

NEW COMMERCIAL OR COMMERCIAL ADDN. BUILDING 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 construction documents (prepared by a Texas Registered Architect and/or Texas-Licensed Professional Engineer and bearing their seal(s); See “Do I Need an Architect or Engineer?” flowchart on the wall above the customer desk). Each set shall include site and grading plans, landscape plans, a floor plan, building elevations, foundation and structural framing plans, foundation and structural details, wall sections with details, fire-resistant assembly information, fire stopping information, mechanical, plumbing and electrical plans and details, one set of specifications, and such other information as necessary to clearly define the scope of the work.

- _____ Seventeen (17) copies of site plan (to be reviewed by Site Plan Review Committee which meets at 10:00 a.m. on Fridays, 1625-13th Street, Committee Room 103 – please have representative present at meeting)

- _____ One (1) copy of Survey Certificate (also submit Flood Elevation Certificate if located in flood zone.)

- _____ *TCEQ Notice of Intent Form (Required for any disturbance equal to or greater than one acre or part of a larger common plan totaling one acre or greater.) Fill out separate application for TPDES Permit. (New construction only)

- _____ *Texas Accessibility Standards (TDLR) project number, if project valuation exceeds \$50,000.00.

- _____ *2000 International Energy Conservation Code compliance report and checklist – most current release. (Download free ComCheck software at www.energycodes.gov)

- _____ *Asbestos Survey (Addition only)

- _____ \$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
 - 1st Quarter Registration – January – March (\$100.00 Fee)
 - 2nd Quarter Registration – April – June (\$75.00 Fee)
 - 3rd Quarter Registration – July – September (\$50.00 Fee)
 - 4th Quarter Registration – October – December (\$25.00 Fee)
 - Renewal prior to December 31, 2006 (\$50.00 Fee)

_____ Commercial swimming pools, food preparation establishments, and restaurants, submit one set of plans to Environmental Health Department, 1902-Texas Avenue, 2nd Floor, Lubbock, Texas (806-775-2945)

_____ Fire sprinkler and fire alarm plans - contact Fire Marshal's Office, 1515 E. Ursuline Street, Lubbock, Texas, (806-775-2646).

_____ Lots with driveways opening onto State Right-of-Ways require approval from Texas Department of Transportation (commercial driveways are required separate permits)
_____ Complete Wastewater Survey for nonresidential establishments. (806-775-3228)

_____ Pro Rata paid (Check with Water Utilities Engineering, 806-775-2333.)

Permit Fees:

Building Permit – New construction - \$0.20 per square foot; \$30.00 minimum

Building Permit – Additions - \$0.20 per square foot, \$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 – same as electrical permit

Mechanical Permit – same as electrical permit

Driveway Permit - \$30.00 plus deposit of \$2.50 per linear foot of curb and gutter to be removed - \$75.00 minimum.

***FEDERAL/STATE MANDATED**

Revised 06/20/07 (canary)