



January 2024

## **Commercial Plan Submittal Guidelines**

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**BUILDING INSPECTIONS**  
100 Main Street, Colleyville, TX 76034 [www.colleyville.com](http://www.colleyville.com)

**Web page -** <https://www.colleyville.com/government/departments-a-l/building-inspections>

## **CONSTRUCTION CODES**

The City of Colleyville has adopted and enforces the following codes which are applicable to building construction activities within the corporate limits of the community. The ordinances adopting these codes and any local amendments are available on the city website. [www.colleyville.com/departments/buildinginspections](http://www.colleyville.com/departments/buildinginspections)

1. International Building Code – 2018 Edition
2. International Fire Code – 2018 Edition
3. International Energy Conservation Code – 2018 Edition
4. International Plumbing Code – 2018 Edition
5. International Mechanical Code – 2018 Edition
6. International Fuel Gas Code – 2018 Edition
7. International Existing Building Code – 2018 Edition
8. National Electric Code – 2020 Edition

**APPLICATION** All applications and plans for permits are submitted online as PDF attachments on the CSS portal. Over-the-counter submittals are not accepted.

**CONTRACTOR REGISTRATION** Contractors must be currently registered in order to create an online permit on the online CSS portal. Registration is completely electronic by downloading a contractor application from the website and uploading the document in PDF format through the CSS portal. Detailed instructions for contractor registration are online on the Building Inspections city webpage. All fees for registration and the permit fee are paid after the plan review is approved. Registration of the electrical contractor and plumbing contractor (for fuel gas installations) must be completed for permit issuance.

**CONSTRUCTION PLANS FORMAT – PDF only** - All commercial construction plans that are submitted for plan review shall be electronically created using approved software that produces quality and legible documents. Hand-drawn commercial plans (other than those prepared by architect or engineer) will not be accepted as construction documents.

**DOCUMENTS CREATED** - Construction documents shall be prepared by a registered design professional where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Not all projects require the design services by an architect or engineer but it can significantly reduce delays in project plan review.

**PLAN REVIEW** The established goal is to complete plan reviews within seven (7) working days, excluding day of submittal. The seven day period begins when all required document submittals requirements are on file. Once the permit is processed and released, the contractor will be notified of all applicable fees and can may payment online or by check

# **PROJECT TYPES**

## **EXISTING COMMERCIAL BUILDINGS (Remodels & Finish-outs ONLY)**

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1. **Permit Application Form**: A commercial permit application form must be submitted with each project. A general contractor and MEP sub-contractors must be listed on the application before the permit can be approved. Plan review can still commence without the listings.
2. The U. S. Department of Energy software program COMcheck may be based on 2018 IECC or on ASHRAE/ IES 90.1-2010. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report
3. **Asbestos Survey** -- State law requires that when remodeling or demolition of a commercial building, an asbestos survey and/or removal is required. The survey must be submitted as part of the required documents for permit.
4. **Architectural Barriers Registration** Applicant shall submit proof that plans have been submitted to the state or an independent contractor for accessibility review. Smaller projects exempt from state plan review are still required to comply with state standards.

### **PLAN SUBMITTALS** - Submit the following:

1. **Cover Sheet** – Includes the basic code information including:
  - a. Name, address and telephone number of person responsible for preparing the plans.
  - b. Description of the proposed building use, area and height
  - c. Zoning classification of the property
  - d. Codes used in building design
  - e. Occupancy classification(s) of the building
  - f. Type of Construction
  - g. Fire resistive construction elements where required per tables 601 or 602
  - h. Fire Protection Systems (sprinklers, alarms or others) if provided and state if required
  - i. Means of Egress analysis including: occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.
2. **Plot plan or Site Plan** - Detail the location on the property. For individual suites within a larger building, provide the layout of the adjacent suites on each side and label by number. For interior spaces, provide a plan showing access to exterior exits and show the entire accessible route to nearest accessible parking.
3. **Floor plans** - Detail the area being remodeled including all corridors and stairways involved in exiting the subject space Elevations showing any exterior walls that are to be changed. Specify materials and colors.
4. **Wall sections** - Detail construction materials and insulation.
5. **Electrical, Plumbing, Mechanical Plans** - Detail all work in the scope of the project and note the existing systems to remain. A separate plan sheet shall be submitted for each trade with the plan label at the top. Specific equipment schedules are required to verify compliance with the Energy Code.

