

**City of Killeen**  
**Permits and Inspections Services Department**

**COMMERCIAL PERMITTING GENERAL INFORMATION**

**Permits are required** when any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**Permit Application and Plans Submittal** requires:

Four (4) complete sets of drawings and a completed permit application.

Also, two (2) copies of **applicable energy code** compliance forms, one (1) proof of submittal for accessibility review and one (1) copy of the asbestos survey must be submitted with the permit application.

All plans review occurs at City Hall. Plans and Permit applications can be mailed or hand delivered to the Building Official at City of Killeen 101 N. College Street (P.O. Box 1329) Killeen, Texas 76540.

Most forms are on line at:

<http://www.ci.killeen.tx.us/index.php?section=127>

**Plans Review.** Plans are reviewed in the order they are received. Plans review normally takes 7 to 21 days depending upon the current workload and complexity of the project.

Plans are either approved as submitted, approved with correction notes, or disapproved for corrections or missing data. Most disapprovals are due to insufficient data.

**Commercial Permit Issuance.** Permit(s) are intended to be inclusive of the total project (exclusive of signage). The design professional, general contractor or owner may submit for permit and plans review. Upon permit approval, the permit is issued to a general contractor currently registered with the City.

A copy of the stamped approved plans and Plan Report are given to the contractor upon payment of applicable water / sewer fees and permit fees.

**The City approved stamped plans; plans report and energy code report copies must be on the job during the inspection process.**

**Basic Types of Projects.** Most of the significant commercial projects are:

- New Construction
- Shell Building (without interior finish work)
- Additions
- Finish outs
- Remodel and Alterations

Portable buildings.

**Addresses.** The Mapping Department (254-501-7635) assigns the primary property address. Usually the property has one address and multiple buildings are assigned building numbers and suites per agreement between the owner and Permits Department.

**Foundation-only Permits.** These are allowed after the preliminary plans review but limit construction above the slab. Also when **fire hydrants** are not yet installed and/or if the corrected plans are still pending a foundation-only permit may be issued. All related permit fees are paid in full and held until all plans corrections have been made and/or upon the installation of required fire hydrants and approved by the Fire Marshal as applicable.

**Permit Intent.** A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of this Code.

**Permit Expiration.** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension must be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the Building Official.

**Building Occupancy:** A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until after the Building Official has issued a Certificate of Occupancy. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the Building Official.

**Issuing Certificate of Occupancy:** Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical and plumbing systems in accordance with the technical codes, reviewed plans and specifications, and after the final inspection, the Building Official shall issue a Certificate of Occupancy stating the nature of the occupancy permitted and the number of persons for each floor when limited by law.

**City Adopted Codes** are the 2006 International Building Code set and the 2008 National Electrical Code as amended. Such amendments and adoption can be viewed in Chapter's 8 and 11 (Fire code) of the City of Killeen's Code of Ordinances. These and other local ordinances can be viewed at:

The adoption of the construction codes are at:

<http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/Chapter8.pdf>

The adoption of the fire prevention code is at:

<http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/Chapter11.pdf>

**Subdivision Regulations** are located in Chapter 26 of the City of Killeen's Code of

Ordinances. <http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/Chapter26.pdf>

**Zoning Regulations** (Land Use, Parking) are located in Chapter 31 of the City of Killeen's Code of Ordinances.

<http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/Chapter31.pdf>

**Flood Damage Prevention** requirements are located in Chapter 12 of the City of Killeen's Code of Ordinances.

<http://www.ci.killeen.tx.us/cikilleen/Boards&Commissions/Chapter12.pdf>

**Architectural Barriers** (handicap provisions) are governed by the Texas Department of Licensing and Regulations (not the City of Killeen) <http://www.license.state.tx.us/ab/ab.htm>

**Asbestos Regulations** are governed by the Texas Department of Health, Region 7, Temple, Texas. <http://www.tdh.state.tx.us/beh/asbestos/ruleindx.htm>

**2006 IBC Design Criteria:**

Snow Load = 5 PSI

Seismic Design Category = B

Frost Depth = 6 Inches

Decay = Sight to Moderate

Heating Degree Days = 2350

Wind Speed = 90 MPH w/ 3 Sec. Gust

Weathering = Moderate

Termite = Moderate to Heavy

Winter Design Temp = 26 deg F.

