacks of building from property lines.
- ( ) Foundation plan
- ( ) Floor plan
- ( ) Plumbing drawings on plan
- ( ) Electrical drawings on plan
- ( ) Mechanical drawings on plan
- ( ) On commercial structures over 5,000 sq. ft. or clear spans 24 feet or greater, need Engineer seals and/or Architect seals where required per State Practice Acts.
- ( ) New commercial projects 5,000 sq. ft. or more requires soil reports and design specifications.
- ( ) Commercial structures \$50,000 estimated construction cost or more must have a "TAS" Registration number (Texas Accessibility Standards)

- ( ) Commercial structures to be renovated or demolished must have an asbestos survey by licensed personnel.
- ( ) Comcheck-Energy Compliance Report for Commercial buildings
- ( ) If the building is within a 100 year flood plan an Elevation Certificate is required by a licensed engineer or licensed surveyor
- ( ) New commercial projects may be required to have plans for fire sprinkler system and/or fire/smoke detection systems.
- ( ) TPDES Storm Water Permit-the State of Texas requires a Storm Water Permit posted on the job.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The City of Bullard is under a contract with Allied Waste/Republic Services for roll off dumpsters. Contact them at: 1.800.570.1449

## CROSS CONNECTION CONTROL

A Reduced Pressure Zone Backflow Prevention Device shall be installed above ground or in a facility, if any of the following applications are utilized in the structure being supplied water by the city:

1. Aircraft maintenance facility
2. Amusement parks
3. Automotive plants
4. Automated film processor
5. Autopsy facilities
6. Auxiliary water systems
7. Beverage bottling plants
8. Boilers
9. Breweries
10. Buildings with sewer ejectors
11. Buildings with water storage tanks, or non-portable water sources
12. Canneries
13. Car wash facilities
14. Carbonated drink fountains
15. Chemical compounding or treatment plants
16. Centralized heating and air conditioning plants
17. Chemical plants using a water process
18. Chemically treated fire sprinkler systems
19. Chemical manufacturing or processing plants
20. Chemical treatment lawn application systems
21. Cold storage plants
22. Convalescent homes
23. Colleges and high schools (public & private)
24. Commercial laundries and dry cleaning facilities
25. Cooling systems
26. Creameries
27. Dairies
28. Dental offices
29. Dye works
30. Fabricating plants
31. Film laboratories
32. Food canning or processing facilities
33. Gas production, storage or transmission facilities
34. Gravel plants
35. Hospitals
36. Industrial processes using water to clean or manufacture products
37. Laboratories
38. Landscape nurseries
39. Laundromats
51. Sewerage lift or grinder stations
52. Steam generating plants
53. Solar energy systems
54. Veterinary clinics

40. Manufacturing plants
41. Meat processing or packaging plants
42. Medical clinic
43. Metal plating, processing, manufacturing, cleaning or fabricating industries
44. Missile plants
45. Morgues
46. Mortuaries
47. Motion picture studios
48. Nursing homes
49. Petroleum processing plants
50. Sanitariums
51. Sewerage lift or grinder stations

## CERTIFICATES OF OCCUPANCY

1. Certificates of Occupancy shall be required for any of the following:
  - a. Occupancy and use of a building hereafter erected or structurally altered.
  - b. Change in use of an existing building to a use of a different classification.
  - c. Change in the occupancy and use of land to a use of a different classification.
  - d. Change in any non-conforming use.
  - e. Change in occupant or business within a building.
2. No such use or change of use shall take place until a Certificate of Occupancy shall have been issued by the Building Inspector.
3. Fees for Certificates of Occupancy are listed on the permit fees list.
4. Procedure for New or Altered Structures. Written application for a Certificate of Occupancy for a new or the alteration of an existing structure shall be made at the same time as the application for a Building Permit for such a structure. The certificate shall be issued only after the determinations made that no violation of this code or any other regulation or ordinance of the City exists following an inspection by the Inspector.
5. Contents. Every Certificate of Occupancy shall contain the following:
  - a. Permit number,
  - b. Address of the building or structure,
  - c. The name and address of the owner,
  - d. A description of the structure or portion of the structure for which the Certificate is issued,
  - e. A statement that the structure or portion of the structure has been

- inspected for compliance with the requirement of the adopted Building Codes, group and division of occupancy,
- f. The name of the Building Official,
  - g. Use or users allowed, and
  - h. Issue date of the Certificate of Occupancy.

