

City of Schulenburg

New/Remodel Commercial Plan Review

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

The City of Schulenburg, Texas, has adopted the following codes regulating building construction.

2018 International Building Code

2018 International Plumbing Code

2020 National Electrical Code

2018 International Fuel Gas Code

2018 International Swimming Pool and Spa Code

2018 International Residential Code

2018 International Mechanical Code

2018 International Fire Code

2018 International Energy Conservation Code

Building Permit

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contactors performing work within the City of Schulenburg's jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.



City of Schulenburg

Phone: 979-743-4126

Fax: 979-743-4760

535 N Main Street

Schulenburg, Tx 78956

Commercial Permit Application

Building Permit Number: _____ **Valuation:** _____

Project Name: _____

Project Address: _____ **Zoning:** _____

Project Description: **NEW** **REMODEL/ADDITION** **SPECIFY OTHER:**

PLUMBING **MECHANICAL** **ELECTRICAL**

FENCE **ACCESSORY BUILDING** **LAWN IRRIGATION** **OTHER**

Description of Work: _____

Owner Information: _____

Name: _____ **Contact Person:** _____

Address: _____

Phone Number: _____ **E-mail:** _____ **Mobile Number:** _____

Engineer	Contact Person	Phone Number	Contractor License Number
Architect	Contact Person	Phone Number	Contractor License Number
General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number

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:

Plan Review:		Date approved:	
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Building Permit Fee: _____
Plan Review Fee: _____

Water Tap Fee: _____
Sewer Tap Fee: _____

Total Fees: _____
Issued Date: _____
Issued By: _____

BV Project # _____

City of Schulenburg

New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- _____ (3) **Site Plans to include:** (Must submit a filed plat of lot)
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North area and scale, Proposed structure and all existing buildings Existing and proposed location of utility poles, pad mounted transformers
- _____ (3) **Landscape Site Plan**
- _____ (3) **Parking lot layout plans**
- _____ (3) **Grading plans**
- _____ **Flood Plain Certificate, if applicable**
- _____ (2) **Commercial Energy Code Compliance - (2018 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**
- _____ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system 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 (if demo or remodel)**
- _____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**

City of Schulenburg

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.

- An additional set of plans may be required for fire sprinklered buildings

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)
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.org
- 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 **Schulenburg**

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' Plano Plan Review Department for the status of your permit at (469) 241-1834/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 Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: 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/(972) 980-8401/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.

Inspections

All inspection requests received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

A Certificate of Occupancy must be approved prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



City of Schulenburg

535 N Main Schulenburg, TX 78956 (979)743-4126

CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

- | | |
|-------------------------------|--|
| _____ ELECTRICAL CONTRACTOR | _____ MECHANICAL (HVAC) |
| _____ MASTER ELECTRICIAN | _____ IRRIGATOR (LANDSCAPE) |
| _____ JOURNEYMAN ELECTRICIAN | _____ BACKFLOW (SPECIAL FORM REQUIRED) |
| _____ MASTER SIGN ELECTRICIAN | _____ OTHER |
| _____ JOURNEYMAN PLUMBER | _____ THIRD PARTY ENERGY PROVIDER |

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

City of Schulenburg

Certificate of Occupancy Inspection Information

A Certificate of Occupancy inspection is required whenever there is a change of use and/or ownership of an existing Commercial building.

NOTE: A BUILDING PERMIT is required for any alteration or construction work.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.
Phone: (817) 335-8111 / toll free (877) 837-8775
Fax: (817) 335-8110 / toll free (877) 837-8859
Can also be emailed to: inspectionstx@us.bureauveritas.com
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

- Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
- When required, illuminated exit signs must be in good working order.
- Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
- Every space must have 24-hour access to the electric panel, which serves that space.
- Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
- Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
- Added electrical fixtures and outlets must comply with the National Electric Code.
- Hose bibs should have vacuum breakers.
- Plumbing fixtures must be in good working order.
- Any unused plumbing must be capped.
- Gas appliances and heaters must be properly vented and installed.

City of Schulenburg

www.schulenburgtx.org

Phone: (979) 743-4126

Fax: (979) 743-4760

535 N. Main Street
Schulenburg, Texas 78956

Certificate of Occupancy Application

Project Information		Permit # _____
Name/Description:	_____	
Project Address:	_____	Sq. Ft.: _____
Lot: _____	Block: _____	Subdivision: _____
INTENDED USE OF SPACE:		
Total Occupancy of Building: _____	Zoning District: _____	

Owner Information		Contact Person: _____
Company Name:	_____	
Street Address:	_____	
Phone #: _____	Mobile #: _____	Email: _____

Tenant Information		Contact Person: _____
Company Name:	_____	
Street Address:	_____	
Phone #: _____	Mobile #: _____	Email: _____

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

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents | <input type="checkbox"/> Flammable/combustible liquids (10 gallons or more) | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Combustible Fibers | <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Floor drains in building | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Cellulose Nitrate Film | <input type="checkbox"/> Explosives/Ammunition | <input type="checkbox"/> Food and/or beverage processing, storage or sales | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Recycling Waste | <input type="checkbox"/> Food products | |
| <input type="checkbox"/> Liquid Propane Gas | <input type="checkbox"/> Magnesium | <input type="checkbox"/> High piled stock (over 12' in height) | |
| <input type="checkbox"/> Vehicle Repair Garage | <input type="checkbox"/> Vehicles in Building | <input type="checkbox"/> Poisonous or hazardous chemicals/acids | |
| <input type="checkbox"/> Welding or Cutting | <input type="checkbox"/> Woodworking | <input type="checkbox"/> X-ray Development | |

****Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.****

List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or 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 days 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: _____

	Approved By	Date	Comments
Building Department	_____	_____	_____
PW Department	_____	_____	_____
Fire Department	_____	_____	_____
Health Permit:	_____	_____	_____

Issued By: _____

Date: _____

BV Project#: _____