

COMMERCIAL Permit Application

Building Permit Number: _____	Valuation: _____
Project Name: _____	Zoning: _____
Project Address: _____	Square Foot: _____
Project Description: NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> FINISHOUT <input type="checkbox"/> SPECIFY OTHER: _____ SIGN <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/>	
Scope of Work: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide Flood Plain Certificate	

DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes No			
Owner Information : _____			
Project Contact Person: _____		Phone: _____	
Address: _____		Email: _____	
Engineer	Contact Person	Phone #	License #
_____	_____	_____	_____
Architect	Contact Person	Phone #	License #
_____	_____	_____	_____
General Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____
Mechanical Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____
Electrical Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____
Plumber/Irrigator	Contact Person	Phone #	License #
_____	_____	_____	_____
TPO Energy Provider	Contact Person	Phone #	License #
_____	_____	_____	_____

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review		Fire	
Public Works		Planning	

Building Permit Fee: _____	Meter Deposit Fee: _____	Total Fees: _____
Plan Review Fee: _____		Receipt #: _____
Water Tap Fee: _____		Issued Date: _____
Sewer Tap Fee: _____		Issued By: _____
		BV Project #: _____



Commercial Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be faxed to our BV office for data entry into the BV Task Management System for tracking of inspections required. (Toll free Fax# 877-837-8859)
3. If add-on inspections are needed, the City contacts the BV office with address and type of inspection needed.

Bureau Veritas - Permit Technician

1. Before inspections can be scheduled, verifies permit has been issued by city.
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Task Management System.
2. Return voicemail messages and reply to email messages.
3. Pick up tickets at city, if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Task Management System.

Reports:

BV Task Management System has the ability to generate reports that the city can access. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.



**BUREAU
VERITAS**

Commercial Inspection Request

For Questions: 817-335-8111 / toll free 877-837-8775
Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Today's Date _____ Company _____

Project Address _____ Requestor's Name _____

City _____ Requestor's Phone _____

Project _____ Requestor's Email _____

Building Permit # _____ **Date Needed** _____

____ Pier _____ Framing _____ Wall Ties

____ Grade Beam _____ Energy Insulation _____ Building Final

____ Slab _____ Drywall

Comments _____

Mechanical Permit # _____ **Date Needed** _____

____ Underground Mechanical _____ Ceiling Mechanical _____ Duct Rough

____ Mechanical Rough _____ Duct Insulation _____ Mechanical Final

Comments _____

Electrical Permit # _____ **Date Needed** _____

____ Underground Electrical _____ Ceiling Electrical _____ Electrical Final

____ Electrical Rough _____ Electric Meter Release

Comments _____

Plumbing Permit # _____ **Date Needed** _____

____ Plumbing Rough _____ Gas Wrap/Underground _____ Plumbing Top-Out

____ Water Service _____ Gas Rough _____ Plumbing Final

____ Yard Sewer _____ Gas Final/Release

Comments _____



Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and Remodel/Addition Commercial Projects. Have applicant submit the following Construction documents:

1. Permit Application
2. Sets of Plans
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value) (Customer should know about and **THEY do this**)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance. (comm check)
5. Asbestos Report or declaration (if remodel or demo)

City will FedEx permit packets.

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Task Management System.
2. Verifies if all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for delivery.

Bureau Veritas Courier returns approved permit packet to the city.

City Staff

City Staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose).

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan ^(a) New building(s) or additions.
2. Finish outs "only": Submit site plan, or key plan: Show building & location of tenant space within building
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report ^(b)
12. Asbestos Survey (for renovation or demolition permits) ^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information ^(d)

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

City of Teague

CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

_____ ELECTRICAL CONTRACTOR

_____ MASTER ELECTRICIAN

_____ JOURNEYMAN ELECTRICIAN

_____ MASTER SIGN ELECTRICIAN

_____ MECHANICAL (HVAC)

_____ IRRIGATOR (LANDSCAPE)

_____ BACKFLOW (*special form required*)

_____ MASTER PLUMBER

_____ JOURNEYMAN PLUMBER

_____ OTHER

CONTRACTOR INFORMATION

COMPANY NAME: _____

PHONE: _____

EMAIL ADDRESS: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____

PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____

DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

For City use only