



COMMERCIAL BUILDING PERMIT APPLICATION

CITY OF TOMBALL
 501 James Street
 Tomball, Texas 77375
 (281)290-1402 (281) 351-4735 Fax
www.ci.tomball.tx.us

Date: _____
 Permit Number : _____
 (Assigned by Permit Office)

Physical Address of Project:: _____

Business or Owner Name: _____ Phone: _____

Engineer: _____ Contact _____ Phone: _____

Contractor: _____

Address: _____ State: _____ Zip: _____

Contractor Phone: _____ Contact: _____ E-Mail: _____

- | | |
|--|--|
| <input type="checkbox"/> NEW COMMERCIAL | <input type="checkbox"/> COMMERCIAL BUILDOUT |
| <input type="checkbox"/> COMMERCIAL ADDITION | <input type="checkbox"/> COMMERCIAL ACCESSORY BUILDING |
| <input type="checkbox"/> COMMERCIAL REMODEL/RENOVATION | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> COMMERCIAL SHELL BUILDING | <input type="checkbox"/> DRIVEWAY |

Texas Accessibility Standard (TAS) Project Registration No.: EABPRJ _____

Description of Work To Be Done: _____

Total Project Value: \$ _____ Total Sq. Ft.: _____

Occupancy Load: _____ Occupancy Type: _____ Fire Sprinkler: Yes ___ No ___

LUE (Living Unit Equivalency) : _____ Drainage Basin: _____

Total Acreage of Site: _____ acres

TAP AND IMPACT FEES

	Tap Size	Tap Fee	Impact Fee	Total
Water				\$
Water Irrigation				\$
Sewer				\$
Gas				\$
Total Fees:				\$

Total BTU's: _____

Drainage Fees: \$ _____

Driveway Permit Fee: \$ _____

Plan Review Fee (Collected when plans are submitted) **Paid** \$ _____

Permit Fee: \$ _____

Please note: There shall be no refund of fees

I hereby certify that I have read and examined this application and no the same to be true and correct.

Applicant / Contractor (print) _____ Date: _____

Applicant / Contractor (signature) _____ Date: _____

Building Official _____ Date: _____

THINGS TO REMEMBER WHEN



IN THE CITY OF TOMBALL

- POST ADDRESS AND PERMIT IN A VISIBLE LOCATION AT THE JOBSITE.
- AN APPROVED SET OF PLANS MUST BE ON THE JOBSITE.
- INSTALL SAFETY FENCE AND RAILS WHERE NEEDED.
- PROVIDE ADEQUATE TEMPORARY TOILETS.
- INSTALL SILK FENCING WHERE NEEDED, PROTECT STORM DRAINS AND CLEAN STREETS DAILY.
- KEEP JOBSITE CLEAN AND SAFE. BY CITY ORDINANCE, DUMPSTER OR ROLL-OFF RENTAL MUST BE MADE THRU THE CITY OF TOMBALL UTILITIES AT (281)290-1424.
- KEEP FIRE HYDRANT CLEAR AND ACCESS AVAILABLE FOR EMERGENCY VEHICLES.
- ALL PLAN CHANGES MUST BE APPROVED BY THE BUILDING OFFICIAL PRIOR TO FIELD INSPECTION.
- THE CITY OF TOMBALL IS CURRENTLY UNDER THE 2003 INTERNATIONAL RESIDENTIAL BUILDING CODE.
- OBTAIN INSPECTIONS FOR ALL PHASES OF CONSTRUCTION WORK BEING DONE.
- ALL FOUNDATIONS WILL REQUIRE A FORM SURVEY APPROVED BY THE CITY BEFORE INSPECTION.
- FRAMING INSPECTIONS SHOULD BE SCHEDULED AFTER MECHANICAL COVERS HAVE PASSED INSPECTION.
- BUILDING FINALS SHOULD BE SCHEDULED AFTER MECHANICAL AND PLUMBING FINALS HAVE BEEN DONE.
- BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED AN ENERGY ANALYSIS INSPECTION AND A CUSTOMER SERVICE INSPECTION HAS TO BE COMPLETED BY A THIRD PARTY INSPECTOR. AFTER THE BUILDING DEPARTMENT RECEIVES THE APPROVALS, A BUILDING FINAL FOR C.O. CAN BE DONE.

Building Department

Submittal Checklist For Commercial Building Plan Review

- I. **Building Permit Application**: Complete entire application, including: Valuation of Project, TDLR #, contact information including phone number and Applicant's signature.
- II. A **Plan Review Fee** will be collected at the time the Building Permit Application is submitted and the balance of the Building Permit Fee will be collected when plans are approved and the permit is processed and picked up by the Contractor.
- III. **Planning and Zoning Approval**: City Planner (281) 290-1491. Approved plans and survey from the City Planner should be included in the Building Application Submittal.
- IV. Submit (2) two complete sets of **Building Plans** and include the following:
 - a. Floor Plan(s)
 - b. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
 - c. Elevations
 - d. Plumbing, Mechanical and Electrical Plan and Details
 - e. Structural Plans: Include Foundation Plan with Details, Framing and Shear Wall Bracing locations with Details (Nailing Pattern, and Hold-downs)
 - f. Site Plan: with dimensions showing all buildings on the property, the driveway location, property boundaries, building setback lines, and all existing easements.
- V. Submit an **Asbestos Survey** for all demolition and remodel projects. A licensed Asbestos Surveyor or an Architect can do this.
- VI. Submit an **Energy Analysis Report** for Building Envelope, Lighting Loads and Mechanical Loads. Your Engineer can do this for you or you may use **ComCheck 2003 IECC** which is a free download software at U.S. Department of Energy website.
- VII. Provide the following information for **new utility connections**:
 1. Sewer Tap (Number of taps and their Sizes)
 2. Water Tap (Number of taps and their Sizes)
 3. Gas Tap (A List of Gas Fixtures including BTU Loads)
- VIII. Contractor must provide **Liability Insurance** with a minimum bodily injury limit of \$100,000, \$300,000 per occurrence and a property damage limit of \$400,000 or a property damage limit equal to or exceeding the amount of the contract amount, whichever is greater. The City of Tomball must be listed as the "Certificate Holder" on the policy.

ALL CONTAINERS FOR CONSTRUCTION
DEBRIS, MUST BE ORDERED
THROUGH THE CITY OF TOMBALL
UTILITY DEPARTMENT PER
CITY ORDINANCE.

PLEASE CONTACT THE CITY OF TOMBALL
UTILITY DEPARTMENT FOR
SIZES AND FEES.

**(281) 290-1424
501 JAMES STREET
TOMBALL, TX**