6. **Energy Code Analysis** - The U. S. Department of Energy software program COMcheck may be based on 2018 IECC or on ASHRAE/IES 90.1-2010. This is available on the internet at [www.energycodes.gov](http://www.energycodes.gov) as a free download. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.
7. **Tarrant County Health Department** – For projects that require a health department license, plans must be submitted directly to TCHD for review. This applies to any food service operation, grocery store, day care, or assisted living facility, etc. Staff contact is Skye Dickerson at [682-704-8745](tel:682-704-8745) or [NSDickerson@tarrantcountytx.gov](mailto:NSDickerson@tarrantcountytx.gov)
8. **Fire Sprinkler Requirements** - If more than 20 fire sprinkler heads are added or relocated, fire sprinkler plans must be submitted for review. Sprinkler plan submittals may only be made by licensed fire protection contractors. Fire sprinkler plans are reviewed by the Fire Marshal and are submitted online in CSS. Applicant is responsible for the fees assessed and payment is due at the time of application. If there less than 20 fire sprinkler heads, contact the Fire Marshal for a visual inspection.

## **NEW BUILDINGS (Includes Additions to Existing Buildings)**

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### **CREATION OF A BUILDING SITE** –

Before a building application may be submitted, the property must be zoned for the use intended and platted as a lot of record. Civil Engineering plans are required for all new and most existing building sites. Civil plans shall include public utilities, water, sanitary sewer storm sewer, grading & drainage and erosion control plans and shall be submitted to Public Works Engineering for review and approval. Building Permits cannot be issued before final acceptance of public improvements has been facilitated by Public Works and Fire Department.

### **CONSTRUCTION DOCUMENTS**

1. **Permit Application Form** - A separate permit application form is required for each building, structure, or suite.
2. **Energy Code Analysis** - The U. S. Department of Energy software program COMcheck may be based on 2018 IECC or on ASHRAE/IES 90.1-2010. This is available on the internet at [www.energycodes.gov](http://www.energycodes.gov) as a free download. Submittals must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report
3. **Asbestos Survey** - State mandates that when remodeling or demolition of a commercial building, an asbestos survey and/or removal is required. The survey is to be kept at the project site and be available to the Texas Department of Health on request.
4. **Architectural Barriers Registration** - Applicant shall submit proof that plans have been submitted and reviewed by an independent contractor for accessibility review. Smaller projects exempt from state plan review are still required to comply with state standards. The City will review the plan for compliance to standards as adopted by the Building Code.
9. **Tarrant County Health Department** – If a health department license is required, then plans must be submitted to the TCHD for review. This applies to any food service operation, grocery store, day care, or assisted living facility, etc. It is the applicant's responsibility to submit directly to the health department. Contact Kristen K. Perrin at [817-321-4977](tel:817-321-4977) or [kkperrin@tarrantcounty.com](mailto:kkperrin@tarrantcounty.com).

### **PLAN SUBMITTALS** – Electronic copy in PDF format which includes the following:

1. **Cover Sheet** - Provide basic code information in an organized manner containing at least:
  - a. Name, address and telephone number of person responsible for preparing the plans.
  - b. Description of the proposed building use, area and height
  - c. Zoning classification of the property
  - d. Codes used in building design
  - e. Occupancy classification(s) of the building
  - f. Type of Construction
  - g. Fire resistive construction elements where required per tables 601 or 602
  - h. Fire Protection Systems (sprinklers, alarms or others) if provided and state if required

- i. Means of Egress analysis including: occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.
2. **Site Plan** – Compliance with the requirements of the Colleyville Land Development Code. In cases with a City Council approved site plan and elevations, plans with all revisions required in the final approval shall be a part of the submittal. In the case of a phased project, submit the overall site plan and another sheet showing what is specifically included in this project.
3. **Site-Related Plans** – Submittals shall include the following:
  - a. Tree survey (aka Tree Protection Plan) with nomenclatures and legends per Tree Preservation Ordinance (applicable only to sites with existing trees)
  - b. Landscape and Irrigation
  - c. Erosion Control Plan
  - d. Civil plans showing grading and drainage, utility work and site paving. If public infrastructure is included, the civil plans are also required to be submitted separately to Public Works by the Civil Engineer.
4. **Engineered Plans** - includes foundation, framing, wall bracing, MEP'S as required.
5. **Floor plans** showing the area being built or added onto, including all corridors and stairways involved in exiting the subject space. Include a Life Safety Plan (Egress & Occ. Load).
6. **Elevations** showing any new or altered exterior walls.
7. **Typical wall sections** showing construction materials and insulation placement for the building envelope.
8. **Plumbing, Mechanical, and Electrical Plans** showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.
9. The construction documents shall be prepared by a registered design professional where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.
10. **Fire Sprinkler Requirements** - All New Commercial Buildings over 6,000 square feet of enclosed area require automatic fire sprinkler and alarm systems. Fire sprinkler plans are reviewed by the Fire Marshal and are submitted directly to **Building Inspection, 100 Main Street, Colleyville, TX 76034**. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by a licensed fire protection contractor.

