



Commercial Building Permit Application Packet

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Section 101: Basis.

Any owner or authorized agent who intends to construct, enlarge, alter, and/or repair a building or structure shall require a building permit as interpreted by the Building Official.

Section 102: Penalty for Work before Permit and/or Inspection.

Any work that is done without an issued permit or missed inspection may result in a penalty fee that adds to the overall cost and/or results in a time penalty in accordance with the adopted Fee Schedule.

Section 103: Code Requirements.

All schematics shall be drawn and all other information shall be in accordance with the 2012 International Codes (excluding fire code), 2006 International Fire Code, and the 2014 National Electrical Code, along with City Code Chapter 6 regarding Building standards in areas outside of the City's Downtown Historic District. Within the City's Downtown Historic District, the City currently uses the 2006 International Building Code (excluding fire code), 2006 International Fire Code, 2014 National Electrical Code, along with Chapter 6 City Code. **This must be clearly indicated on the plans and other required documents. Failure to include information in the plans and other required documents will result in delay of approval.**

Section 104: Issuance of Building Permit in Relation to Site Development Plan Application.

The City approves development of a site independent of the building construction process through a Site Development Application. This Site Development Application Packet can be found at <http://elgintx.com/908/Building-Division> or under the Development Services Department portion of the City website. To expedite time both this application and Site Development Plan Application packet may be submitted concurrently. However, the Site Development Application approval by the City must be in place before the City can issue a building permit for the site.

If minor site additions are needed in established areas of the City, the City may allow for these items to be included with the building permit application. However, this must be discussed with the City before submittal of building permits. To allow for this option is entirely the discretion of the City.

Section 105: Trades Permit Application as a Supplement.

Any electrical, fuel-gas, plumbing, or mechanical work to be performed as shown in the building plans requires a separate trade's permit application to be completed and approved before this work can be completed by the applicant. A building permit must be issued by this Department before any Trades Permit Applications may be submitted to the City. The Trades Permit Application can be found at <http://elgintx.com/908/Building-Division> or under the Development Services Department portion of the City website.

Section 106: Submission Requirements for Commercial Building Permit.

The following items are a generalized list that must be submitted for review and drawn to an appropriate scale. Please submit only one (1) copy of all items on the list. All items shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us

- A. **Submittal of appropriate filing fees for the application which are as follows: (some to be charged at time of application and some charged at the time of building permit issuance).**
1. New Building Shell and Finish Out:
\$0.70 per sq. ft. of building area + 115% for any City third party review.
 2. New Building Shell Only:
\$0.35 per sq. ft. of building area + 115% for any City third party review.
 3. New Tenant Finish Out:
\$0.35 per sq. ft. of building area + 115% for any City third party review.
 4. New Addition Shell and Finish Out:
\$0.70 per sq. ft. of building area + 115% for any City third party review.
 5. New Addition Shell Only:
\$0.35 per sq. ft. of building area + 115% for any City third party review.
 6. For Each Individual Inspection:
\$100.00 + 115% for any City third party review. A failure of an inspection results in a new charge because it is a new inspection.
 7. Building Remodel:
\$0.70 per sq. ft. of building area + 115% for any City third party review.

8. Impact Fee for 3 and 4 plex: (3-4 dwelling units in a building)

Date of Plat Approval	City Water Impact Fee*, #	Sewer Impact Fee**
07/03/2019 – Present & Non-platted lots	\$2,653 per dwelling unit.	\$1,643.60 per dwelling unit.
08/05/2014 – 07/02/2019	\$2,100 per dwelling unit.	\$1,120 per dwelling unit.
08/04/2009 – 08/04/2014	\$1,820 per dwelling unit.	\$1.330 per dwelling unit.
04/01/2003 – 08/03/2009	\$1,330 per dwelling unit.	\$910 per dwelling unit.
02/15/2000 – 03/31/2003	\$1,050 per dwelling unit.	\$700 per dwelling unit.
07/03/1984 - 02/14/2000	Calculated Separately Based on Meter Size in Ordinance.	Calculated Separately Based on Meter Size in Ordinance.
Pre 07/03/1984	\$0	\$0

- * - City Water Impact fee based on only a ¾ meter; a larger meter will increase these fees. A larger meter requirement is a rare circumstance.
- # - This impact fee is not charged for dwellings inside a Municipal Utility District or Aqua Water Supply Corp. District.
- ** - Sewer Impact Fee based on only a 4-inch pipe, a larger pipe will increase these fees. A larger pipe requirement is a rare circumstance.

9. Impact Fee for Multi-family: (5 dwelling units or more in a building)

Date of Plat Approval	City Water Impact Fee *, #	Sewer Impact Fee**
Non platted lot	\$1,895 per dwelling unit.	\$1,643.60 per dwelling unit.
07/03/2019 – Present	\$1,895 per dwelling unit.	\$1,643.60 per dwelling unit.
08/05/2014 – 07/02/2019	\$1,500 per dwelling unit.	\$800 per dwelling unit.
08/04/2009 – 08/04/2014	\$1,300 per dwelling unit.	\$950 per dwelling unit.
04/01/2003 – 08/03/2009	\$950 per dwelling unit.	\$650 per dwelling unit.
02/15/2000 – 03/31/2003	\$750 per dwelling unit.	\$500 per dwelling unit.
07/03/1984 - 02/14/2000	Calculated Separately Based on Meter Size in Ordinance.	Calculated Separately Based on Meter Size in Ordinance.
Pre 07/03/1984	\$0	\$0

- * - City Water Impact fee based on only a ¾ meter; a larger meter will increase these fees.
- # - This impact fee is not charged for dwellings inside a Municipal Utility District or Aqua Water Supply Corp. District.
- ** - Sewer Impact Fee based on only a 4-inch pipe, a larger pipe will increase these fees.

10. Impact Fee for Commercial, Industrial, and other Uses.

Meter Size	City Water Impact Fee for non-platted lots & platted after 07/03/2019 *, @	Sewer Impact Fee for non-platted lots & platted after 07/03/2019 @
5/8" x 3/4"	\$3,790 per meter.	\$2,348 per meter.
3/4"	\$5,685 per meter.	\$3,522 per meter.
1"	\$9,475 per meter.	\$5,870 per meter.
1 1/2"	\$18,950 per meter.	\$11,740 per meter.
2" Compound	\$30,320 per meter.	\$18,784 per meter.
2" Turbine	\$60,640 per meter.	\$37,568 per meter.
3" Compound	\$66,325 per meter.	\$41,090 per meter.
3" Turbine	\$132,650 per meter.	\$82,180 per meter.
4" Compound	\$113,700 per meter.	\$70,440 per meter.
4" Turbine	\$246,350 per meter.	\$152,620 per meter.
6" Compound	\$255,825 per meter.	\$117,400 per meter.
6" Turbine	\$530,600 per meter.	\$328,720 per meter.
8" Compound	\$341,000 per meter.	\$211,320 per meter.
8" Turbine	\$909,600 per meter.	\$563,520 per meter.
10" Compound	\$435,850 per meter.	\$270,000 per meter.
10" Turbine	\$1,326,500 per meter.	\$821,800 per meter.
12" Turbine	\$1,667,600 per meter.	\$1,033,120 per meter.

* - This impact fee is not charged for dwellings inside a Municipal Utility District or Aqua Water Supply Corp. District.

@ - For water and sewer impact fees for lots platted in different times, please confer with the Development Services Dept.

11. Tap Fees into City Utility Lines.

<u>Meter Size</u>	<u>City Water</u> *, **	<u>Meter Size</u>	<u>Sewer</u> *
5/8" or 3/4"	\$2,000 per tap.	4"	\$2,000 per tap.
1"	\$2,500 per tap.	6"	\$2,500 per tap.
1 1/2"	\$3,000 per tap.	8"	\$3,000 per tap.
2"	\$3,500 per tap.	Larger than 8"	City cost + 10% per tap.
Larger than 2"	City cost + 10% per tap.		

* - Only needed if taps do not exist for the development.

** - This impact fee is not charged for development inside a Municipal Utility District or Aqua Water Supply Corp. District.

