



## Commercial Permit Application

Commercial permits whether new construction or a remodel will be given careful consideration before inspection scheduling is authorized. City Staff, plan reviewers, engineers and inspectors work diligently to move through the process and get businesses operational.

First, a few questions

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- Have you spoken with the Van Alstyne Community and Economic Development Corporations? They may be able to help get your project up and running!
- Is your commercial project new construction or a remodel?
- What sort of business are you planning? (*This will help us determine the "use"*)
- Is your prospective business location in a Commercial zoning classification? (*Let us help you determine this*)
- Is your prospective business allowed by right in the zoning classification? (*A Specific Use Permit (SUP) may be required or we can help you in requesting a change in the location's zoning classification. In rare cases an amendment to the Zoning Ordinance may be necessary to assess your use*)
- Would you be interested in a Pre-Application meeting with planning staff, engineers and inspectors to go over everything that we may need to address prior to opening your business? If so, please provide the following information:

Name: \_\_\_\_\_

Business location: \_\_\_\_\_

Use: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_



## The Process

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Please know that each project and process may be slightly different depending on the size and scope.

1. Applicant submits a completed Commercial Permit Application packet, required plans and pays the plan review fee as per the City's fee schedule.
2. Application packet and all sets of plans are sent to Bureau Veritas (third party) for review. If during their plan review, questions arise or additional information is needed Bureau Veritas will contact the applicant directly. Each set of plans will be marked by the Bureau Veritas plan reviewer and returned to City Hall.
3. Application packet and all sets of plans are sent to Engineering (third party) for review. If during their plan review, questions arise or additional information is needed engineers will contact the applicant directly. Each set of plans will be marked by the engineer's plan reviewer and returned to City Hall.
4. Depending on the size and scope of the project as well as the contractor's preference, a preconstruction meeting is scheduled and held.
5. After all additional fees are assessed and paid, a Building Permit will be issued along with the "Contractor Copy" of plans.
6. Construction and inspections commence upon scheduling with Bureau Veritas and engineering (if necessary).
7. Once the structure is approved by Bureau Veritas and engineers (if necessary) and all inspections and approval reports are returned to City Hall, staff will generate a Certificate of Occupancy.
8. Any additional fees assessed as per the City's fee schedule must be paid. (*Fees may be based on an hourly inspection rate. If any additional time is required for inspections added fees may be assessed.*)
9. Certificate of Occupancy is issued and operations may begin!

## Additional Information

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The City of Van Alstyne is currently operating under the 2015 International Codes with the North Central Texas Council of Governments (NCTCOG) regional amendments as well as requirements of the local jurisdiction.



In the Commercial Permit Application packet, you will find:

- ✓ The application form. Please provide as much information as possible. The valuation, in the top right corner, is very important. Your building permit fee is based upon the valuation you provide.
- ✓ Contractor registration form. This form needs to be provided to all subcontractors listed on the application form. Each subcontractor will complete the form and provide a copy of their driver's license, state license (if applicable) and insurance. There is no fee for contractors to register and registration is valid until either the driver's license, state license (if applicable) or insurance becomes invalid.
- ✓ Backflow device/technician/tester registration form. This form provides information on how to register as a backflow technician/tester in the city as well as how to submit assembly testing information. There is a backflow technician/tester registration fee and assembly fee which is paid on the SC Tracking Solutions site as detailed on the form.
- ✓ Commercial Permit Submittal Requirements. This document details what is required for plan review to commence. Please remember this is not an exhaustive list as each project is different.
- ✓ New/Remodel Commercial Plan Review Checklist. This document details what is required for plan review to commence and identifies some information that must accompany or be contained. Please remember this is not an exhaustive list as each project is different.
- ✓ Building Requirements & Inspection Contact Information. This document details the codes with which compliance is required as well as additional information regarding building permits, plan review, how to request an inspection and construction site requirements
- ✓ Certificate of Occupancy Inspection Information form. This document details the Certificate of Occupancy process for the shell (when multiple individual occupancies exist) or for the occupancy itself after construction is complete. If a shell Certificate of Occupancy is issued it will be necessary for occupants of the individual occupancies to obtain their own Certificate of Occupancy. Please remember this is not an exhaustive list as each occupancy is different.
- ✓ Van Alstyne Police Department Emergency Contact form. The Emergency Contact form is used to contact the construction site manager after hours when an emergency arises. The information provided is forwarded to the Police Department and ONLY used in case of an emergency. If a Certificate of Occupancy is issued upon completion of construction the occupant must submit an updated emergency contact form.

The City of Van Alstyne provides water and wastewater services and contracts with a solid waste provider. All businesses in the city are required to subscribe to solid waste services with the contract service provider. This includes construction waste.



