



# City of Whitewright

Phone: (903) 364-2219

Fax: (903) 364-3001

P.O. Box 966

Whitewright, TX 75491

[permits@whitewright.com](mailto:permits@whitewright.com)

## Commercial Permit Application

<b>Building Permit Number:</b> _____	<b>Valuation:</b> _____
<b>Project Name:</b> _____	<b>Square Foot:</b> _____
<b>Project Address:</b> _____	<b>Zoning:</b> _____
<b>Project Description:</b> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/> Sign <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>	
<b>Scope of Work:</b> _____	

<b>Owner Information:</b> _____	
<b>Name:</b> _____	<b>Contact Person:</b> _____
<b>Address:</b> _____	<b>Phone Number:</b> _____
<b>Email:</b> _____	<b>Fax Number:</b> _____
	<b>Mobile Number:</b> _____

<b>Engineer</b>	Contact Person	Phone Number	Fax Number
<b>Architect</b>	Contact Person	Phone Number	Fax Number
<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumbing Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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:**

<b>Approved by:</b> _____	<b>Date approved:</b> _____	
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Building Permit Fee: \_\_\_\_\_  
 Water Tap Fee: \_\_\_\_\_  
 Sewer Tap Fee: \_\_\_\_\_  
 Meter Deposit \_\_\_\_\_

**Total Fees:** \_\_\_\_\_  
**Cash / Check # / Debit / Credit:** \_\_\_\_\_  
**Issued Date:** \_\_\_\_\_  
**Issued By:** \_\_\_\_\_  
 BV Project # \_\_\_\_\_



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## Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Whitewright, Texas, has adopted the following codes regulating building construction.

*2012 International Building Code*  
*2012 International Residential Code*  
*2012 International Fire Code*  
*2012 International Fuel and Gas Code*  
*2012 International Plumbing Code*  
*2012 International Mechanical Code*  
*2011 National Electrical Code*  
*2012 International Energy Conservation Code*  
*City of Whitewright Zoning Ordinance and all local amendments*

### Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Whitewright and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City of Whitewright's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

Permits are required for the following construction:

- All concrete drives and walks
- Drainage and storm sewer
- All pre-assembled buildings moved in that exceed 300 square feet
- All buildings where structural, plumbing, electrical or mechanical work is involved



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## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

**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<sup>{a}</sup>
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 (2009 IECC)<sup>{b}</sup>
12. Asbestos Survey (for renovation or demolition permits)<sup>{c}</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>{d}</sup>

### 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](http://www.energycodes.gov)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



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## Bureau Veritas Contact Information

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401  
Inspection FAX line: (817) 335-8110 or (972) 980-8400  
Toll Free number: (877) 837-8775  
Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



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## New/Remodel Commercial Plan Review Checklist

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Permit Application with an original signature must be complete and submitted with the following information:**

\_\_\_\_\_ **(3) Site Plans to include:**

- \_\_\_\_\_ Legal Description (lot, block, subdivision)
- \_\_\_\_\_ Property lines and lot dimensions
- \_\_\_\_\_ Proposed structure and all existing buildings
- \_\_\_\_\_ All easements
- \_\_\_\_\_ Existing and proposed location of utility poles, pad mounted transformers
- \_\_\_\_\_ Existing and proposed fire hydrant locations, and size of water lines

\_\_\_\_\_ **(3) Parking lot layout plans and Grading plans**

\_\_\_\_\_ **(3) Commercial Energy Code Compliance - (2012 IECC)**

To include Lighting Compliance, Mechanical Compliance and Building Envelope (if applicable).

\_\_\_\_\_ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.

\_\_\_\_\_ **(3) Sets**

- \_\_\_\_\_ Fire lane location and construction plans and details,
- \_\_\_\_\_ Underground Fire Line plans (NFPA 24)
- \_\_\_\_\_ Fire suppression system plans to include fire sprinkler (NFPA 13)
- \_\_\_\_\_ Kitchen suppression systems and documents (NFPA 17, 17A as applicable)
- \_\_\_\_\_ Fire alarm system plans (NFPA 72)
- \_\_\_\_\_ Emergency access plans

\_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit)

\_\_\_\_\_ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)

\_\_\_\_\_ **Asbestos Survey or Compliance Statement** (if demo or remodel)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third Party Energy Provider*

Sec. 38-123. - Easements and dedications.

- (a) *Utility easements.* Ten feet wide utility easements shall be provided on the rear lot line of each lot. Easements shall be provided at all other locations necessary for the construction and maintenance of utilities.
- (b) *Drainage easements.* Drainage easements shall be provided for the construction and maintenance of drainage systems of such size and location necessary as determined by the drainage plans.
- (c) *Fire lanes.* Where adequate access for firefighting is not otherwise provided, easements for fire lanes shall be required. Fire lane easements shall be paved to a minimum of 20 feet in width and shall be marked as such on the ground.
- (d) *Parks and open space.* There shall be no dedication of parks, open space, or other public access areas except as authorized by the city.
- (e) *Schools.* There shall be no dedication or reservation of land for school purposes except as authorized by the city in consultation with the city ISD.
- (f) *Public facilities.* There shall be no dedication or reservation of land for public buildings or facilities except as authorized by the city.

(Ord. No. 444, § 3.06, 2-3-2004)



# City of Whitewright

## CONTRACTOR REGISTRATION FORM

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### TYPE OF CONTRACTOR LICENSE

- |  |  |
|--|--|
| <input type="checkbox"/> ELECTRICAL CONTRACTOR   | <input type="checkbox"/> MECHANICAL (HVAC)                       |
| <input type="checkbox"/> MASTER ELECTRICIAN      |  |
| <input type="checkbox"/> JOURNEYMAN ELECTRICIAN  | <input type="checkbox"/> IRRIGATOR (LANDSCAPE)                   |
| <input type="checkbox"/> MASTER SIGN ELECTRICIAN | <input type="checkbox"/> BACKFLOW <i>(special form required)</i> |
| <input type="checkbox"/> MASTER PLUMBER          | <input type="checkbox"/> THIRD PARTY ENERGY PROVIDER             |
| <input type="checkbox"/> JOURNEYMAN PLUMBER      | <input type="checkbox"/> WASTE CONTRACTOR                        |
|  | <input type="checkbox"/> OTHER                                   |
- 

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**