12. City Water Meter Application Fee: \$25.00. Buildings not on City water will not incur this fee as they would need to verify with their applicable Municipal Utility District or Aqua Water Supply Corp.

13. City Water Meter Deposit Fee: Buildings not on City water will not incur this fee as they would need to verify with their applicable Municipal Utility District or Aqua Water Supply Corp.

<u>Meter Size</u>	<u>Deposit</u>	<u>Meter Size</u>	<u>Deposit</u>
3/4" to 1"	\$200.00 per meter	3"	\$400.00 per meter.
1 1/2"	\$250.00 per meter.	4"	\$500.00 per meter.
2"	\$300.00 per meter.	Over 4"	\$600.00 per meter.

14. Sidewalk-in-lieu fee: \$4.75 per square foot of sidewalk. In newer areas the building of a sidewalk is mandatory, and this fee will not be paid. In older areas this fee is paid especially in areas where open swales exist in the neighborhood, unless otherwise stated by the City.

- B. Submittal of fully completed building permit application.
- C. An existing survey of the property.
- D. TDLR Tabs Number.
- E. A copy of the approved permit from the State concerning any elevators.
- F. Schematics related to the all fire and smoke related apparatuses associated with the buildings. This includes use and occupancy related information.

- G. Site plan of the lot and details which at minimum includes the gross floor area of all buildings (everything under roof for each floor which includes any garages, covered patios, covered porches, and covered balconies), all building footprints, easements, setbacks, and driveway locations/dimensions including their length and width, sidewalk location and width, fence location and sizes, right-of-way, surveyed grade elevation of highest point (Note as Benchmark Elevation 100'), First Floor Elevation, Highest Roof Ridge (Relative to Benchmark), slope of grades showing general drainage, and identification and location of any flood zones. Erosion control barriers shall also be shown on the plans.
- H. If not already incorporated into an approved Site Development Application, a schematic of the driveway on-property and within the right-of-way and include any piping type, materials, and size associated with culverts, driveway materials, fencing schematics which shows the design, height, mounting procedures, and locations, and sidewalk schematics which include the location, materials, and design. **Any piping associated with an open swale must be a minimum 12 inches reinforced concrete. City schematics associated with commercial driveway construction over open swales in the City right-of-way have been included in the packet and must be incorporated into the building plans. Wire mesh must be used within the City right-of-way.** If construction of the driveway is located within any county or State right-of-way, the City will need a copy of the approved permit.
- I. If not already incorporated into an approved Site Development Application, a schematic of sidewalks within the City right-of-way incorporated into plans, if building sidewalks. If sidewalk is located in county or State right-of-way, the City will need copy of permit.
- J. If not already incorporated into an approved Site Development Application, a landscape plan which at minimum shows the number, species, caliper, and location of plantings for trees; shows the number, species, gallon-container size, and location of shrubs; and shows locations for placement of sod.
- K. If not already incorporated into an approved Site Development Application, an irrigation plan which shows at minimum the location, type and manufacturer of the backflow prevention device, design pressure, main and lateral lines, valve boxes, and valves sealed by a State licensed irrigation specialist.
- L. Com-Check Form.
- M. **Engineer seal, signature, and date on all foundation plans.** Foundation plans shall should show; depth, width and spacing of all beams or footings, thickness of slab, size, number, and spacing of rebar and stirrups, depth of beams or footing into undisturbed soil, height above exterior grade, fall or finished exterior grade at foundation.
- N. Floor plan and details with applicable Code requirements on plans which includes layout with rooms labeled on plans. Insulation shown for must match Com-Check.

- O. Wall construction plan or cross section details/framing details with applicable Code requirements on plans including exterior finishing materials, window sizes & type are shown (identify safety glazing where required by Code, size must match Res-Check) and door sizes and swings are shown. Insulation shown must match Com-Check.
- P. Roof plan and framing detail or truss specifications such as lumber size, species, & grade with pitch shown along with overhang dimensions and meeting all other applicable Code requirements on plans. Insulation shown must match Com-Check Report.
- Q. Elevations which show front, side, and rear and include at a minimum construction materials and the building heights which is measured at grade within a non-flood zone and at base flood elevation + one (1) foot inside flood-zones with applicable Code requirements on plans. Doors and other openings including size and location to be shown on these plans.
- R. Electrical plan and details showing needed items in accordance with City adopted IBC and NEC Code this includes at a minimum electrical service load analysis, breaker panels, arc-fault circuit protection, location of electrical distribution equipment, power-lighting and equipment layout, location of weatherproof/GFCI receptacles, notes on plans to substantiate items, and location of smoke detectors with applicable Code requirements on plans.
- S. Plumbing plan and details showing needed items in accordance with City adopted IPC Code this includes at a minimum piping layout, water meter size, water service line size, water heater size and type (i.e. gas or electric), type of materials to be used. This includes an approved OSSF form or letter from the County that shows septic is properly sized to accommodate the use of the proposed new or added building containing plumbing fixtures with applicable Code requirements on plans.
- T. Mechanical plan and details showing needed items in accordance with City adopted IMC Code which include manual J forms (Load Calculations) and manual S forms (Equipment selection) prepared by a licensed HVAC contractor or engineer, HVAC locations, method of running HVAC (i.e. gas or electric), type and size of HVAC unit, and system distribution with applicable Code requirements on plans.
- U. Gas plan and details showing needed items in accordance with City adopted IFGC Code with applicable Code requirements on plans.
- V. Wind bracing/sheathing plan Engineer designed and stamped and in compliance with the City applicable IRC code with applicable Code requirements on plans. This should show seismic design category and maximum braced wall line spacing.

- W. For ONLY public buildings, multi-family buildings with four (4) or more units, or commercial buildings with public access (such as office buildings, shopping centers, apartments, hotels, schools, stores, restaurants, and other business establishments) a completed copy of the Texas Department of Health Asbestos Notification Form which must be completed and certified by a licensed asbestos inspector or contractor. This can be found at <https://www.dshs.texas.gov/asbestos/forms.aspx> under Notification forms (demolition/renovation). It is the responsibility of the applicant to adhere to any requirements and mail this form to the State and adhere to any State requirements independent of the City permitting process.
- X. Fire protection plan which shall show a compass reading, property & lot lines, building sizes & type & locations, size (diameter and length) & locations of all fire main piping (proposed and existing) with the pressure class and type of new pipe to be installed shall be identified, the location & type & size of backflow prevention devices (where installed), location of all automatic sprinkler and standpipe risers, location of fire department connection(s), size & type & location of valves including post indicator valve (if they are located in a pit), control room automatic sprinkler system shut-off, etc., other water supplies.
- Y. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 107: Submittal Review.

The application and associated materials will be routed for building, zoning, irrigation, and landscaping reviews. **This process will take a maximum period of fourteen (14) calendar days from the date of application submittal to the City.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City.

These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days from the date of re-submittal to the City.**

Section 108: Building Permit.

Once the City closes all comments on the plan review sheet and any applicable penalty fees have been paid, the City will issue to the applicant a signed building permit. This must be placed in a conspicuous place on the property, so it is viewable to the public. **Construction cannot occur until the City issues this permit.**

Section 109: Contact for Inspection.

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996
scheduler@ats-engineers.com

Payment must be submitted to the City for any inspection before any inspection can be scheduled.

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

Section 110: Generalized Building, Plumbing, Electrical, & Mechanical Inspection List.

The plan review sheet provided by the City will indicate the exact inspections required to satisfy the building project, **all required inspections will be listed on the plan review sheet generated in during the submittal review.** It is the responsibility of the applicant to ensure compliance with the inspection list. Below is a general representation of inspections the City requires for a new building project. Depending upon the project, additional inspections may be required

1. Pre-Construction Review & Temp Electric – This will determine if the meter base and panel is set per Code with regard to under-ground or over-head electrical connection, ground-fault circuit protection on all 120-volt receptacles, proper grounding means must be in place, and if job-site address and permit is visible from street.

During this time a site review will be conducted to help identify building locations, erosion control measures, water quality protection issues, safety fencing verification of trash receptacle, verification of portable toilet facility, safety fence shall be in place when construction site is adjacent to a building completed or near completion, tree protections are in place, and other pre-construction requirements.