**BULLARD FIRE DEPARTMENT  
Certificate of Occupancy Checklist**

**Legal Occupancy of a building cannot take place until the following items (as applicable) are completed:**

1. **Fire Extinguishers** - Installed and located per NFPA #10 and/or approved plans. Signs need to be provided for extinguishers that are not readily visible in the area they protect.
2. **Fire Lanes** - Fire Lanes need to be marked with signs or pavement markings per City Ordinance.
3. **Fire Hydrants** - Fire hydrants must face fire lanes and be painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.
4. **Fire Alarm Systems** - Acceptance testing must have been accomplished on installed systems. The alarm company technician(s) must be present during this test that is witnessed by a Bullard Fire Department Inspector. Fire Alarm Systems must be monitored by an approved service.
5. **Fire Protection Systems** - Acceptance testing must have been accomplished on installed systems such as fire sprinkler, hood exhaust extinguishing systems, etc. The installing company technician(s) must be present during these tests that are witnessed by a Bullard Fire Department Inspector. Fire protection systems alarms must be interfaced with the fire alarm system.
6. **Exiting Systems** - Clear, unobstructed paths to exits must be in place with correct door hardware/releasing systems operational. Exit and emergency lighting must be in working order.
7. **Fire Rated Separations** - Required fire separations must be intact with openings protected and penetrations sealed with approved materials/devices.
8. **Premises Address** - The Bullard Fire Code requires the posting of the



street/suite address number on the front and rear of the building/suite. Place the street/suite address on the utility meters and disconnects in multi-tenant buildings.

9. **Fire Dept. Key Safe** - The "Knox Box" key safe(s) (if required for your building) shall be mounted near the main entrance or together approved location at approximately 60 inches above the walking surface. Keys or other entry devices need to be provided for placement in the key safe.

## **COMPLIANCE WITH THE TEXAS ARCHITECTURAL BARRIERS ACT**

The provisions of the Texas Architectural Barriers Act (TABAA) are intended to encourage and promote the rehabilitation of persons with disabilities and eliminate, insofar as possible, unnecessary barriers encountered by persons with disabilities, whose ability to engage in gainful occupations or to achieve maximum personal independence is needlessly restricted.

The TABAA mandates accessibility in publicly and privately funded buildings and facilities, as well as privately funded buildings and facilities leased or occupied by state agencies.

The statute requires that construction documents covering subject facilities be submitted for review if the estimated construction costs are \$50,000 or more; however, compliance is required regardless of the construction costs. Responsibility for submitting construction documents lies with architects, engineers, interior designers and landscape architects with overall responsibility for design of the building or facility required to comply. In the absence of a registered design professional, the owner is responsible for submitting the construction documents.

**THE CITY OF BULLARD WILL NOT ISSUE A BUILDING PERMIT UNLESS PROOF OF THE SUBMISSION IS PRESENTED.** Building owners are responsible for having the required inspections performed within one year of completion of construction. Failure on the part of a building owner to comply may result in administrative penalties not to exceed \$5,000 for each violation, per day for all projects exceeding \$50,000 as required by law.

**Texas Department of Licensing and Regulation**  
Architectural Barriers Section  
P.O. Box 12157  
Austin, Texas 78711  
(877) 278-0999 (Toll Free in Texas) (512) 463-3211  
[www.license.state.tx.us](http://www.license.state.tx.us)

**CITY OF BULLARD  
BUILDING PERMIT APPLICATION**

Application date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Estimate cost of project: \$ \_\_\_\_\_ Sq. Ft. under roof: \_\_\_\_\_

Type of construction:

New single family _____	New duplex _____	other _____
Remodel _____*	Addition _____	other _____
Demolition _____*	Swimming pool _____	Mobile home _____

**\*Note:** if residence was built prior to 1978 and work is done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with. Have you provided the owner and/or tenant with the EPA-approved lead information pamphlet? Yes \_\_\_\_\_ No \_\_\_\_\_

If remodel or addition, please describe briefly what is to be done. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any material be used under footing? Yes \_\_\_\_\_ no \_\_\_\_\_. If answer is yes, a compaction test or engineered foundation is required.

Are there any retaining walls 4' or more in height? Yes \_\_\_\_\_ no \_\_\_\_\_. If yes, it must be inspected and approved by the Engineering Department.

**Owner Information:**

Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor Information:**

Company \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

All provisions of the City of Bullard's Codes, Ordinances, and Regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

**Signature of Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit: \_\_\_\_\_ Issued by: \_\_\_\_\_