



COMMERCIAL PLAN SUBMITTAL GUIDELINES

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BUILDING INSPECTIONS
100 Main Street, Colleyville, TX 76034
OFFICE 817-503-1030 __ FAX 817-503-1039
Inspection Request Line 817-350-6321

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 at www.colleyville.com/departments/building_inspections

1. International Building Code – 2012 Edition
2. International Fire Code – 2012 Edition
3. International Energy Conservation Code – 2015 Edition
4. International Plumbing Code – 2012 Edition
5. International Mechanical Code – 2012 Edition
6. International Fuel Gas Code – 2012 Edition
7. National Electric Code – 2014 Edition

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 sufficient infrastructure is in place to support the structures and their intended use.

PERMIT APPLICATION PACKETS may be left for review and permits picked up between 8:00 a.m. and 5:00 p.m. daily. Applications and plans may be submitted personally, by mail or courier. Our goal is to complete plan review and return comments to applicant within ten working days excluding the day of submittal. Plan review will not begin until all submittal requirements are met. Upon approval, the applicant is notified that the permit is ready for pick up and informed of the exact amount of permit fees.

NEW BUILDINGS (Includes additions to existing buildings.)

The items listed below must be included with the application form. Incomplete plans or applications may not be processed.

- A. **Permit Application Form** - A separate permit application form is required for each building, structure, or suite. Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.
- B. **Energy Code Analysis** - The U. S. Department of Energy software program COMcheck may be based on 2015 IECC or on ASHRAE/IES 90.1-2010. This is available on the internet at 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.
- C. **Asbestos Survey** - The state requires 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.
- D. **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.

- E. **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 Jennifer Thomas at [817-321-4980](tel:817-321-4980) or jmthomas@tarrantcounty.com.
- F. **Plan Submittals** - Three (3) complete sets of scaled plans on paper and three (3) electronic sets on disc in PDF format including 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, those 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.

G. **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.

EXISTING BUILDINGS (Remodels & Finish-outs ONLY)

The following Items must be included with the application form. **Incomplete plans and/or applications may not be processed or will create delays.**

- A. **Permit Application Form**. A separate permit application form is required for each building, structure, or suite. Any plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed
- B. **Energy Code Analysis** - The U. S. Department of Energy software program COMcheck may be based on 2015 IECC or on ASHRAE/IES 90.1-2010. This is available on the internet at 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.
- C. **Asbestos Survey** The state requires 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.
- D. **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. The City will review the plan for compliance to standards as adopted by the Building Code.
- E. **Plan Submittals** - Two (2) complete sets of scaled plans on paper (3 if no exterior work) and one (1) set on disc in PDF format to include the following: (Disc not required for small projects where the maximum sheet size does not exceed 11" x 17".)
 1. Cover sheet containing the same information listed under New Buildings.
 2. Plot plan or Site Plan showing the location on the property. For interior spaces, provide a plan showing access to exterior exits. Show the entire accessible route to nearest accessible parking.
 3. Floor plans showing the area being remodeled including all corridors and

- stairways involved in exiting the subject space.
4. Elevations showing any exterior walls that are to be changed. Specify materials and colors.
 5. Typical wall sections showing construction materials and insulation.
 6. 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.
 7. The construction documents shall be prepared by a registered design professional in addition to 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.
- F. **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 Jennifer Thomas at 817-321-4980 or jmthomas@tarrantcounty.com.
- G. **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 directly to **Building Inspection, 100 Main Street, Colleyville, TX 76034**. Applicant is responsible for the fees charged and will be billed directly. If there less than 20 fire sprinkler heads, contact the Fire Marshal for a visual inspection.

STRIP CENTERS OR MULTIPLE TENANT BUILDINGS

- **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 are on the web at: <http://www.license.state.tx.us/ab/AB.HTM>

Final RAS inspection and approval is required prior to Certificate of Occupancy.

RESUBMITTALS

Resubmittal requirements: submit a response letter detailing changes/corrections along with any additional submittal documents, two full copies of the revised plans with changes clouded and noted, and a disk with all plans in pdf format. Plans may be submitted for preliminary re-review in pdf via email (drop box, ftp site, etc.).

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 included in the building plan review. Signs are not approved until a sign permit is issued. The sign permit is separate from the general building permit.

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 requires a separate permit for each.

STAFF

OFFICE HOURS: Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

PLANS EXAMINER is generally available during 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Appointments are encouraged to meet with a specific person.

INSPECTORS are generally available to receive phone calls from 7:00 a.m. to 8:00 a.m. daily. At other times, messages may be left on voice mail and calls will be returned as soon as time is available.