

# COMMERCIAL BUILDING ALTERATIONS PERMIT CHECKLIST

**(Permit processing – Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan reviewer for a progress update.)**

\_\_\_\_\_ Two (2) complete sets of plans (sealed and signed by an engineer and/or architect registered in the state of Texas, if applicable). Each set of plans to include: floor, wall section with details, electrical, plumbing, and mechanical plans.

\_\_\_\_\_ \*Texas Accessibility Standards (ADA) project number

\_\_\_\_\_ \*2000 International Energy Conservation Code compliance report and checklist- submit two (2) copies. (Download free ComCheck software at [www.energycodes.gov](http://www.energycodes.gov))

\_\_\_\_\_ \*Asbestos survey

\_\_\_\_\_ \$10,000 Compliance Bond (obtain blank bond form from Building Inspection Dept.)

## OR

Certificate of Insurance (City of Lubbock certificate holder) which includes:

- \$100,000 minimum comprehensive general liability, per occurrence
- Bodily injury
- Property damage
- Products liability and completed operations

\_\_\_\_\_ Register with Building Inspection

1<sup>st</sup> Quarter Registration – January – March (\$100.00 Fee)

2<sup>nd</sup> Quarter Registration – April – June (\$75.00 Fee)

3<sup>rd</sup> Quarter Registration – July – September (\$50.00 Fee)

4<sup>th</sup> Quarter Registration – October – December (\$25.00 Fee)

Renewal prior to December 31, 2006 (\$50.00 Fee)

\_\_\_\_\_ Food preparation establishments and restaurants, submit one set of plans to Environmental Health Department, 1902 Texas Avenue, 2<sup>nd</sup> Floor (806-775-2945)

\_\_\_\_\_ Sprinklered building - contact Fire Marshal's Office, 1515 E. Ursuline Street, (806-775-2646).

\_\_\_\_\_ Complete Wastewater Survey for nonresidential establishments (806-775-3228)

## Commercial Building Alterations Permit Checklist

### Permit fees:

Building Permit – \$2.25 per \$1,000.00 of valuation, \$30.00 minimum

#### Plan check fees (**Per City Ordinance 2005-00140**):

When construction documents and/or other data are required to be submitted in order to verify conformance with applicable codes prior to issue of a permit, a plan review fee shall be paid at the time of acquiring that permit, which fees are separate and in addition to applicable permit fees. The initial plan review fee shall be equivalent to 25% of the “master” permit fee associated with the project. Re-submittal of plans for the purpose of verifying that corrections identified in the initial review have been made shall be allowed once without incurring additional review fees. Subsequent reviews, either to verify corrections have been made or to review change orders or other plan amendments, shall require payment of additional review fees equivalent to 5% of the “master” permit fee with a minimum of thirty dollars (\$30.00), which must be paid in advance of review if the permit has already been issued. An advance fee of 10% of the master permit fee, but not less than thirty dollars (\$30.00) nor more than one-hundred dollars (\$100.00), shall be paid at the time of submission of original construction documents for review, which fee shall constitute a credit toward total plan review or permit fees to be paid at the time of permit issuance. Said fee shall not be considered as a deposit, and is non-refundable. Projects within the scope of the International Residential Code are exempt from plan review fees.

Electrical Permit \$0.05 per square foot, \$30.00 minimum

Plumbing Permit – \$0.05 per square foot, or \$2.00 per \$1,000.00 of valuation, \$30.00 minimum

Mechanical Permit – \$0.05 per square foot or per 1996 International Mechanical Code Amendments Unit Fee Schedule, \$30.00 minimum

### **\*FEDERAL/STATE MANDATED**

**Revised 07/24/07 (golden rod)**