

Commercial Construction – Packet

Trade permits pulled separately



All permits are required to be pulled *PRIOR* to work beginning.

§ 3.02.005 Penalties

- a) *Permit fees shall be doubled if the permit called for is not received before work commences.*
- b) *It shall be unlawful for any person, firm, or corporation to violate the provisions of this article. Any violation of said article shall be deemed a misdemeanor, and any person, firm or corporation convicted thereof shall be fined any sum not exceeding the maximum amount permitted by state law, and each and every day is a separate offense.*



Commercial Permit Application

903-342-3654 x 403

501 S. Main St., Winnsboro, TX 75494

permit@winnsborotexas.com

Project Type (Trade Permits pulled separately)			
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	General / Remodel / Addition
<input type="checkbox"/>	Other:		
Estimated Cost	\$	Estimated Square Feet:	
Project Description			

Site Information	
Business Name	Business Type
Street Address of Proposed Project	
Description of Property Use	

Property Owner Information	
Name	Email
Mailing Address	Phone Number

Contractor & Architect or Engineer Information		
Contractor / Company Name	Phone Number	Email
Contractor Address		
Architect or Engineer	Phone Number	Email Address

Subcontractors			
Master Electrician Name	Business Name	Contact Number	Email
Master Plumber Name	Business Name	Contact Number	Email
Licensed Mechanical Name	Business Name	Contact Number	Email

NOTICE TO APPLICANT

All commercial projects over \$50,000.00 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number. **TAS #** _____

Remodel / Renovation projects are required to have an asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air (NESHAP).

Has this survey been conducted? ☐ Yes ☐ No If the answer is no, then as the owner/operator of the renovation site, I understand that it is my responsibility to have this survey conducted in accordance with TAHPR and NESHAP prior to renovation / demolition permit being issued by the City of Winnsboro. (Copy of survey must be attached)

- All Buildings are to comply with the IBC 2012 Mechanical, Plumbing, Building, Fuel codes. NEC 2011 Electrical Code & 2012 International Fire Code.
- All new commercial construction requires site plans, a property survey with field notes and a plat if one does not exist; permits will not be issued absent these items.
- All commercial construction plans should be scaled drawings and MUST include exterior elevations, floor plan, electrical diagram, plumbing diagram, foundation, driveway and parking details.

Incomplete applications will not be processed.

Email plans to: permit@winnsborotexas.com

Permit will be issued once plans have been checked and approved by all departments.

Building Official has 14 days to review plans.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, THAT PERMIT FEES ARE NON-REFUNDABLE AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

City Personnel:

Applicant Signature Date

Accepted By Date

BELOW COMPLETED BY CITY

Permits must be acknowledged by each of the following departments:

Department Name	Dept. Head Signature	Date
Public Works		
Water		
Wastewater		
Building & Code		
Fire Department		

☐ Approved ☐ Disapproved By:

Printed Name & Position

Signature Date



Commercial Permitting Procedures

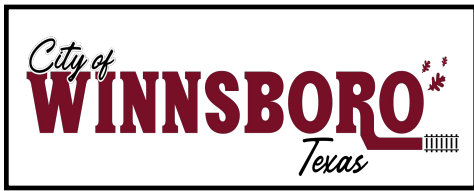
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Requirements for New Commercial Projects:

1. Two complete sets of construction plans printed and one electronic copy. *Email Electronic copy to permit@winnsborotexas.com
2. Construction plans are to be drawn to scale and no less than 18" x 24" in size.
3. Two copies of the certified energy compliance report.
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
5. Electrical must comply with the National Electrical Code (NEC), all federal, state, and City of Winnsboro Electrical Ordinances. Licensed Master Electrician.
6. Plumbing must comply with the International Plumbing Code (IPC), all federal, state and City of Winnsboro Plumbing Ordinances. Licensed Plumber with RMP designation.
7. Air Conditioning and Heating must comply with all federal, state and City of Winnsboro Mechanical Code of Ordinances.
8. Water Supply must comply with TCEQ and City of Winnsboro regulations.
9. Accessibility - projects with a valuation more than fifty thousand (50,000.00) dollars must provide proof of registration of the project with a third-party certification program, per the State of Texas requirements. All projects must satisfy all required federal, state and local regulations for handicap/ accessibility/ architectural barriers.
10. Fire Codes must comply with the currently adopted International Fire Code (IFC) and the City of Winnsboro Fire Code and Ordinances.
11. All parking lots and highway entrance shall be constructed of concrete or asphalt to meet minimum specification requirements. The hard surface parking lot size shall accommodate the minimum parking requirements for customer/employee parking and all outdoor sales of motor vehicles, trailers, and outdoor sales that is allowed.
12. All plans must contain the following data:
 - Statement that Building Code 2012 International Building Code was used and meets code
 - Occupancy, zoning classification and proposed primary use of the structure/business
 - Building type (metal, brick, etc.)
 - Square footage of proposed building/s
 - If multi-family, list the square footage and building height for each occupancy, # of units
 - Amount of egress required for occupancy load
 - Fire separation rating and fire suppression details
 - Statement that site plan is attached



Contractor Registration

903.342.3654

501 S. Main, Winnsboro, TX 75494

permit@winnsborotexas.com

Registration Type

☐ Master Electrician

☐ General Contractor

☐ Master Plumber w/ RMP

☐ Other: _____

☐ HVAC / Mechanical

Company Name _____ Owner Name _____

Company Address: _____

Contact Numbers (Cell) _____ (Office) _____

Name of License Holder _____ Email _____

Contractor Signature

Approved By Signature

Required Documents

Plumbers & Electricians are fee exempt but still must register and provide all documents. If your trade does not require a license, please provide current identification and proof of liability insurance coverage.