Climate Zone = 5B

## **PLAN REVIEW DATA & INFORMATION REQUIREMENTS**

### **Multi-Family (4-plex & larger) and All Commercial:**

**Completed permit and certificate of occupancy application.** Projects with multiple buildings or finish outs will require a separate building permit for each building. Projects with an addition and remodel will require separate permits. Such work can be shown on one set of plans.

**Design professional** (architect and/or engineer) is required by local amendment to have designed and stamped drawings for:

Assembly

Educational

Institutional

Hazardous occupancies

**Engineer stamped drawings** and details are generally required for structural, electrical, and mechanical systems for all structures 5,000 square feet; structural spans over 24 feet; 1-story apartments over 8 units; 2-story apartments over 4 units; and other requirements by law.

**Permit and Plans Submission.** For the plan review to start, submit a completed permit application, four copies of complete drawings and specifications (including landscaping plans for new construction), two copies of the energy report, proof of submittal for accessibility review, and one copy of an asbestos survey for existing building work.

## SITE PLAN

(4 copies) drawn to scale showing

- (1) **Development:** Show all proposed and/or existing buildings and structures on lot and distances from property lines.
- (2) **Land Use:** Show all proposed or existing curb cuts, parking spaces, loading and maneuvering areas, sidewalks and easements. Identify applicable screening devices.
- (3) **Landscaping:** New development requires a landscape plan per Chapter 8, Article VII of the Killeen Code of Ordinances.
- (4) **Plat Information:** Show legal description, property address, applicable suites, property lines, building setbacks and other pertinent data as recorded on the plat.
- (3) **Fire Protection:** Show all proposed or existing fire lanes and fire hydrants.
- (4) **Utilities:** Show water, sewer, electrical and gas systems and sizes and how such private connections tie into the utilities. State size and locations of both private and public systems. State water meter size and sewer sizes proposed. Also, notate the contractor to notify City of Killeen Water & Sewer department prior to performing any taps and installation of meters as well as when water meter(s) are installed.
- (5) **Streets:** Indicate abutting streets and right-of-ways. Show existing and/or proposed curb cuts, sizes, and locations to include dimensions of drive and distance to property lines.
- (6) **Drainage:** Provide storm water increase or decrease calculations due to development on the site plan. Indicate direction of run-off. Include any applicable TxDot permits for such increases or letters of acceptance from private property owners.
- (7) **Floodplain / floodway** development must show FEMA mapped boundaries, BFE's, lowest finished floor elevations (min. 2-foot above BFE), panel number, map date and zone(s). A separate Floodplain / Floodway application will be required. [Note: FEMA maps are within the Permits Dept.]
- (8) **Airport** noise notations and height restrictions. [Note: maps are with the Planning Dept.]

## FLOOR PLAN

(4 copies) drawn to scale as indicated in the 2006 IBC

- (1) **Type of Construction** [Sec 602]
- (2) **Occupancy classification** [Sec. 302]

- (3) **Incidental uses** [Sec. 508.2] and **Accessory Use Areas** [Sec. 508.3.1]
- (4) **Occupancy fire-rated separations** [Sec. 302.1.1.1 and T302.3.3]
- (5) **Mixed occupancy uses** (separated and/or non-separated) [Sec. 508]
- (6) **Occupancy loads** of each room or area [Sec. 106.1.2]
- (7) **Means of egress** pathways and details [Sec. 106.1.2]; Means of egress system details, hardware, lighting, signs, etc. [Ch 10]
- (8) **Fire rated assemblies**, details and design system and protection methods used [Ch 7]
- (9) **Cross-sections details** of wall and partitions, floor-ceiling-roof assembly details, corridors, etc.
- (10) **Structural details** including foundation system, steel shop drawings, floor and/or roof trusses, tilt wall assembly, etc.
- (11) **Plumbing plan**, meter and/or tap sizes, water, sewer, venting, gas details, and applicable backflow devices.
- (12) **Electrical plan**, riser diagrams, electrical load calculations, lighting and power plans, etc.
- (13) **Mechanical plan**, supply and return duct systems, ventilation requirements, exhaust systems, hoods, fire dampers, etc.
- (14) **Fire Sprinkler and alarm details**, connections to utilities, shop drawings, standpipe plan, and alarm systems details.
- (15) **Energy code** compliance report for the building envelope, mechanical system, lighting, and water heating. [Note: you may go to [www.energycodes.gov](http://www.energycodes.gov) for free software, use 2006 IECC or other approved code and select Killeen, Texas.
- (16) **Asbestos survey** copy for interior remodel work areas. Can be a limited study of new work area. [Note: rules on asbestos are governed by TDH]
- (17) **Proof of submittal for accessibility review** for projects over \$50,000

## PLANS REVIEWING STAFF AND AGENCIES

The Permits and Inspections Department will process all construction permits and plans and prepare a Plans Review Report from each of the agencies and departments listed below, if applicable.