2. Plumbing Rough & Layout – This is to be made after the soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete. A water test with a 10-foot head pressure or 5-PSI air test shall be performed on the entire system to verify tightness of the system. Building drain must be sleeved where passing through exterior beam. Sleeve shall be sealed tight around the building drain to prevent insect intrusion. All drain and waste piping installed with slope required for pipe size. Finished floor elevation allowing proper drainage around structure. Foundation form boards to be in place and “form survey” to be provided to the City from surveyor if foundation is within three (3) feet of property line or setback.

3. Sewer-Water Yard Line Inspection – A visual inspection and testing of the building sewer and water service installed from the structure to the utility taps. This inspection requires proper separation of services and burial depths as required by the applicable International Codes. This is to be made after trenches are excavated, piping installed and tested, and before any backfill is placed. All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping. Pressure reducing valves shall be in place, if required. Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size. Clean out(s) installed and tap connection complete at main.
4. Engineer's Pre-Pour Report - This inspection is performed by the applicant's engineer. The report shall be provided to the City. A "foundation letter" from the engineer must be submitted before scheduling a pre-pour inspection.
5. Pre-Pour - **See Section 112 before scheduling inspection.** Forms must be erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been cut, vapor barrier installed and intact. Approved plans must be on-site. All rough-in plumbing, in-slab electrical or other conduit in place. All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete. Copper water lines shall be sleeved and protected from dissimilar metals. In slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum 80 PSI. "UFER" ground wire bonded to reinforcing steel. All DWV shall remain under water test. This inspection will be performed AFTER the installation of reinforcing rods and/or cables within the foundation area.
6. Framing - A visual inspection of the structural components of the building envelope. This inspection shall be approved prior to the installation of masonry and/or insulation. It is to be made after the roof, all framing, fire blocking and bracing are in place. All concealing wiring, all pipes, chimneys, ducts and vents are complete. Construction plans, documents, and engineered product specifications are to be on-site.
7. Electrical Rough In - A visual inspection of the electrical wiring and panel(s) it is to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed to copper water distribution piping.
8. Plumbing Top Out - To be made after the roof, framing, fire blocking and bracing is in place and all water distribution, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50-PSI air test is required for inspection of the water distribution piping. For structures two (2) stories or more, tub(s) and/or shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system.
9. Gas Test - A visual inspection and testing of the gas piping. The inspection requires a minimum 20 psi gauge test with all valves in the open position. Bubble testing shall be required if deemed necessary.

10. Mechanical Rough In - A visual inspection of the mechanical ducts and equipment. It is to be made after the roof, framing, fire blocking and bracing is in place and all ducting, and all other concealed components are complete, and prior to the installation of batt insulation and/or sheetrock.
11. Sheathing - To be completed prior to the application of masonry. This inspection is intended to evaluate the wind bracing elements, check for the correct exterior sheathing materials, and check the sealing/protection of the exterior envelope prior to any masonry and or lath. At the same time a visual inspection of the soffit and covered porches is completed to show compliance of correct framing materials and correct uplift hardware before being covered.
12. Re-frame and Insulation – To be made after all batt insulation is in place and all exterior and plate penetrations have been sealed and correction items from previous Frame and MEP rough-in inspection(s) are complete. Requirements of the International Energy Conservation Code are enforced.
13. Masonry/Lath/Wall Tie - The visual inspection of exterior wall materials to make sure it meets masonry requirements on first (1st) floor and second (2nd) floor. Includes wall tie inspection. Lath inspections are to be completed when the lath is completed. Brick tie inspections are to be called when the masonry veneer is in progress.
14. Wallboard - To be made after all wallboard is installed and fastened and prior to taping/float skim coats.
15. Permanent Power (Meter Release) - A visual inspection where all wiring shall be properly terminated or contained within a covered outlet box and main disconnect is installed and ready to be energized. This inspection may be scheduled any time after the installation of electrical trim components. All equipment and panels (including meter can) shall be properly bonded. Panels shall be labeled. Electrical service wiring and main disconnect is installed and ready to be energized. Postal address number are posted and visible from street.
16. 2nd Gas (Meter Release) - The visual inspection and testing of the gas piping system prior to the release of the gas meter. The system shall maintain a minimum 20 psi air test on gas piping to verify tightness of system. All gas stops, valves, and flex piping shall be in place at this time and connected to appliances.
17. IECC Energy Compliance Duct Blaster and Blower Door Testing - To be completed by ATS. They will perform a duct blaster and blower door test. Testing is not required for remodeling projects when the existing ductwork is unaltered.
18. Driveway – Sidewalk Pre-pour - This inspection must be done before concrete is poured at the site, to ensure all requirements are met including verification of culvert size, sidewalk standards, and driveway standards per plans and City specifications on property and in the City or private right-of-way. Any State or County right-of-way may require separate inspections. The City must perform this inspection.
19. Mechanical Final - To be made after the building is complete, the mechanical system is in place, properly connected, and operating and the structure is ready for occupancy.

20. Plumbing Final - To be made after the building is complete, all plumbing fixtures are in place and properly connected, gas meter is set, and the structure is ready for occupancy. All properties required to discharge to a private sewage disposal system shall have an approved certificate of completion from the County and a backflow prevention assembly test and maintenance report. Use most current TCEQ form.
21. Electrical Final - To be made after the building is complete, all required electrical fixtures are in place and properly secured, connected, or protected all panel(s) are labeled and system is energized.
22. Building Final - To be made after the building is complete and ready for occupancy. This is also a visual site inspection where compliance with impervious cover, final drainage and grading are sought. Also, the landscaping and irrigation will also be inspected at this time to verify that all plant species, including grass, are installed to appropriate planting standards and that the irrigation is operational. This will also be a visual inspection for completion of components of the property which shall include, but not limited to, fencing, flatwork, site is free of construction debris, construction equipment removed, etc. This includes inspection of any water supply tank for purposes of fire. All prior inspections have passed, and re-inspection fees paid.

Section 111: Generalized Fire Inspection List.

Below is a general fire inspection list the City requires for a new building project. Depending upon the project, additional inspections may be required based on the project.

1. Fire Sprinkler required inspections: Underground visual, Underground hydrostatic test, Aboveground visual, Aboveground hydrostatic test, Final acceptance test (schedule with fire alarm final).
2. Fire Alarm required inspection: Final acceptance test (to be scheduled at the same time as all other fire protection systems including elevators and duct smoke detection).
3. Fixed Suppression required inspection: Final acceptance test (schedule with Fire Alarm final if present). (examples: kitchen suppression, paint booth suppression, clean agent system).
4. Fuel Storage Tank inspections: Tank pressure test, supply pipe inspection/test, system final.
5. Water Supply Tank inspection: Final inspection.
6. Fire Pump inspection: Pump performance test (schedule with fire alarm final).

Section 112: Requirement to submit Form Survey Before Scheduling Pre-pour inspection.

The applicant shall submit the form survey to the City before the pre-pour inspection is scheduled with ATS to verify the building is being built as shown in the plans. Failure to submit this document will result in stoppage of pre-pour inspection.

Section 113: Thermal Envelope Verification Application & Duct Test Verification Form on Premises During Inspections.

If completing any mechanical duct work, a copy of the duct test and thermal envelope verification applications, with all information filled out and all applicable signatures must be displayed on the premises for review by the inspector at the time of final inspection. Failure to display these items or complete may result in inspection failure. The City must have a copy of these application as well.

These applications are located within the Trade Permit Application Packet. It can be found at <http://elgintx.com/908/Building-Division> or under the Development Services Department portion of the City website.

Section 114: Right of Entry and Inspection.

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 115: Results of Inspections.

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 116: Issuance of Temporary Certificate of Occupancy (TCO).

In situations where a few minor issues exist on the site and are not life, safety, or welfare issues, a temporary certificate of occupancy may be issued at the site. The Building Official has the final authority on whether to issue this permit. It is the Building Official's prerogative as to the expiration of the permit. If issued, this is regarded as authorization for people to begin inhabiting the premises as a livable space and to begin moving in furniture and/or a business to move in furniture and begin operations.