☐ Completed Contractor Registration Form

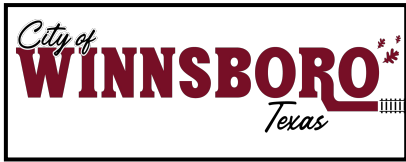
☐ Copy of State Trade License (TRCC)

☐ Copy of Driver's License / Government I.D.

☐ Copy of Company Liability Insurance

Office Use

Date Registered: _____ Expiration Date _____



Inspection Request

903.342.3654

501 S. Main Street

Winnsboro, TX 75494

permit@winnsborotexas.com

REQUESTS MUST BE RECEIVED BY 12:00 P.M. FOR NEXT DAY INSPECTION

Inspection Details			
Requestor Name		Permit Number	
Telephone		Email	
Inspection Address		Date Needed	
Special Instructions		Date Requested	

Inspection Type

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (underground) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Electrical Underground | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Mechanical underground | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |
| <input type="checkbox"/> Foundation | | |
| <input type="checkbox"/> Other: _____ | | |

Permits

Table 1 - Building Permit Fee Schedule		
Type	Base Fee	Additional Fee / Notes
Accessory Structures: Prefabricated	\$100	Storage Building, Carports (etc.)
Accessory Structures: Site Built	Based on Valuation Chart	Table 2 Table 3
Alarms	\$100	Annual Registration Required
Certificate of Occupancy	\$100	Change in use or Vacant > 90 days
Concrete / Flatwork	\$100	Contractor Registration Required
Contractor Registration	\$75	Liability Insurance Required
Customer Service Inspection	\$100	
Demolition	\$100	Utility Locates Required
Electrical *	\$200	Contractor Registration Required
Temporary T-Pole	\$100	Contractor Registration Required
Extension Request	\$100	Three-month extension
Fence	\$100	Site Plan & Utility Locates Required
Garage Sale	\$5.00	72 Hour Maximum
General Construction	Based on Valuation Chart	Table 2 Table 3
HVAC / Mechanical *	\$200	Contractor Registration Required
Manufactured Homes	\$200 (HUDD Only)	+ Trades
Moving Fee	\$100	Dwellings
Non-residential Construction	Table 2	
Plan Review	\$200	Per dwelling
Plumbing *	\$200	Contractor Registration Required
Pools – In Ground	Based on Valuation Chart	+ Trades
Pools, Hot Tub & Spa	\$100	Site Plan Required
Residential Construction	Table 3	
Roofing	\$100	Only required if > 10% Replaced
Signs	\$100	+ Electrical if requested
Signs - Billboards	\$200 / Per Side	+ Electrical if requested
Specific Use Permit	\$250	Additional Requirements
Stop Work Order	Double Permit Fee	Violation or Failure To Pull Permit
Wastewater Discharge	\$125	Per Truck
Wastewater Industrial	\$200	Annual

Table 2 – All Non-Residential	
Total Valuation	Fees
\$1.00 → \$10,000	\$500 Minimum fee
\$10,000 → \$25,000	\$500.00 + \$8.40 for each additional \$1,000 (Or fraction of) up to and including \$25,000
\$25,001 → \$50,000	\$626.00 + \$7.50 for each additional \$1,000 (Or fraction of) up to and including \$50,000
\$50,001 → \$100,000	\$813.00 + \$7.20 for each additional \$1,000 (Or fraction of) up to and including \$100,000
\$100,001 → \$500,000	\$1,173.00 + \$6.50 for each an additional \$1,000 (Or fraction of) up to and including \$500,000
\$500,001 → \$1,000,000	\$3,773.00 + \$5.85 for each additional \$1,000 (Or fraction of) up to and including \$1,000,000
\$1,000,001 → and up	\$6,698.00 + \$5.40 for each additional \$1,000 (Or fraction of) up to and including anything over \$1,000,001

Table 3 - Residential New Construction	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$1,500
1,501 - 10,000 S.F.	\$1,500 for the first 1,501 S.F. plus \$0.50 each additional S.F. up to and including 10,000 S.F.
Over 10,000 S.F.	\$5,750 for the first 10,000 S.F. plus \$0.09 each additional S.F. over 10,000 S.F.
Alterations, Additions and Repairs for Residential Construction	
Trade Permits	Fee
Electrical, Fuel, Gas, Mechanical, Plumbing, and similar trades	\$200 per trade
All others not listed	\$200 per trade

* Electricians, Plumbers and HVAC contractors must register but are exempt from the registration fee.

* Permits will not be issued until all licensed and non-licensed sub-contracted trades are registered with the City and liability insurance has been provided.

* Permits include the initial plan review and inspection fees. If changes are made to an approved plan review, an additional fee will be assessed.