## **STRIP CENTERS OR MULTIPLE TENANT BUILDINGS**

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- **Shell** permits are required. A shell permit must receive a final inspection approval from the Building, Fire, Public Works, and Zoning Departments prior to any Certificate of Occupancy for an interior finish. Energy code compliance with respect to the building envelope and exterior lighting are required as part of the shell construction.
- **Interior Finish** permits are required for each separately addressed (including suite numbers) or metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to Certificate of Occupancy. Energy code compliance with respect to the mechanical and lighting provisions are required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space with no construction changes.
- **Sub metering** of water utilities is required for all multi-tenant buildings that have separate plumbing facilities for each suite or dwelling unit.

### **ACCESSIBILITY REQUIREMENTS**

Accessibility Requirements must comply with Chapter 11 the International Building Code. Compliance with state and federal accessibility requirements is strictly the responsibility of the builder, owner, and designer. State law requires proof of registration and review with the TDLR before the issuance of any building permit. The TDLR Architectural Barriers Division may be reached in Austin at (800) 803-9202 or (512) 463-3211.

The Texas Accessibility standards may be found at: <http://www.license.state.tx.us/ab/AB.HTM>.

### **RESUBMITTALS**

Resubmittal requirements: Upload all correspondence via CSS and submit a response letter detailing changes/corrections along with any additional submittal documents

### **SITE LIGHTING**

Lighting shown on building plans is included in the shell or new building construction permit. All exterior lighting shall comply with the Energy Code and the Colleyville Land Development Code as to lighting levels, shielding of glare, light spill over property lines, and type of lighting fixtures.

### **SIGNS**

Signs and/or sign locations shown on construction plans are not reviewed for accuracy and require a separate permit and review.

### **WATER METERS**

Water meter installation requires that city impact fees are paid with the building permit, and an account is set up with Utility Billing prior to setting the meter. Contact Utility Billing at 817-503-2020 for account information.

### **FENCE OR RETAINING WALL**

A fence or retaining wall shown on construction plans is not reviewed for accuracy and requires a separate permit for each.



# COMMERCIAL PERMIT APPLICATION

(Please print clearly)

<b>Address and Owner Information</b>		<b>Applicant/Contractor Information</b>	
Project Address		General Contractor (Co. Name)	
Lot	Block	Applicant Name	
Subdivision		Applicant Email	
Property Owner Name		Applicant Phone	
Property Owner Address		Field contact person (if different than above)	
City / State / Zip		Cell phone	

<u>Type of Work</u>	<u>Utilities - (check which apply)</u>	<u>General Information</u>
<input type="checkbox"/> Alteration (existing building)**	<input type="checkbox"/> Oncor	Business Name _____
<input type="checkbox"/> Addition	<input type="checkbox"/> Tri County	Business Type _____
<input type="checkbox"/> New Building	<input type="checkbox"/> Atmos Gas	Square Feet _____
<input type="checkbox"/> Finish-Out (new building)	<b><u>Water Meter Size &amp; Type</u></b>	Valuation \$ _____
<input type="checkbox"/> Shell Only	<input type="checkbox"/> 3/4 inch simple	Fire Sprinklered Building <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Demolition	<input type="checkbox"/> 1 inch simple	Existing Business <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> (Initial) **I certify an Asbestos Survey has been completed as required by the State for Alteration or Demolition Projects**		

<b>Subcontractor Information</b>	
Electrical	Mechanical
Plumbing	3rd Party Energy

<b>Applicant Information</b>	
Printed Name	Signature

The owners signature below is an acknowledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is finalized, canceled, expired, or transferred by the applicant.

<b>Owner Information</b>	
Printed Name	Phone
Signature	