All items associated with the construction must be addressed, another final inspection must be scheduled, and a permanent certificate of occupancy issued within this timeframe. **Failure to follow standards as denoted in the previous sentence will result in expiration of TCO and occupation of premises by any residents or functioning of the business must end immediately. Working towards a PCO may continue.**

Section 117: Issuance of Permanent Certificate of Occupancy (PCO).

Once all inspections have been passed by the City, it will issue a signed permanent Certificate of Occupancy to the homeowner/business owner. This is the authorization for people to begin inhabiting the premises as a livable space and to begin moving in furniture and/or a business to move in furniture and begin operations.

COMMERCIAL BUILDING PERMIT APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____; OR

County Appraisal District Property ID #'s: _____; OR

Legal: Subdivision: _____

Lot: _____; Block: _____; Section/Phase: _____

PURPOSE OF APPLICATION (Check all that apply)

New Construction	Addition	Remodel	Finish Out
Multi-family	Commercial	Industrial	Other

ARCHITECT

State License #: _____; Expiration Date: _____

Business Name: _____

Architects Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____



CIVIL ENGINEER

State License #: _____; Expiration Date: _____

Business Name: _____

Engineers Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____

STRUCTURAL ENGINEER

State License #: _____; Expiration Date: _____

Business Name: _____

Engineers Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____

MECHANICAL ENGINEER

State License #: _____; Expiration Date: _____

Business Name: _____

Engineers Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____



GENERAL CONTRACTOR

State License #: _____; Expiration Date: _____

Business Name: _____

Engineers Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-mail: _____

APPLICANT

Business Name: _____

Representative Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other State or local law.

Signature Printed Name Date

Description of Project

Total Square Footage of Building: _____; Cost of Improvements: \$ _____

1st Floor Square Footage: Floor Area _____; Covered Patio _____; Other _____

2nd Floor Square Footage: Floor Area _____; Covered Balcony _____; Other _____



3rd Floor Square Footage: Floor Area _____; Covered Balcony _____; Other _____

4th Floor Square Footage: Floor Area _____; Covered Balcony _____; Other _____

5th Floor Square Footage: Floor Area _____; Covered Balcony _____; Other _____

If higher than five (5) floors provide narrative covering the above items.

of Rooms: _____; # of Stories: _____; # of Plumbing Units: _____; Interior Walls _____.

Foundation Type: _____; Roof Type: _____.

TDLR Architectural Barrier Registration Number: _____

Asbestos Survey:

Was an asbestos survey performed in accordance with Texas Asbestos Health Protections Rules and National Emissions Standards for Hazardous Air Pollutants: Yes: _____ No: _____

Date of Survey: _____; TDH Inspector License #: _____

* If the answer is no, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants prior to issuance of a building permit.

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

Signature Printed Name Date

All schematics shall be drawn, and all other information shall be in accordance with Section 103 of the application instructions. This must be clearly indicated on the plans and other required documents. Failure to include information in the plans and other required documents will result in delay of approval.

TO BE COMPLETED BY STAFF

Historic Review Board: No: _____; Yes: _____; Date of Approval: _____

Building Permit Fee Total: \$ _____

Plan Review Fee Total: \$ _____

Electric Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Plumbing Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Fuel/Gas Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Mechanical Trade Permit: \$ _____; Inspection Fee: \$ _____; Total: \$ _____

Fire Related Items: \$ _____; Inspection Fee: \$ _____; Total \$ _____

Water Impact Fee: \$ _____; Sewer Impact Fee: \$ _____; Total: \$ _____

Water Tap Fee: \$ _____; Sewer Tap Fee: \$ _____; Total: \$ _____

Sidewalk-in-lieu Fee: \$ _____

Water Meter Size: _____; Water Meter Deposit: \$ _____

Water Deposit Application Fee: \$ _____

Grand Total: \$ _____



ESCROW ACCOUNT SET UP FORM

NOTE: This account form is recommended for licensed commercial builders who desire to let their trades subcontractors use their account.

Beginning Deposit: \$ _____

Company Name: _____

Company Address: _____

Account Contact: _____

Phone Number: _____; **Email:** _____

List of Authorized Users on Account:

_____; _____
_____; _____
_____; _____
_____; _____
_____; _____

I understand that the purpose of this account is to pay all permit fees or inspection fees incurred by our company for various projects in the City. I further understand that this account will be required to be replenished once the balance drops below \$200.00. Upon written notification of completion of the project; any unutilized funds will be returned to the account holder.

Title with Company

Signature

Printed Name

Date



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

What you should know about asbestos if you are building, remodeling, or demolishing a public building or commercial building with public access.

Before major repairs, remodeling or demolition, Texas law requires that any public building must be inspected for asbestos before work can begin. If asbestos is found, the Texas Department of Health must be notified. The requirement applies to any commercial building with public access, including office buildings, shopping centers, apartments, hotels, schools, stores, restaurants, and other business establishments. Violation of any portion of the Texas Asbestos Health Protection ACT (TAHPA) can result in fines of up to \$10,000 a day.

REQUIREMENTS

Building owners and contractors must take the following steps to ensure compliance with state asbestos regulations. **(Single family homes, duplexes, and apartments with fewer than four (4) units are excluded from these requirements unless part of a larger project.)**

Determine **if and how much asbestos** is present at the site. Building owners and contractors are responsible for making sure that a thorough asbestos survey is completed by a licensed inspector.

Hire only **licensed asbestos professionals** to perform asbestos-related activities on public buildings. A list of licensed asbestos inspectors and asbestos removal contractors is available from the Texas Department of Health, Toxic Substances Control Division / Asbestos Programs Branch at <https://www.dshs.texas.gov/asbestos/forms.aspx>

Notify the Texas Department of Health Toxic Substances Control Division/Asbestos Programs Branch of your intention **to demolish a public building or facility**. Notification is required for any demolition, whether asbestos has been identified.

Notify the Texas Department of Health Toxic Substances Control Division/Asbestos Programs Branch of your intention **to abate any amount of asbestos**. You must submit your notification at least ten (10) working days before the project start date. Besides the scheduled start and completion dates, you will need to identify the type of project (demolition or renovation), location of the site, names of the operators or asbestos removal contractors, methods of removal and amount of asbestos involved.

Get the **required two-page notification** form from the Texas Department of Health, Toxic Substances Control Division/Asbestos Program Branch at <https://www.dshs.texas.gov/asbestos/forms.aspx>

PENALTIES

State health inspectors have the authority to enter any areas to determine compliance with the regulations of the Texas Asbestos Health Protection Act. In addition, violations can result in a fine of up to \$10,000 a day. As long as the violation continues, each day is considered a separate violation.

Learn more about the Texas Asbestos Health Protection Act and the health risks associated with asbestos by calling 1-800-572-5548, or visit www.dshs.state.tx.us/asbestos

