



CITY OF UHLAND

15 North Old Spanish Trail
Uhlend, TX 78640
(512) 398-7399
city@uhlandtx.us

COMMERCIAL & MULTI-FAMILY BUILDING PERMIT

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or carports, etc.

ALL CONSTRUCTION WORK MUST CONFORM TO THE REQUIREMENTS OF THE FOLLOWING CODES:

2006 International Building Code (IBC)
2006 International Existing Building Code (IEBC)
2006 International Fire Code (IFC)
2006 International Plumbing Code (IPC)
2006 International Residential Code for One and Two-Family Dwellings (IRC)
2008 National Electrical Code (NEC)
2009 International Energy Conservation Code (IECC)

WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT:

- **VERIFY ZONING**
- **SUBMIT THREE (3) COPIES OF FILED PLAT** – All new construction new additions require the lot be platted to issuing a building permit.
- **ASBESTOS COMPLIANCE STATEMENT**
- **LEAD PAINT COMPLIANCE STATEMENT**

- **COMPLETE COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION INCLUDING LIST OF CONTRACTORS**
- **THREE (3) PAPER SETS OF PLANS**

Signed and sealed by a Texas registered architect/engineer if applicable. Drawing should be complete and drawn to a common scale (such as 1/4" per foot, 1"= 10', etc.) should include the date the site plan was prepared and the following information:

Civil Plan information: (not required for interior alterations)

Include building and tenant locations(s) for addressing purposes
 North arrow and date the site plan was prepared
 Size, shape and dimensions of the platted lot
 Location and width of all easements
 Location of building setback lines
 Location and dimensions of all proposed and existing buildings (if any)
 Exact distance the proposed building will be from the platted lot lines
 Height of all proposed buildings
 Location/dimensions of all existing/proposed off-street parking areas including:
 Location/dimensions of all existing/proposed driveways including width and curb radius
 Location/dimensions of off-street parking stalls
 Width of traffic aisles
 Location/dimensions of off-street loading areas
 Location of trash receptacles
 Location and width of any landscaped parkway adjacent to the street
 Pavement design report for parking areas
 Names and with of adjacent street rights-of way adjacent to the street
 Pavement design report for parking areas
 Names and with of adjacent street rights-of was, and with of street pavement
 Location and circumference of existing trees
 Location of nearest fire hydrants
 Location of existing and proposed exterior lighting, heights of poles, and sizes and number of fixture
 Location and size of adjacent public water and sewer lines
 Location and size of water and sewer taps, water meter, and on-site utility lines
 Location and elevation of 100 year flood plain, if applicable (see FIRM maps published by FEMA) surface drainage plan
 General notes to be included in summary table on site plan:
 Total land area in acres on square feet
 Total building area in square feet
 Total square feet of building addition
 Percentage of land covered by buildings

Drainage plans, Calculations, and Geotechnical Report

Primary and secondary systems
 Scuppers per drain
 Gutter and downspout

Storm water flow direction
Pond/swale cross-section detail, exfiltration system details
Storm water management system details

Erosion and Sedimentation Control Plan

Grading plan with pavement section details (show existing site grade and proposed site grade)
Erosion control device details

We strongly recommend that all applicants have their site plans prepared by a Registered Professional Land Surveyor (RPLS); however, if the property is zoned Planned Development, the site plan must be prepared by a Registered Professional Land Surveyor (RPLS).

Architectural information:

Key plan showing location in building (alterations only)
Floor plan showing existing/demolition and proposed construction identify use of all room, doors and window schedule (include hardware and identify fire rating) Interior finish schedule
Fire resistance rating details, if applicable (walls, floor/ceiling, roof/ceiling, structural)
Stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)

Structural information: (New Construction and Additions only)

Design criteria (soil data, live and dead loads, wind loads, etc.)
Foundation plan and details
Framing plans (walls, columns, wind bracing, floors, ceilings and roof)
Truss drawings can be submitted any time before framing inspection

Plumbing information: (water, sewer, roof drains, gas)

Floor plan and riser diagram with all fixtures and piping
Fixture schedule and material specifications (including water heaters and interceptors)
Roof drain and over flow size and location

Mechanical information: (heating, ventilation, air conditioning)

Floor plan with all equipment, ducts, dampers, etc.
Roof plan showing all equipment and exhaust outlets and air intakes
Mechanical equipment schedule (sizes, SEET, gas/electrical demands, etc.)

Electrical information:

Type, location, and capacity of all service equipment, panels and meters
Floor plan(s) with all lighting, power and low voltage outlets, transformers and other equipment
Panel schedule(s), riser diagram, service/feeder conductor/conduit sizing, grounding details, etc.

**Copy of IECC Compliance Report (COMcheck or REScheck)
COMcheck & REScheck available for free download at www.energycodes.gov**

Copy of Texas Accessibility Standards (TAS) Architectural Plan Review Application (for project fifty thousand (\$50,000) or more

WHAT ARE THE ACCESSIBILITY PLAN REVIEW REQUIREMENTS?

If a building or building remodel project has an estimated construction cost of fifty thousand (\$50,000) or more, the owner or the design professional with overall responsibility for the design of the project must submit the plans and specifications for review to the Texas Department of Licensing and Regulation or an Independent Contract Provider.

