



City of Lubbock, Texas
Building Inspection Department
1625 13th Street, Suite 106
Lubbock, Texas 79457
(806) 775-2087
(806) 775-2088
<http://buildinsp.ci.lubbock.tx.us/>

Commercial Building Permit Application & Submittal Guidelines

(For all projects EXCEPT those involved with one and two family dwellings not exceeding three stories in height)

In addition to the permit application form, this brochure contains useful information regarding the minimum requirements for a complete and accurate submittal package necessary for an efficient plan review process that will translate into the shortest possible permit turn-around time. In addition to a complete and accurate submittal package, plan review turn-around time is a function of current work volume. The City of Lubbock endeavors to complete reviews in the minimum time possible, but the average processing time does vary. Please contact the Senior Plans Examiner for current updates on typical processing time as well as the status of your particular application.

Thank You.

“Partnering to Build the Model Community”

Requirements By Project Category: (See description at right for corresponding letter type)					Documentation Required as Part of a Complete Commercial Permit Submittal Package																
<ul style="list-style-type: none"> ● Always Required ○ Conditional- See text 					<p style="text-align: center;">Project Category:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">(A) New Construction</td> <td style="width: 50%;">(F) <input type="checkbox"/> Foundation Only</td> </tr> <tr> <td>(B) New Construction (Shell Only)</td> <td>(G) <input type="checkbox"/> Demolition</td> </tr> <tr> <td>(C) Addition to Existing Building</td> <td>(H) <input type="checkbox"/> Other</td> </tr> <tr> <td>(D) Remodel/Alteration</td> <td></td> </tr> <tr> <td>(E.1) Tenant Finish-Out</td> <td></td> </tr> <tr> <td>(E.2) White Box Finish-Out</td> <td></td> </tr> </table>					(A) New Construction	(F) <input type="checkbox"/> Foundation Only	(B) New Construction (Shell Only)	(G) <input type="checkbox"/> Demolition	(C) Addition to Existing Building	(H) <input type="checkbox"/> Other	(D) Remodel/Alteration		(E.1) Tenant Finish-Out		(E.2) White Box Finish-Out	
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A, B, F	C	D	G	H, E																	
●	●	●	●	●	Commercial Building Permit Application Form																
	●	●	●		Asbestos Survey Certification: <i>Required where existing construction materials are to be disturbed through remodeling or demolition activities.</i> Survey must be done by a licensed asbestos inspector prior to City acceptance of a permit application. Signing and dating of the certification statement on this application form is sufficient (See "Statutory Compliance Section"). More information pertaining to the law can be found at http://www.dshs.state.tx.us/asbestos/																
●	●	●	●	●	Construction Documents: Two (2) complete sets of construction documents (plans and specs) sufficient to clearly and completely demonstrate the scope of work. See the " Minimum Information for Typical Construction Plans and Specifications " for guidance as to the type of information that should be included. Also check engineering and architectural requirements.																
●	●				Survey & Flood Certificate: A certification from a licensed professional land surveyor or registered professional engineer that the property has been surveyed and monuments set. The certificate must also identify whether the property is located within any special flood hazard area as determined by FEMA Flood Insurance Rate Maps.																
○					TCEQ Notice of Intent (NOI): <i>Required for any ground disturbance equal to or greater than one acre or part of a larger common plan totaling one acre or more (i.e. a subdivision).</i> Fill out a separate application for TPDES permit, where required.																
○	○	○		○	TDLR/EAB Registration Form: <i>Required if your project valuation is \$50,000 or more.</i> The Texas Department of Licensing and Regulation Architectural Barriers Division requires registration of these projects. In these cases, the City of Lubbock must verify that this has been done by requiring that you include a copy of your TDLR registration form, bearing the EAB registration number, with this application. Projects of less than \$50,000.00 valuation are not required to register with TDLR, and the form does not need to be submitted, <i>though compliance with applicable accessibility laws is still required.</i> See Texas Accessibility Standards at http://www.license.state.tx.us/ab/abrules.htm for more information.																
○	○				FEMA Form #81-31 (Elevation Certificate): <i>Required where the survey certificate has identified the property in a special flood hazard area,</i> the preparer of the survey certificate must complete FEMA Form # 81-31. It must include Base Flood Elevation data as well as minimum finished floor elevations to comply with local and Federal regulations. A second such certificate, based on as-built conditions, will be required prior to requesting a final building inspection.																
○	○	○		○	Energy Code Compliance Report (Comchek): <i>Required unless exempt as indicated.</i> <input type="checkbox"/> N/A- Historical Building (Provide letter) <input type="checkbox"/> N/A- Hospital or Medical Research Facility																
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STATUTORY COMPLIANCE SECTION (This MUST be filled out by applicant)																					
Texas Accessibility Standards (TAS): The Texas Department of Licensing & Regulation registration and issuance of an EAB # for all projects valued at \$50,000 or greater. <input type="checkbox"/> DOES NOT APPLY <input type="checkbox"/> TDLR REGISTRATION FORM ATTACHED																					
Effective January 1, 2002- Renovations & Demolitions to Commercial Buildings: <input type="checkbox"/> DOES NOT APPLY <input type="checkbox"/> I hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being renovated and/or demolished.																					
REQUIRED: Call the TEXAS ONE CALL SYSTEM at 1-800-344-8377, or 1-800-DIG-TESS, 2 days prior to any excavation.																					