Acknowledgements

All permits are void if work or building/construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced. All permits require final inspection. A Certificate of Occupancy must be issued and on site before any building or occupancy thereof is occupied.

I hereby certify that I have read and examined this complete application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work 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 other state or local law regulating construction or the performance of construction.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Welcome and we look forward to working with you!**

242 E. Jefferson St.  
 P.O. Box 247  
 Van Alstyne, Texas 75495

Phone|903.482.5426  
 Fax| 903.482.5122



# Commerical Permit Application

Building Permit Number: _____	Valuation: _____
Project Name: _____	Square Foot: _____
Project Address: _____	Zoning: _____
Project Description:      New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/> Sign <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>	
Scope of Work: _____	

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

<b>Engineer</b>	Contact Person	Phone Number	Fax Number
<b>Architect</b>	Contact Person	Phone Number	Fax Number
<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumbing Contractor</b>	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced. All permits require final inspection.

***A certificate of occupancy must be issued before any building is occupied.***

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 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 other state or local law regulating construction or the performance of construction.

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

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Building Permit Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_  
 Water Deposit: \_\_\_\_\_  
 Water/Sewer Connection: \_\_\_\_\_

Total Fees: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



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## CONTRACTOR REGISTRATION FORM

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### TYPE OF CONTRACTOR LICENSE

- |  |  |
|--|--|
| <input type="checkbox"/> ELECTRICAL CONTRACTOR   | <input type="checkbox"/> JOURNEYMAN PLUMBER    |
| <input type="checkbox"/> MASTER ELECTRICIAN      | <input type="checkbox"/> MECHANICAL (HVAC)     |
| <input type="checkbox"/> JOURNEYMAN ELECTRICIAN  | <input type="checkbox"/> IRRIGATOR (LANDSCAPE) |
| <input type="checkbox"/> MASTER SIGN ELECTRICIAN | <input type="checkbox"/> OTHER                 |
| <input type="checkbox"/> MASTER PLUMBER          |  |

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### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE & INSURANCE**



To: Backflow Technicians, Builders, Construction Firms, Irrigators

This letter is to inform you of the new procedures for the recording and confirming of residential/commercial backflow device inspections “upon install” in the City of Van Alstyne, Texas prior to a Certificate of Occupancy. The City has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm technicians and their inspections. The website is [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com). All technicians/testers must register on the website.

As of June 15<sup>th</sup>, 2014 it will be necessary for technicians/testers to submit a current calibration report, certifications, state license and professional documentation, individual and company. You will have an opportunity to upload documents during registration or send them to us via fax or email. The fee for each backflow assembly tested is \$10.95 plus tax. This fee is paid upon entering the test results in the online tool. City tester registration is \$35 annually, which is paid for on the SCTS tool.

Follow the steps below to complete the new residential/commercial backflow device inspection in a timely manner.

**COMPLETE THIS FORM FOR EACH NEW DEVICE. DO NOT TURN TEST FORMS INTO THE CITY.**

- **PRIOR TO TESTING THE NEW DEVICE** fax or email this completed document for each device to (972) 217-8387 or [cs@sctrackingsolutions.com](mailto:cs@sctrackingsolutions.com). SC Tracking will upload the information for you.
- Technicians/testers go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com). Click technician/tester registration and complete the entire process. This process should not take more than a few minutes if documentation is in order and will only need to be completed one time with only periodic updates as licenses or certifications expire.
- Please allow 24 hours for SC Tracking to validate your documentation with state and local databases.
- Once validation is complete you will receive a temporary password via email.
- SC Tracking will then email you Catalog # for this address.
- You will then return to the website, log in using your email address and temporary password, type in the Catalog #, complete the test or tests that apply to you and check out. This will complete your obligation to this inspection and be copied to the city. Maintain your test records per state law.
- A copy of the report then will be emailed to your registered email and the proper Town representative upon completion of the test and checkout.

Address of New Assembly: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Location: \_\_\_\_\_

Building Owner Email: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Type: \_\_\_\_\_ (RPZ, DC, DCDA, PVB, SVB, RPZ II, DCDA II)

Serves: \_\_\_\_\_ **IRRIGATION, DOMESTIC, FIRE, WATER HEATER, etc.**

Technician/Tester Name: \_\_\_\_\_

Technician/Tester Email: \_\_\_\_\_

Please Select:

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

\*\*Please email or fax this document directly to SC Tracking Solutions. In a few minutes we will input the device information above and send you a Catalog number for report entry.



## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application packet.

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted .

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (Plan reviewers/inspectors may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan {a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report
12. Asbestos Survey (for renovation or demolition permits){b}
13. Texas Department of Licensing and Regulation architectural barriers project registration information {c}
13. Fire/Life safety plans.

### NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.tdh.state.tx.us/beh/asbestos/default.htm](http://www.tdh.state.tx.us/beh/asbestos/default.htm)]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]





## New/Remodel Commercial Plan Review Checklist

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Permit Application with an original signature must be complete and submitted with the following information:**

- \_\_\_\_\_ **(3) Site Plans to include:**
  - Legal Description (lot, block, subdivision)
  - Property lines and lot dimensions
  - Proposed structure and all existing buildings
  - All easements
  - Existing and proposed location of utility poles, pad mounted transformers
  - Existing and proposed fire hydrant locations and size of water lines
  
- \_\_\_\_\_ **(3) Parking lot layout plans and Grading plans**
  
- \_\_\_\_\_ **(3) Commercial Energy Code Compliance - (2015 IECC)**
  - To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
  
- \_\_\_\_\_ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.
  
- \_\_\_\_\_ **(3) sets** Fire lane location and construction plans and details, underground fire line plans (NFPA 24), Fire suppression system plans to include fire sprinkler (NFPA 13), Kitchen suppression systems and documents (NFPA 17, 17A as applicable), Fire alarm system plans (NFPA 72), Emergency access plans
  
- \_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit and must be submitted with permit application.)
  
- \_\_\_\_\_ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)
  
- \_\_\_\_\_ **Asbestos Survey or Compliance Statement** (if demo or remodel)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester and Third Party Energy Provider.*



## **Building Requirements & Inspection Contact Information**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Van Alstyne, Texas, has adopted the following codes and North Central Texas Council of Governments regional amendments regulating building construction.

<i>2015 International Building Code</i>	<i>2015 International Building Code, Reg. Amend. Option B</i>
<i>2015 Existing Building Code</i>	<i>2015 Existing Building Code, Reg. Amend.</i>
<i>2015 International Residential Code</i>	<i>2015 International Residential Code, Reg. Amend.</i>
<i>2015 International Fire Code*</i>	<i>2015 International Fire Code, Reg. Amend.*</i>
<i>2015 International Plumbing Code</i>	<i>2015 International Plumbing Code</i>
<i>2015 International Mechanical Code</i>	<i>2015 International Mechanical Code</i>
<i>2015 International Energy Conservation Code</i>	<i>2015 International Energy Conservation Code</i>
<i>2014 National Electrical Code</i>	<i>2014 National Electrical Code</i>
<i>2015 International Fuel Gas Code</i>	<i>2015 International Fuel Gas Code</i>

### **Building Permit**

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Van Alstyne and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and the builders MEP contractors. Verified address with lot, block, subdivision and phase is required on all applications. All Contractors performing work within the City of Van Alstyne's jurisdiction must be registered with the City. Construction or building without a permit is subject to a fine. Whenever any work for which a permit is required has been commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by code. The minimum investigation fee shall be the same as the permit fee set forth in the fee schedule of the appropriate ordinance respective of the trade involved.



### **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will conduct residential and commercial plan reviews. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact City Hall to check on the status of your permit at 903.482.5426.

### **Inspections performed by Bureau Veritas**

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at 877-837-8775. Inspection requests can also be faxed to 877-837-8859. Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

### **Inspections performed by Contract Engineer**

Inspections required by an inspector from the engineer's office must be requested at 469-209-6523.

### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection. A portable sanitary restroom for your workers must be on your property until the final inspections are approved. The construction area shall be maintained until the job is complete. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time. Erosion control must be in place prior to the first inspection.

**We look forward to working with you to ensure that the community is provided  
with a safe and durable build environment.**



## **Certificate of Occupancy Inspection Information**

To receive an inspection for “Certificate of Occupancy”, it is important that the following instructions are followed:

1. Post your issued permit (Tape to door or window).
2. Request a Certificate of Occupancy inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.  
Phone: (817) 335-8111 / toll free (877) 837-8775  
Fax: (817) 335-8110 / toll free (877) 837-8859
3. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life/safety items and general maintenance. Some common items noted during inspection are listed below. Please remember this is not an exhaustive list as each project is different.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be property vented and installed.



## Van Alstyne Police Department

### Business Emergency Contact

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Hours of Operation: \_\_\_\_\_

Alarm Co: \_\_\_\_\_

Alarm Co Phone #: \_\_\_\_\_

### After Hours Contact Information

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Do you wish to be contacted if the building is unsecured? Yes \_\_\_\_\_ No \_\_\_\_\_

**The above information will ONLY be used by the  
Van Alstyne Police Department in the case of an emergency.**

If you would like to add any other information please attach on separate sheet of paper.

If any of the information changes please update the department so we will be able to contact you if needed.