



COMMERCIAL PERMIT REQUIREMENTS **NEW BUILDINGS/ADDITIONS**

To help identify any potential code/ordinance violations prior to the construction process, the following shall be submitted for all new commercial projects and commercial building additions:

PERMIT APPLICATION

A completed permit application must be submitted. All information must be included on the application, including legal description, valuation of project, total square footage, owner's address, and phone number, etc.

PROJECTS OVER \$50,000 IN VALUE:

A project number for handicapped accessibility review, from the Texas Department of Licensing & Regulation shall be submitted for projects over \$50,000, in accordance with state law. **Permit applications will not be accepted without this number.**

ADDITIONS: Prior to construction, an asbestos survey shall be conducted for the existing building. Verification shall be submitted to the Building Services Department.

FEES

A plan review deposit is required at the time of application. This fee is equal to 65% of the building permit fee and is in addition to the building permit fee. The building permit fee is due at the time the permit is issued. Water and sewer availability fees are paid after the permit is issued, in the Utility Department, 200 South Main Street, Grapevine, TX 76051.

REQUIRED PLANS

All plans must be 100% construction documents drawn to an appropriate scale and fully dimensioned. Plans exceeding ten (10) sheets must be bound and secured with bolts/screws. Staples are not acceptable.

1. Completed Certificate of Occupancy application
2. Full set of Civil Drawings (including site plan)
3. Floor plan
4. Exterior elevations
5. Roof plan
6. Door schedules
7. Window schedules
8. Hardware schedules
9. Interior finish schedules
10. Construction details

11. Foundation plan (designed, signed, and sealed by a State of Texas Registered Professional Engineer).
12. Structural plan
13. Site mechanical, electrical and plumbing plans
14. Plumbing plans
15. Plumbing riser diagram
16. Mechanical plans
17. Electrical plans
18. Electrical riser diagram
19. Project specifications

Three (3) complete sets of plans **minimum 11x17 (single-sided) and printed to scale or plans not to exceed 36 inches in any dimension** are required. Four (4) sets if any food service / preparation is involved. One (1) set of specifications are required.

Typical Building Services plan review turnaround time is 10-15 working days, depending on workload.

Separate site engineering plans must be submitted to the Public Works Department. Unplatted property must be platted prior to permit issuance. Contact the Public Work's Department for requirements at (817) 410-3135.

Separate site plan applications must be submitted to the Planning Services for all developments except for single family detached dwellings. Contact the Planning Services Department for requirements at (817) 410-3155.

Architectural plans must be signed and sealed by a State of Texas Registered Architect if required by State Law. Structural, mechanical, electrical, and plumbing plans must be signed and sealed by a State of Texas Registered Professional Engineer if required by State Law (**typically, if any structural, mechanical, electrical, or plumbing work is to be done in a building over 5000 square feet**). Contact the Building Services Department for applicability.

It is the responsibility of the owner / design professional / contractor to have plans reviewed and the building inspected by a certified energy code inspector in accordance with State Law. Plan review and inspection documentation shall be made available to the Building Services Department (required for new buildings and additions).

All lighting must comply with Section 55 of the Grapevine Zoning Ordinance. Lighting elements must not be visible from a point five feet (5) above ground, measured at all property lines. Physical testing of illumination levels must be performed to verify compliance with photometric study. Documentation shall be submitted to the Building Services Department.

No occupancy, including temporary occupancy will be permitted until all lighting requirements are met.

Additional plans, specifications, calculations may be required for unusual circumstances. Contact the Building Services Department for applicability or questions.

Building Services Department
The City of Grapevine * P.O. Box 95104 * Grapevine, Texas 76099
* (817) 410-3165 * (817) 410-3166
www.grapevinetexas.gov