



*The* **CITY OF PARIS**

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

**BUILDING PERMIT APPLICATION - SUBMITTAL CHECKLIST  
COMMERCIAL & MULTI-FAMILY**

**WHEN IS A BUILDING PERMIT REQUIRED?**

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or carports, etc.

**ALL CONSTRUCTION WORK MUST CONFORM TO THE REQUIREMENTS  
OF THE FOLLOWING CODES:**

- 2006 International Building Code (IBC)
- 2006 International Existing Building Code (IEBC)
- 2006 International Fire Code (IFC)
- 2006 International Plumbing Code (IPC)
- 2006 International Residential Code for One and Two-Family Dwellings (IRC)
- 2008 National Electrical Code (NEC)
- 2009 International Energy Conservation Code (IECC)

**WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT:**

- **VERIFY ZONING**
- **SUBMIT ONE (1) COPY OF FILED PLAT**– All new construction or new additions require the lot be platted prior to issuing a building permit.
- **ASBESTOS COMPLIANCE STATEMENT**
- **COMPLETE COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION INCLUDING LIST OF CONTRACTORS**
- **THREE (3) PAPER SETS OF PLANS, PLUS ONE (1) ELECTRONIC COPY IN .PDF FORMAT**  
*Signed and sealed by a Texas registered architect/engineer if applicable. Drawings should be complete and drawn to a common scale (such as 1/4" per foot, 1"=10', etc.) should include the date the site plan was prepared and the following information:*

Civil Plan information: (not required for interior alterations)

- Include building and tenant location(s) for addressing purposes
- North arrow and date the site plan was prepared

- Size, shape, and dimensions of the platted lot
- Location and width of all easements
- Location of building setback lines
- Location and dimensions of all proposed and existing buildings (if any)
- Exact distance the proposed building will be from the platted lot lines
- Height of all proposed buildings
- Location and dimensions of all existing and proposed off-street parking areas including:
- Location and dimensions of all existing and proposed driveways including width and curb radius
- Location and dimensions of off-street parking stalls
- Width of traffic aisles
- Location and dimensions of off-street loading areas
- Location of trash receptacles
- Location and width of any landscaped parkway adjacent to the street
- Pavement design report for parking areas
- Names and width of adjacent street rights-of-way, and width of street pavement
- Location and circumference of existing trees
- Location of nearest fire hydrants
- Location of existing and proposed exterior lighting, heights of poles, and sizes and number of fixtures
- Location and size of adjacent public water and sewer lines
- Location and size of water and sewer taps, water meter, and on-site utility lines
- Location and elevation of 100 year flood plain, if applicable (see FIRM maps published by FEMA)
- Surface drainage plan
- General notes to be included in summary table on site plan:
  - Total land area in acres on square feet
  - Total building area in square feet
  - Total square feet of building addition
  - Percentage of land covered by buildings

#### Drainage Plans, Calculations, and Geotechnical Report

- Primary and secondary systems
- Scuppers per drain
- Gutter and downspout
- Storm water flow direction
- Pond/swale cross-section detail, exfiltration system details
- Storm water management system details

#### Erosion and Sedimentation Control Plan

- Grading plan with pavement section details (Show existing site grade and proposed site grade)
- Erosion control device details

We strongly recommend that all applicants have their site plans prepared by a Registered Professional Land Surveyor (RPLS); however, if the property is zoned Planned Development, the site plan must be prepared by a Registered Professional Land Surveyor (RPLS).

#### Architectural information:

- Key plan showing location in building (alterations only)
- Floor plan showing existing/demolition and proposed construction (identify use of all rooms)
- Door and window schedule (include hardware and identify fire rating)

- Interior finish schedule
- Fire resistance rating details, if applicable (walls, floor/ceiling, roof/ceiling, structural)
- Stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
- Exterior elevations (New Construction and Additions only)

**Structural information:** (New Construction and Additions only)

- Design criteria (soils data, live and dead loads, wind loads, etc.)
- Foundation plan and details
- Framing plans (walls, columns, wind bracing, floors, ceilings, roof)
- Truss drawings can be submitted any time before framing inspection

**Plumbing information:** (water, sewer, roof drains, gas)

- Floor plan and riser diagram with all fixtures and piping
- Fixture schedule and material specifications (including water heaters and interceptors)
- Roof drain and over flow size and location

**Mechanical information:** (heating, ventilation, air conditioning)

- Floor plan with all equipment, ducts, dampers, etc.
- Roof plan showing all equipment and exhaust outlets and air intakes
- Mechanical equipment schedule (sizes, SEER, gas/electrical demand, etc.)

**Electrical information:**

- Type, location, and capacity of all service equipment, panels and meters
- Floor plan(s) with all lighting, power, and low voltage outlets, transformers, and other equipment
- Panel schedule(s), riser diagram, service/feeder conductor/conduit sizing, grounding details, etc.