Commercial Building Permit Application (Rev. Feb 2007)

Office Use Only:

Plan Check Type and #: _____ Completeness Check By: _____
 Review Deposit: \$ _____ Comments Due NLT: _____
 Received By: _____ Review Assigned to: _____
 Payment Method: _____

Date and Time Received

Type of Construction:

(Letters correspond to submittal requirements on table on facing page)

- | | |
|--|--|
| (A) <input type="checkbox"/> New Construction | (F) <input type="checkbox"/> Foundation Only |
| (B) <input type="checkbox"/> New Construction (Shell Only) | (G) <input type="checkbox"/> Demolition |
| (C) <input type="checkbox"/> Addition to Existing Building | (H) <input type="checkbox"/> Other (Specify below) |
| (D) <input type="checkbox"/> Remodel/Alteration | |
| (E.1) <input type="checkbox"/> Tenant Finish-Out | |
| (E.2) <input type="checkbox"/> White Box Finish-Out | |

Applicant: Please fill in all information. Place "N/A" in blanks that do not apply to your project.

Project Title:						
Project Address:					Suite #:	
Legal Description:	Subdivision:		Lot:		Block:	
LCAD Property ID No. (Available at www.lubbockcad.org):				R-		

Contact Information			
	NAME	ADDRESS, CITY, ZIP	PHONE #
OWNER:			
CONTRACTOR:			
ENGINEER:			
ARCHITECT:			
PROJECT CONTACT:			
E-Mail Address:		Cell Phone #:	

Summary of scope of work:	
Project Square Footage: (All area under roof)	_____ Sq. Ft.
Project Valuation: (All Trades Inclusive)	\$ _____ .00

By my signature I certify that I am the legally authorized agent of the owner for the purposes of obtaining the permit requested and all subsequent communication and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete, and that I have read and understand the information therein, and I further understand that the application for a permit and payment of fees does not guarantee approval of a permit, and that if said permit is issued, it does not constitute permission to violate any provision of the technical codes governing the work, whether identified pursuant to plan review or not.

Authorized Agent:

Signature: _____

Printed Name: _____

Date: _____

INTERDEPARTMENTAL REVIEW COMMENTS SECTION (Office Use Only)

Planning & Zoning Department N/A

Comments: Platted Not Platted

Approved By: _____ Date: _____

Floodplain Administration: N/A

Comments:

Approved By: _____ Date: _____

Public Works Engineering: N/A

Comments:

Approved By: _____ Date: _____

Water & Wastewater Utilities Engineering N/A

Comments:

Approved By: _____ Date: _____

Fire Marshal N/A

Comments:

Approved By: _____ Date: _____

Industrial Waste Monitoring & Pre-Treatment N/A

Comments:

Approved By: _____ Date: _____

Backflow N/A

Comments:

Approved By: _____ Date: _____

Health Department N/A

Comments:

Approved By: _____ Date: _____

Attention Reviewing Departments: Your portion of the review of this submittal may or may not run concurrently with others. Since the overall processing time for the permit is limited, time is of the essence. We appreciate your efforts at expediting your comments, but fully understand your normal duties might need to take priority. If your workload will not allow a timely review, please notify the assigned plan examiner in Building Inspection as soon as possible so that adjustments can be made accordingly.