**Permits and Inspections Department**, 101 North College Street, (254) 501-7762.

Plans review process

- Enforcement of building related codes
- Enforcement of zoning ordinance
- Enforcement of the landscaping ordinance
- Enforcement of flood plain construction/permits
- Issuance of building permits
- Issuance of sign permits
- Issuance of contractor registrations
- Boards of adjustment for zoning and building codes
- Construction related inspections

**Fire Marshal Office**, 907 W Jasper Dr (254) 501-3701

- Fire sprinklers and standpipes (witness test only)
- Fire hydrant locations and flow test
- Fire lanes
- Fire alarm systems
- Fire inspections

**Public Works Department**, 200 East Avenue D, (254) 501-7625.

- Drainage review
- Utility connections (water and sewer)
- Street cut permit approval
- Standards and specifications for streets and alleys, drainage, curb and gutter requirements, sidewalks, driveway and city utilities

**Planning Department**, 200 East Avenue D, (254) 501-7630

- Application and filing for platting
- Zoning determination, application and processing
- Addressing

**Bell County Health Department** (City Health Officer), 309 North 2nd Street, 526-8371.

- Food dealer permits
- Food handler permits
- Food establishment review and inspections
- Septic tank inspections

**Solid Waste Department**, 2003 Little Nolan Road, (254) 526-2697.

- Transfer Station use
- Commercial collection, including dumpster and roll-off service.

**Utilities (Water & Sewer) Collections**, 200 W Avenue C Street, (254) 501-7800

- Water and sewer line connection charges and tap fees.
- Water meter connection and deposit fee.

The following agencies are listed for your information for services that may be needed for your construction project. These agencies may have private easements/agreements that are not recorded with the City:

**Oncor Electric** (New Construction)

1-888-222-8045

**Atmos Gas Company,**

1-866-332-8667

**Time Warner Cable,** 309 North College Street,

(254) 634-3145

**Bell County Water Control District No. 1**

(254) 526-4243

**Tx DOT,** 2102 FM 2410,

(254) 699-0191

(for curb cut design and approval for state right-of-way and drainage, culverts, easements, access and state right-of-way.)

## **INSPECTION REQUEST PROCEDURES**

**INSPECTIONS HOTLINE (254) 501-7766**

**Call 24 hours a day, 7 days a week**

You will be answered by a recording asking you to leave the name of your company, the address where the inspection is to take place, each type of inspection needed, and the subcontractor's name for each type of inspection requested. Inspection requests that last longer than two minutes may necessitate a second call. For example:

"This is ABC contractor. I need the following inspection(s) at 1206 New Street. Framing, Joe Hammer, contractor; mechanical rough, Cool Breeze Air Conditioning; electric rough, Spark's Electric."

"I also need a reinspection at 1208 New Street; electric rough, Spark's Electric, etc."

Please try to group all inspections required for a particular address at the same date and time. Group as follows:

Temporary (construction) Pole  
Soils (under slab plumbing)  
Yardlines (building sewer & water)  
Foundation/piers  
FEMP

Framing  
Electrical rough  
Mechanical rough  
Plumbing rough (w/ water test)  
Insulation rough in  
Gas test (10 psi)

Above ceiling  
Final & C.O.  
Building final  
Electrical final  
Mechanical final  
Plumbing final  
Energy final  
Certificates of Occupancy by appt.

All calls received by **8:00 a.m.** will be dispatched to inspectors that day. All calls received after 8:00 a.m will be performed the next business day. Inspections are usually completed within 24 hours from the time they are dispatched to an inspector.

**ALL FAILED INSPECTIONS WILL BE CHARGED A \$30.00**  
**REINSPECTION FEE**

## EMERGENCY INSPECTIONS

If an emergency inspection is needed, call 254-501-7762 or apply in person at 101 North College Street. Business hours are 8:00 AM to 5:00 PM, Monday through Friday. These inspections will be given priority. If possible, call prior to starting work, so that the inspection department is aware that the work is being done.