- **Copy of IECC Compliance Report (COMcheck OR REScheck)**  
**COMcheck & REScheck available for free download at [www.energycodes.gov](http://www.energycodes.gov)**
- **Copy of Texas Accessibility Standards (TAS) Architectural Plan Review Application (for projects fifty thousand (\$50,000) or more value)**

**WHAT ARE THE ACCESSIBILITY PLAN REVIEW REQUIREMENTS?**

If a building or building remodel project has an estimated construction cost of fifty thousand (\$50,000) or more, the owner or the design professional with overall responsibility for the design of the project must submit the plans and specifications for review to the Texas Department of Licensing and Regulation or an Independent Contract Provider. A current list of Independent Contract Providers can be obtained by calling the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999. To search a list on the TDLR website go to <http://www.license.state.tx.us/LicenseSearch/>. Copies of the Architectural Barriers Project Registration form may be downloaded from the TDLR website at <http://www.tdlr.state.tx.us/ab/abforms.htm>. If you have questions about how the Architectural Barriers Act and Texas Accessibility Standards might affect your building project, call the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999.

**SUBMIT APPLICATION:**

Submit all the required application materials to the Planning and Development Department at 150 S.E. 1st Street

## **HOW MUCH DOES A BUILDING PERMIT COST?**

### Commercial Building Plan Review Fee (dollars)

Commercial building plan review fee will be a minimum of fifty (\$50.00) dollars or twenty-five (25) percent of the building permit fee (whichever is greater). This fee will not be charged when a third party plan reviewer is used. The fee is due at the time of plan submittal. Partial sets of plans will not be accepted.

### Commercial Site Plan Fee (dollars)

Commercial site plan fee (including civil site work) is fifty (\$50.00) dollars for the first acre or less and an additional twenty (\$20.00) dollars for every acre over one (1). This fee is in addition to the building plan review and will be charged when a third party plan reviewer and inspection company is used.

Additional fees which may apply: Certificate of Occupancy, Driveway, Water/Sewer etc.

The following fees apply to all building permit applications:

<u>Total Project Valuation (dollars)</u>	<u>Fee</u>
\$1,000.00 and less	\$20.00
\$1,001.00 to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,001.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof



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**APPLICATION FOR BUILDING PERMIT**

**Commercial and Multi-Family**

Permit Number: \_\_\_\_\_  
Total Fees Due: \_\_\_\_\_

**PROPERTY INFORMATION:**

Type of Project:

- New Construction  New Addition  Remodel

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

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Current Zoning: \_\_\_\_\_

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

Is this property located on a corner lot?  Yes  No

Is this property located in a historic district?  Yes  No

**OWNER/APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**DESCRIPTION OF PROPOSED PROJECT:** \_\_\_\_\_

What is the proposed square footage? \_\_\_\_\_ SF

What is the total cost of the project (fair market value of labor and materials)? \$ \_\_\_\_\_

**REQUIRED SUBMITTALS: Application will not be accepted without all required attachments (see below).**

- Copy of plat of property (copies can be obtained from the official plat records of the Lamar County Clerk)
- Three (3) copies of site plan (Minimum 1" = 10') showing information as listed on application checklist
- Three (3) sets of building plans, plus CD. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. *See application checklist for additional requirements*
- Copy of IECC Compliance Report (download ComCheck at [www.energycodes.gov](http://www.energycodes.gov))
- Copy of Texas Accessibility Standards Architectural Plan Review Application with Project number (projects fifty thousand dollars (\$50,000.00) or more)
- List of contractors (follows application, add additional pages as necessary)
- Asbestos Form

**NOTICE TO APPLICANT:**

I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to enter the premises and make all necessary inspections.

Signed: \_\_\_\_\_

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

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

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

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

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

Engineering, Planning and Development Department  
150 S.E. 1<sup>st</sup> Street Paris, Texas 75460

Revised: June 2014

# LIST OF CONTRACTORS

Bldg. Contractor \_\_\_\_\_ Email \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Electrician \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Plumber \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

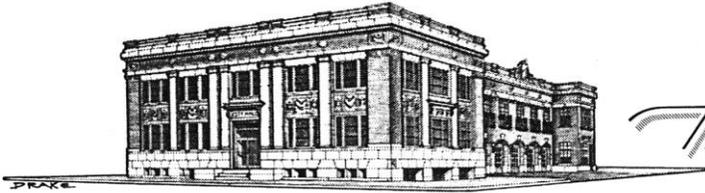
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driveway Contractor \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



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## **ASBESTOS COMPLIANCE STATEMENT**

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

Project Address \_\_\_\_\_

Pursuant to Senate Bill 509 of the 77<sup>th</sup> Legislature of the State of Texas, I hereby certify that the above referenced building is in compliance with all aspects of the National Emissions Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Act.

Signed: \_\_\_\_\_

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