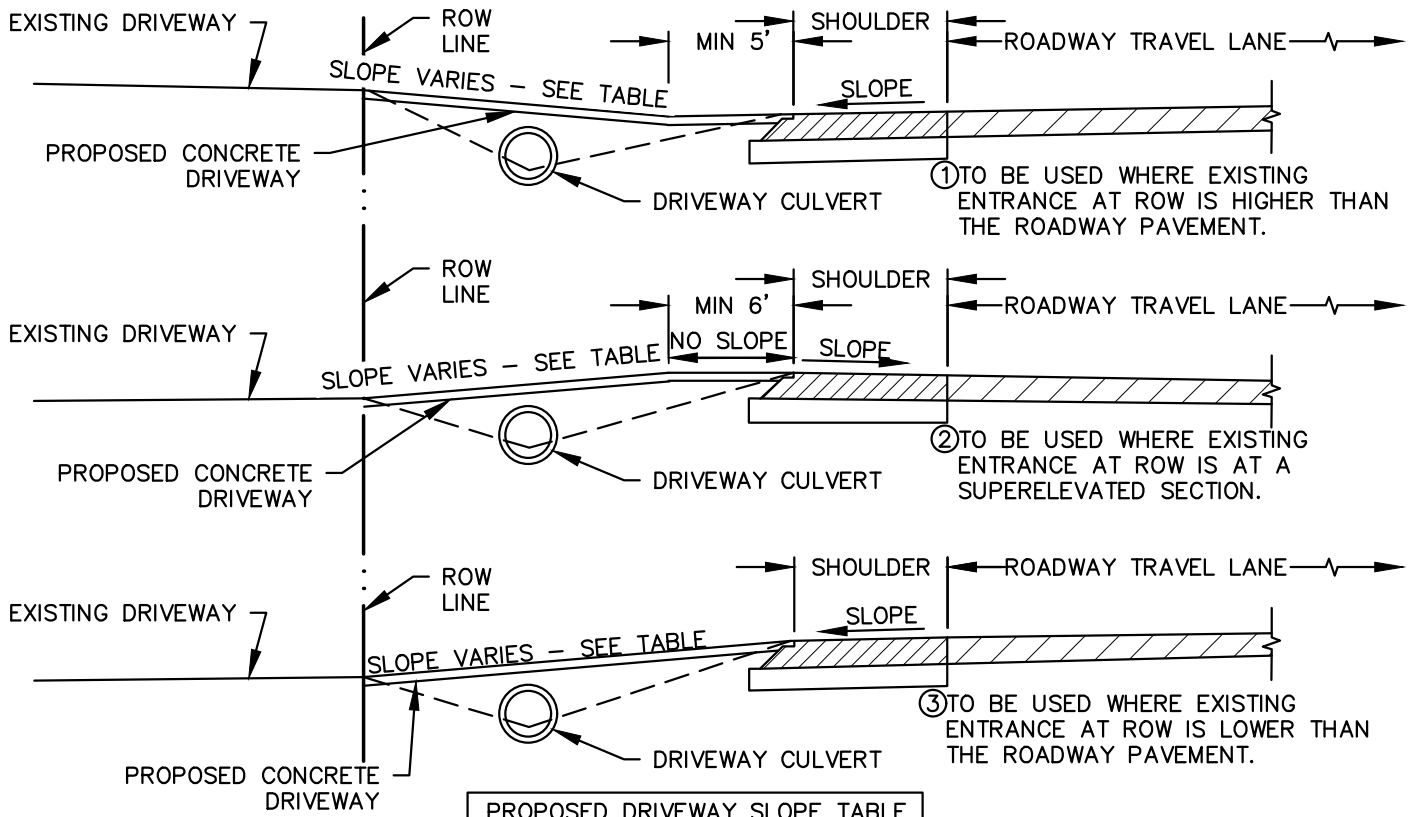
Additional information and support can be obtained by calling the TDH Regional office.

Asbestos Programs Branch
1100 W. 49th Street
Austin, Texas 78756-3199
(512) 776-7111 or customer.service@dshs.texas.gov

AVOID COMMON MISTAKES

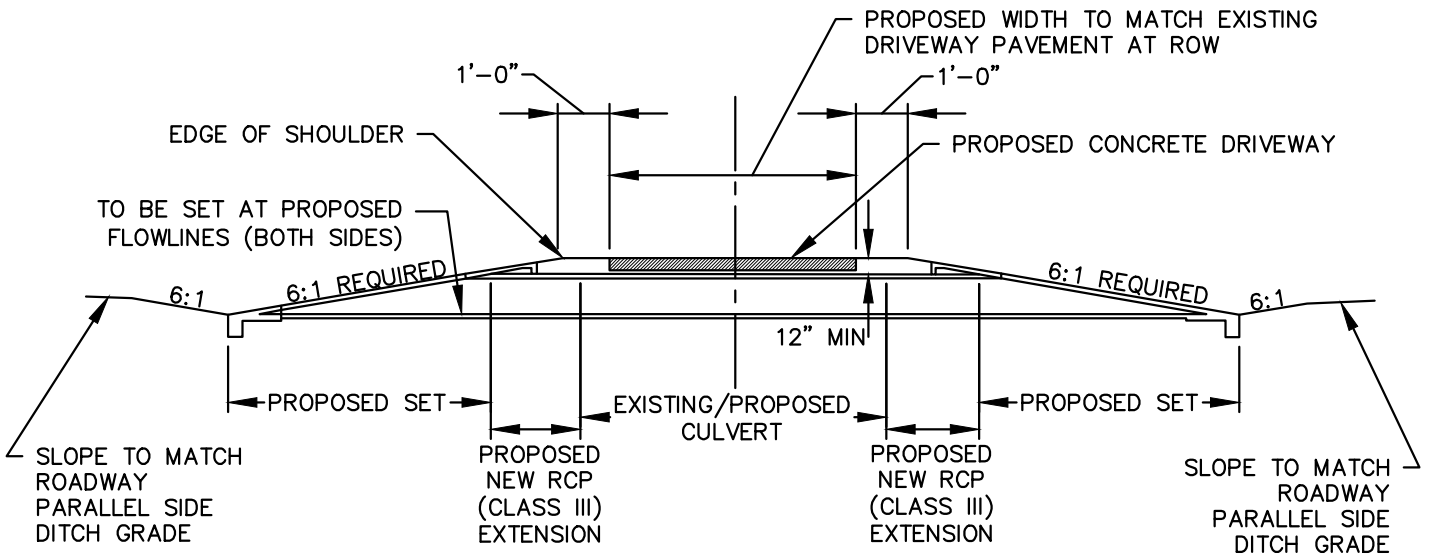
If you fail an inspection, you will be charged for an additional inspection. The following are suggestions and basic **MINIMUM** requirements that will help you avoid any extra expense.

1. Know where your property lines are and know your **SET BACK** requirements in your zone. Property lines shall be identified by string line at the time of the first inspection.
2. Call for inspections **before** you cover any of your work.
3. Give the inspector a **24-hour** notice when you are **READY** for an inspection.
4. **DO NOT** schedule an inspection before you are sure the work is finished.
5. If you schedule concrete to be delivered before your steel has been inspected give yourself plenty of time to correct any problems, which the inspector may find. If not, you should be prepared to pay for a second order of concrete.
6. Have a set of building plans at the work site.
7. Have your building permit posted on the work site.
8. **DO NOT** use anything less than 4" schedule 40 P.V.C. for your sewer line.
9. There should be two clean outs on the sewer line, one at the house and one at the tap, both 4" schedule 40 P.V.C.
10. Water lines and sewer lines can be no closer than 5' to one another, in some cases water lines and sewer lines must cross one another, in this event, the water line should be on top of the sewer line and the water line must be sleeved where they cross with a slightly larger piece of schedule 40 P.V.C. If crossing can be avoided and is not, you will fail the inspection.
11. All underground electric wiring should be run through GRAY schedule 40 P.V.C. or be rated for direct burial.
12. All P.V.C. exposed to sunlight must be protected from direct sunlight in accordance to code.
13. All copper water piping must be put under pressure for inspection, minimum of 65 P.S.I.
14. Gas pipes must be under pressure for inspection, minimum 15 P.S.I.
15. Sewer pipes must be loaded with water with a 10' header and plugged at the end for inspection.
16. Temporary electric services as well as the permanent service should be grounded to an eight-foot grounding rod connected with at least a number 6 copper conductor.
17. Only use metal eye bolts for point of attachment, not ceramic.
18. Vapor barrier on our slab should be 6 mil. poly minimum and overlapped 6" minimum.
19. To save yourself from extra inspections you should ask your electrician to use a tester on all the outlets especially the G.F.C.I. outlets or you can buy a tester at any hardware store and test them yourself. More houses fail the final inspection due to faulty G.F.C.I. plugs than for any other reason in the City of Elgin.
20. **DO NOT** move in or store any of your belongings or furniture in the house until you have passed a final inspection and received your **CERTIFICATE OF OCCUPANCY**.