A current list of Independent Contract Providers can be obtained by calling the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999. To search a list on the TDLR website go to: www.license.state.tx.us/LicenseSearch/. Copies of the Architectural Barriers Project Registration form may be downloaded from the TDLR website at www.tdlr.state.tx.us/ab/abforms.htm. If you have questions about how the Architectural Barriers Act and Texas Accessibility Standards might affect your building project, call the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999

SUBMIT APPLICATION:

Submit all the required application materials to the Planning and Development at 15 North Old Spanish Trail, Umland, TX 78640

HOW MUCH DOES A BUILDING PERMIT COST?

See the City of Umland Fee Schedule.



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PROPERTY INFORMATION

Type of Project:

_____ New Construction _____ New Addition _____ Remodel

Address: _____

Lot _____ Block _____ Subdivision _____

Current Zoning: _____

Business Name: _____

Is this property located on a corner lot? _____ Yes _____ No

Is this property located in a historic district? _____ Yes _____ No

OWNER INFORMATION:

Owner Name: _____

Owner Address: _____

Telephone Number: (_____) _____

APPLICANT INFORMATION:

Applicant's Name: _____

Applicant's Address: _____

Telephone Number: (____) _____

DESCRIPTION OF PROPOSED PROJECT:

What is the proposed square footage? _____

What is the total cost of the project (fair market value of labor and materials)? _____

SUBITTALS:

Application will not be accepted without all required attachments (see below)

___ Copy of plat of property (copies can be obtained from the official plat records of the County Clerk)

___ Three (3) copies of site plan (Minimum 1" = 10') showing information as listed on application check list

___ Three (3) sets of building plans, plus CD. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. See application checklist for additional requirements

___ Copy of IECC Compliance Report (download ComCheck at www.energycodes.gov)

___ Copy of Texas Accessibility Standards Architectural Plan Review Application with Project number (projects five thousand dollars (\$5000.) or more.

___ List of contractors (follows application, add additional pages as necessary)

___ Asbestos Form

___ Lead Paint Form

A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE ANY BUILDING IS OCCUPIED

For all your inspections, please Call: Jimmy McClintock @ 512-914-6619

NOTICE TO APPLICANT:

I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to enter the premises and make all necessary inspection.

Applicant Signature: _____

Printed Signature: _____

Address: _____
City State Zip

Telephone: _____ Cell: _____

Email: _____

LIST OF CONTRACTORS

Building Contractor

License Number _____
State Expiration Date

Company Name _____
Telephone Number

Address _____
City State Zip

Master Electrician _____

License Number _____
State Expiration Date

Company Name _____
Telephone Number

Address _____
City State Zip

Master Plumber _____

License Number _____ State _____ Expiration Date _____

Company Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

Mechanical Contractor _____

License Number _____ State _____ Expiration Date _____

Company Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

Driveway Contractor _____

License Number _____ State _____ Expiration Date _____

Company Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

OFFICE USE ONLY

Permit Number _____ Valuation _____

Fee _____ Cash _____ Check _____

Received By _____ Date _____

Building Official: _____ Date _____



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RESIDENTIAL/COMMERCIAL ELECTRICAL/PLUMBING/MECHANICAL

Electrical upgrades/repairs

When is a permit needed? A permit is required for all service upgrades or circuit replacements.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance.

Submittal documents: fill out a Residential permit application

Plumbing upgrades/repairs

When is a permit needed? A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance

Submittal documents: Fill out a Residential permit application

Mechanical upgrades/repairs

When is a permit needed? A permit is required when an air conditioner or furnace is replaced.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

All Electrical, Plumbing and Mechanical work described above requires an inspection.

Schedule all inspections with: Jimmy McClintock @ 512-914-6619



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CERTIFICATE OF OCCUPANCY

Project Information:

Name _____

Project Address _____

Square footage _____ Lot _____ Block _____ Subdivision _____

Intended use of space _____

Owner's Information

Company Name _____

Contact Person _____

Telephone Number

Address _____

City

State

Zip

Tenant Information

Company Name _____

Contact Person _____

Telephone Number

Address _____
City State Zip

Does your business involve the storage, sale or use of the following: (check all that apply).

- Painting with flammables Dry cleaning solvents
- Flammable/combustible liquids (10 gal. or more) Alcohol
- Combustible fibers Dust producing process Floor drains in building
- Smoking Cellulose nitrate film Explosives/Ammunition
- Food and/or beverage processing, storage or sales Fireworks
- Compressed gas Recycling waste Food products
- Liquid Propane gas Magnesium High piled stock (over 12' high)
- Vehicle repair garage Vehicles in building Poisonous/Hazardous chemicals/acids
- Welding or cutting Woodworking X-ray development

Provide chemical data sheets to the Building inspection department listing the maximum quantity of all hazardous material. List any material discharged into the drainage system, ground or atmosphere.

It shall be unlawful to use or occupy or permit the use of occupancy of any building of premises created, erected, changed converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. 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 at any time after work is commenced.

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

Permit Number _____

Fee _____

Cash _____ Check _____

Received By _____ Date _____

Building Official: _____ Date _____