PROPOSED DRIVEWAY SLOPE TABLE	
COMMERCIAL DRIVEWAYS	@ 12:1 MAX
RESIDENTIAL DRIVEWAYS	@ 8:1 MAX

TYPICAL ENTRANCE PROFILE FOR DRIVEWAYS WITH CULVERT



TYPICAL ENTRANCE SECTION FOR DRIVEWAYS WITH CULVERT

NOTES:

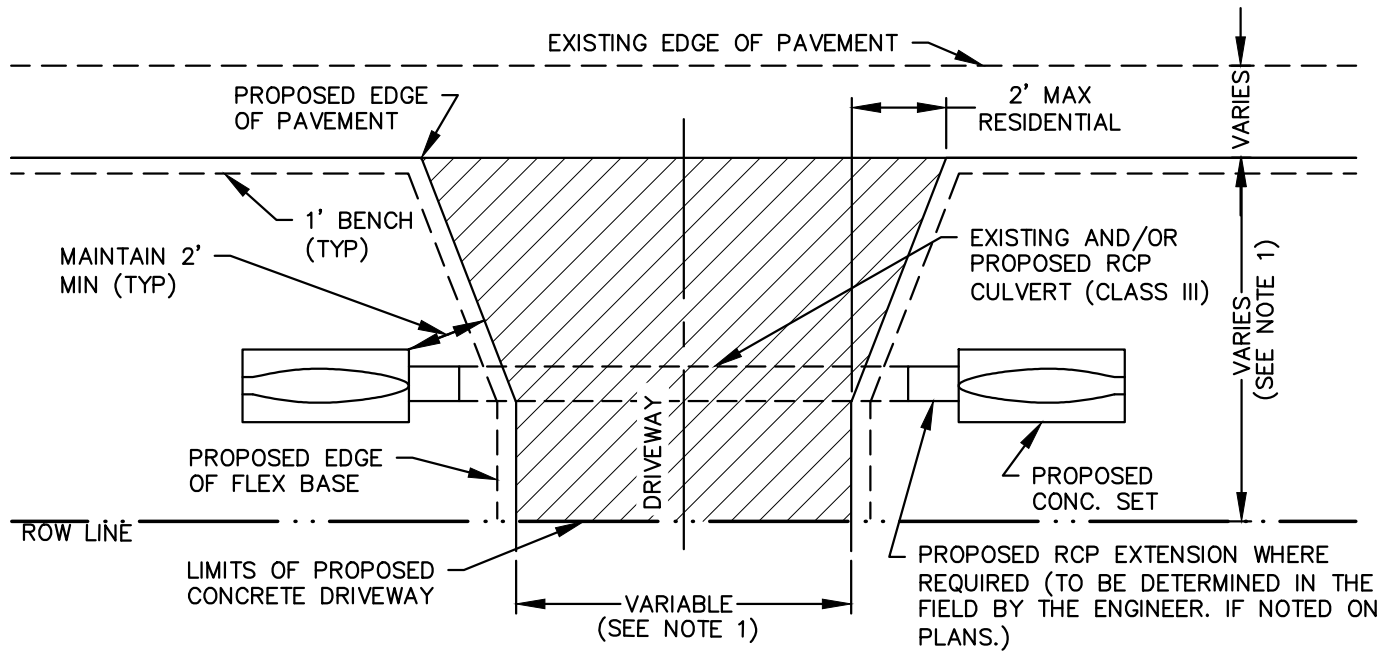
1. DRIVEWAY CULVERT TO BE INSTALLED WHERE ROADWAY DITCH DRAINAGE IS NECESSARY, AS INDICATED ON PLANS AND/OR AS DIRECTED BY THE ENGINEER.
2. DRIVEWAY CULVERT TO BE INSTALLED WITH A MINIMUM OF 12" COVER WITH PROPOSED RESIDENTIAL AND COMMERCIAL DRIVEWAY MATERIAL.



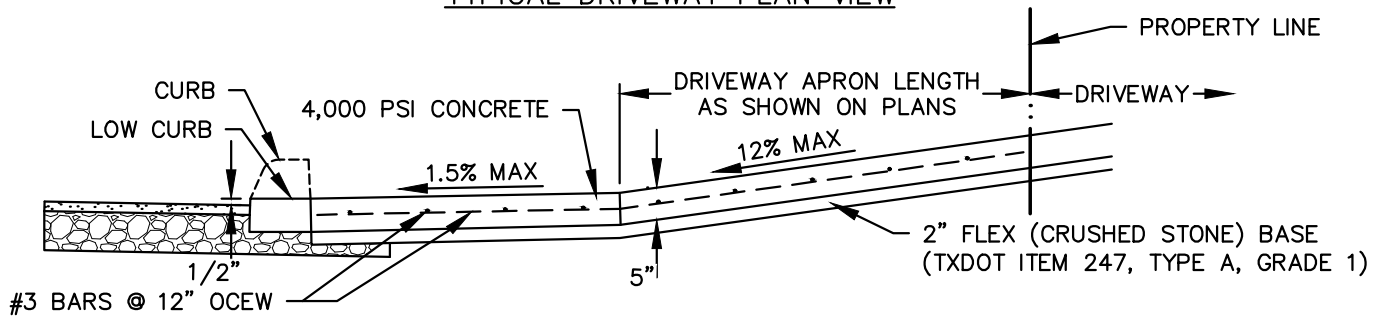
THE CITY OF ELGIN

DATE ISSUED:	DECEMBER 2019		
REV	DATE	BY	

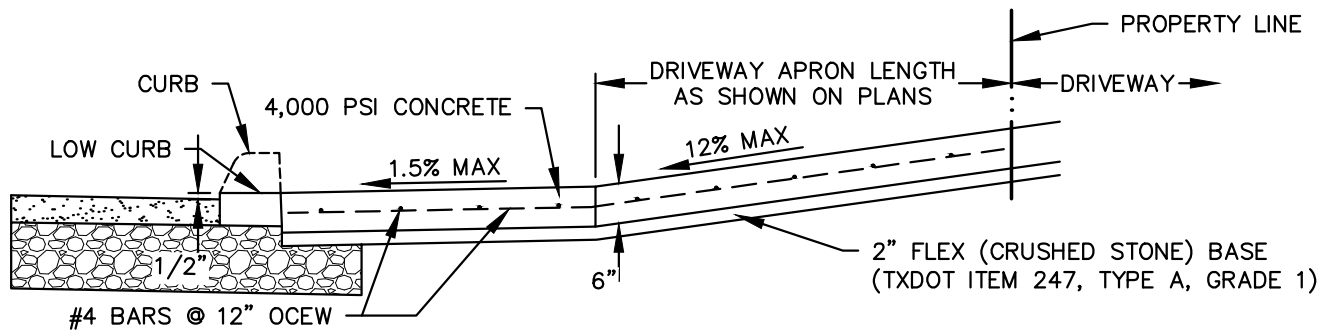
TITLE:	DRIVEWAY PROFILE DETAIL LOCAL STREETS SHEET 1 OF 2	
SCALE:	N.T.S.	DRAWING No. M - 7



TYPICAL DRIVEWAY PLAN VIEW



TYPICAL RESIDENTIAL DRIVEWAY SECTION



TYPICAL COMMERCIAL DRIVEWAY SECTION

NOTES:

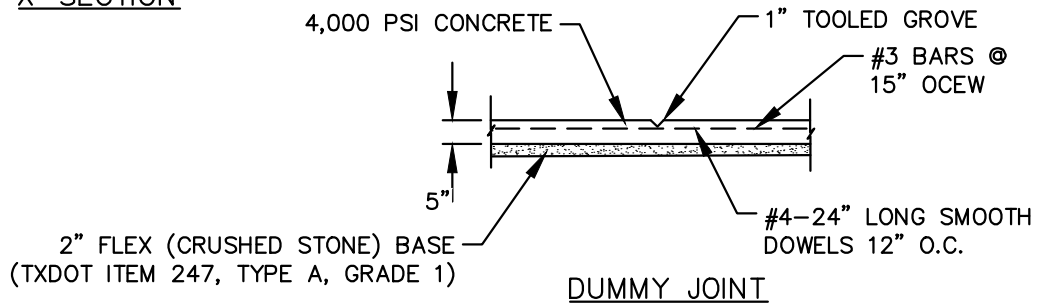
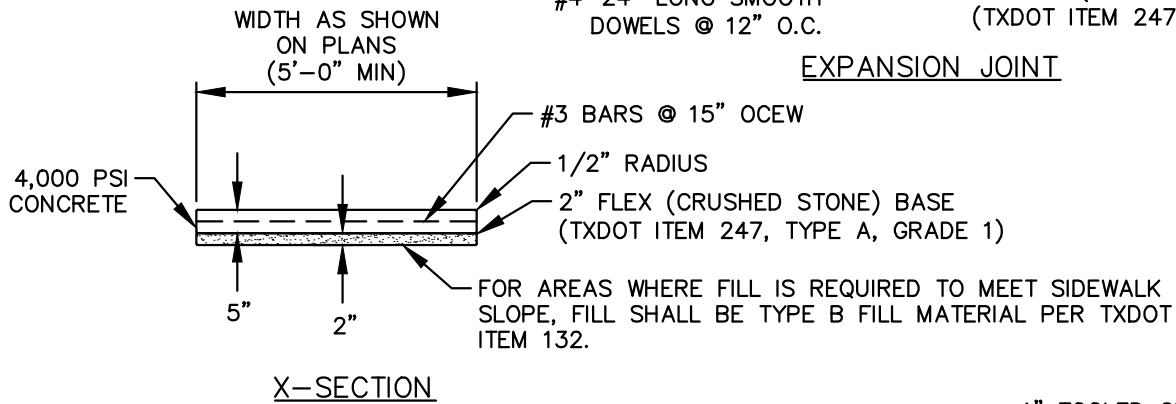
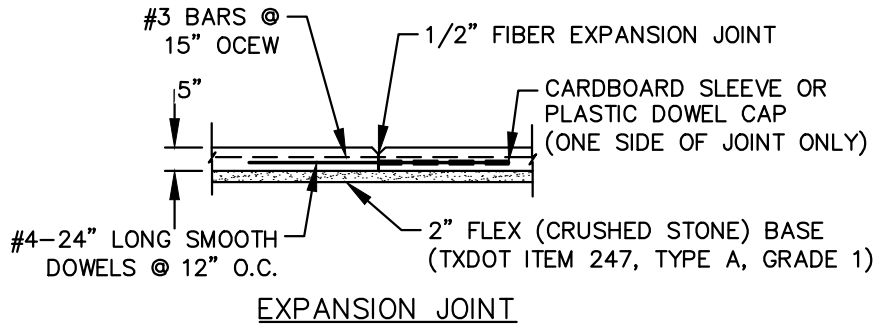
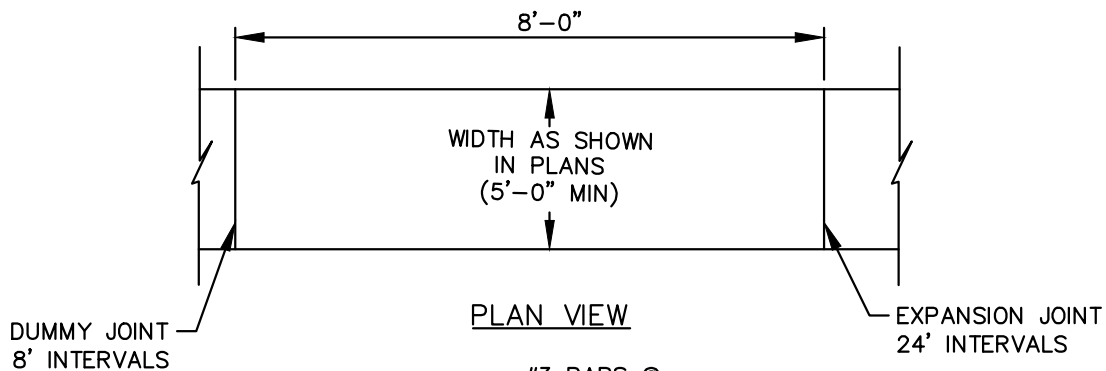
1. MATCH EXISTING DRIVEWAY WITH A MINIMUM WIDTH OF 12 FEET AND A MAXIMUM WIDTH OF 24 FEET FOR PRIVATE RESIDENTIAL DRIVES.
2. DUMMY JOINTS PARALLEL TO THE CURB SHALL BE PLACED WHERE THE SIDEWALK MEETS THE DRIVEWAY. DUMMY JOINTS PERPENDICULAR TO THE CURB, AND WITHIN THE BOUNDARIES OF THE PARALLEL DUMMY JOINTS, SHALL BE PLACED AT INTERVALS EQUAL TO THE WIDTH OF THE SIDEWALK.
3. A MINIMUM OF 2 ROUND AND SMOOTH DOWEL BARS 3/8" IN DIAMETER AND 18" IN LENGTH SHALL BE SPACED 18" APART AT EACH EXPANSION JOINT.
4. CONCRETE SURFACE SHALL BE BRUSH FINISHED.
5. SET DETAILS SHALL BE SUBMITTED.



THE CITY OF ELGIN

DATE ISSUED:		DECEMBER 2019	
REV	DATE	BY	

TITLE:	
DRIVEWAY DETAILS LOCAL STREETS SHEET 2 OF 2	
SCALE:	DRAWING No.
N.T.S.	M - 8



NOTES:

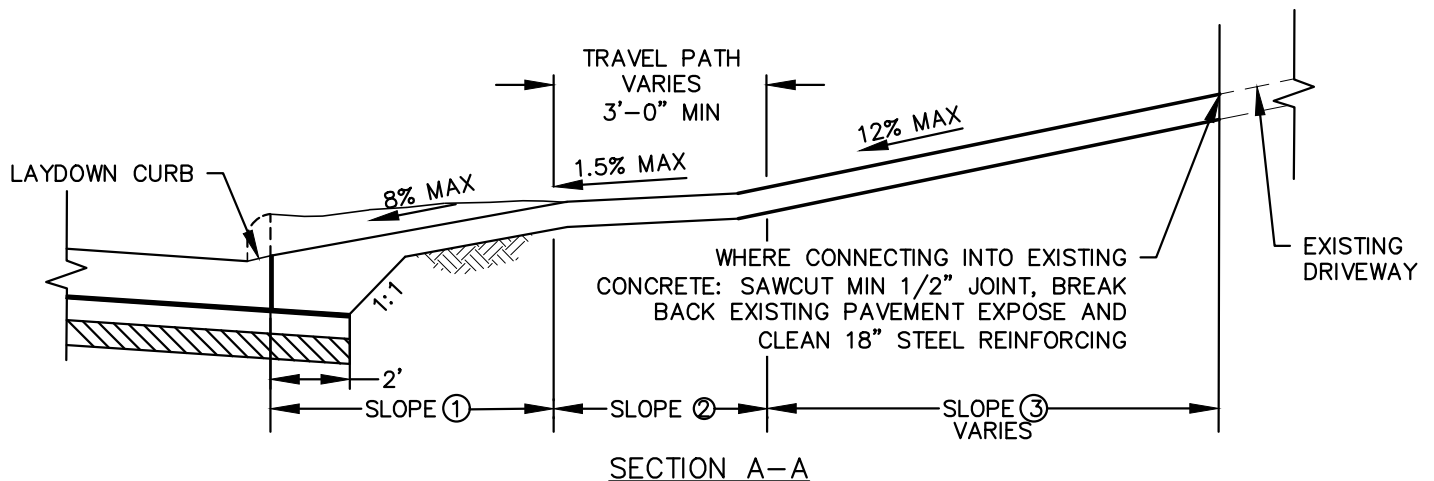
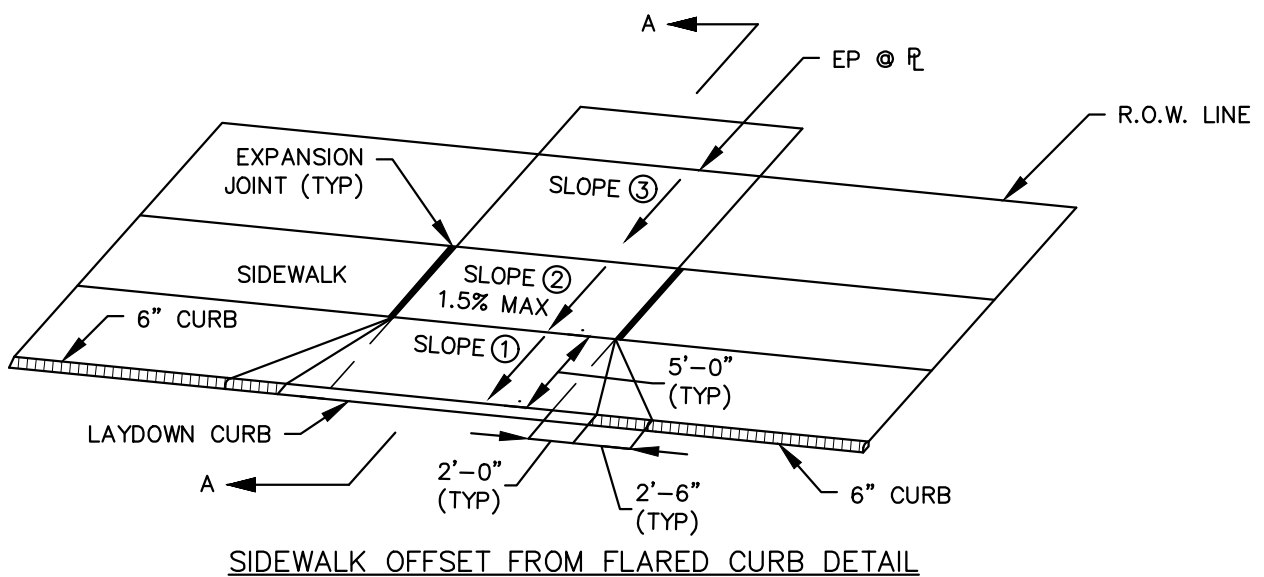
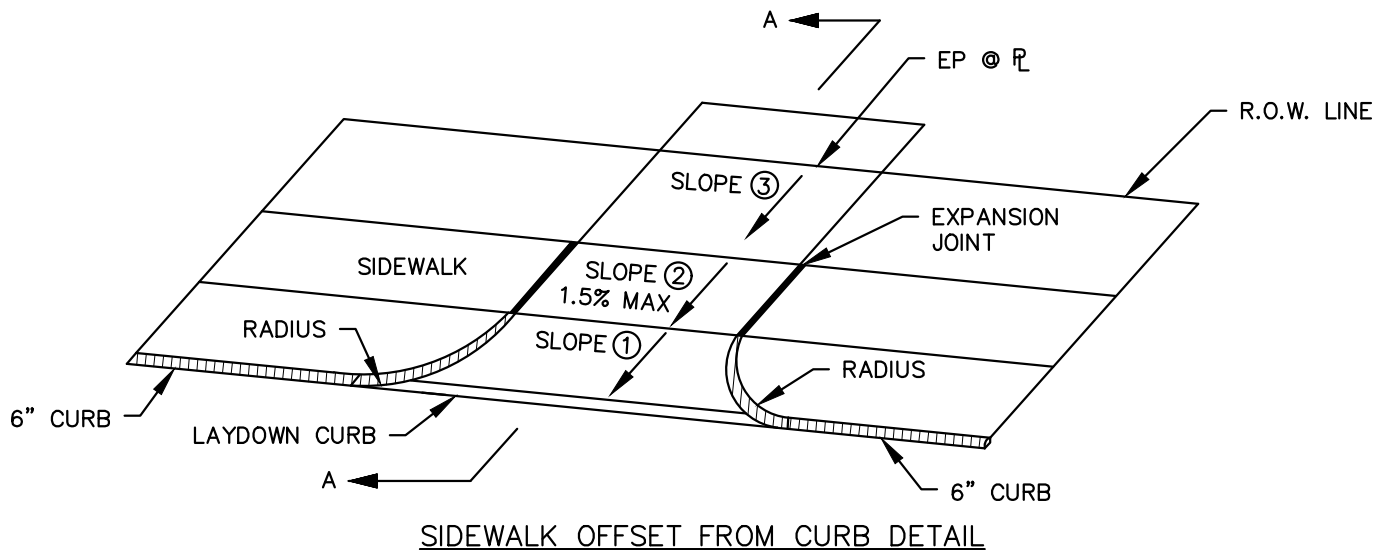
1. EXACT SIDEWALK LOCATION AND DIMENSIONS MAY BE ADJUSTED OR DETERMINED IN THE FIELD BY CITY STAFF IF NOT CLEARLY SHOWN ON PLANS, OR REQUIRED DUE TO EXISTING SITE CONDITIONS.
2. CONTRACTOR SHALL LOCATE TOP OF SIDEWALK SO THAT IT DOES NOT ALTER EXISTING DRAINAGE PATTERNS. ALL DRAINAGE SHALL BE DIRECTED TO THE STREET.
3. LONGITUDINAL DUMMY JOINT REQUIRED AT MIDPOINT OF SIDEWALK 10'-0" OR WIDER.
4. SIDEWALK TO CONFORM TO ALL A.D.A. AND TEXAS ACCESSIBILITY STANDARDS (TAS).
5. ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIBLE STRENGTH OF 4,000 PSI.
6. ALL CONCRETE AND REBAR SHALL BE INSTALLED PER ACI CODE.
7. SIDEWALKS INSTALLED ACROSS DRIVWAYS SHALL BE 6" IN THICKNESS.



THE CITY
OF
ELGIN

DATE ISSUED:		MAY 2016	
REV	DATE	BY	
1	3/5/18	KBP	
2	12/1/19	KBP	

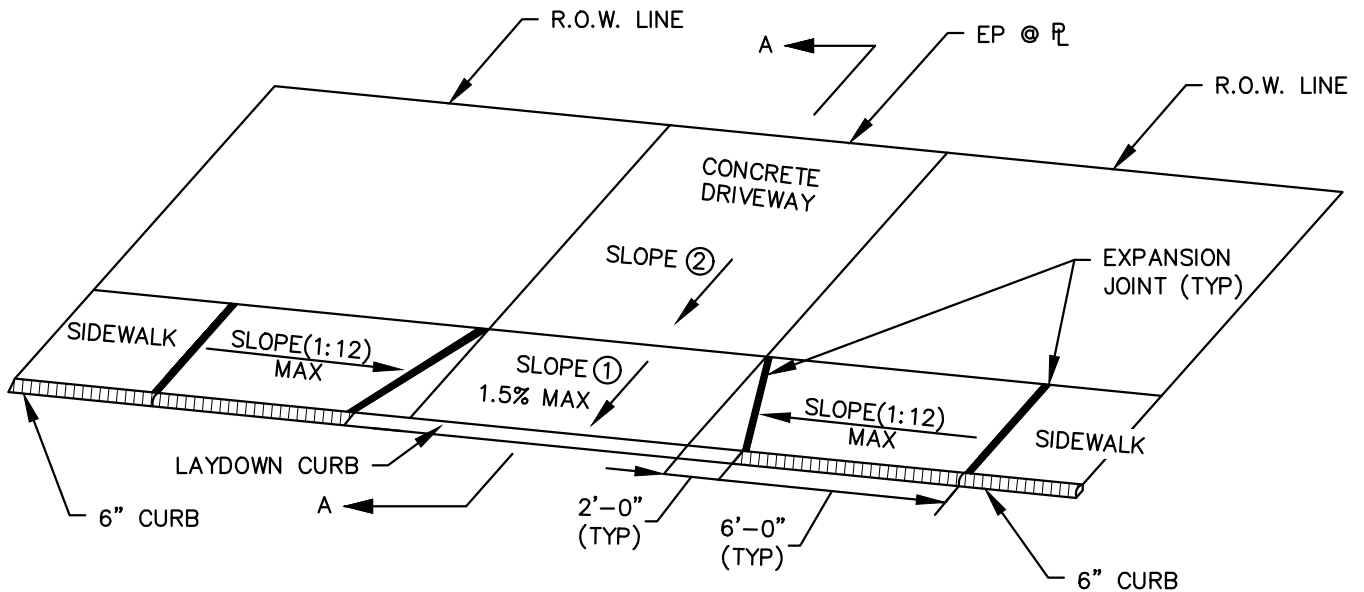
TITLE:	
SIDEWALK DETAIL	
SCALE:	DRAWING No.
N.T.S.	S - 1



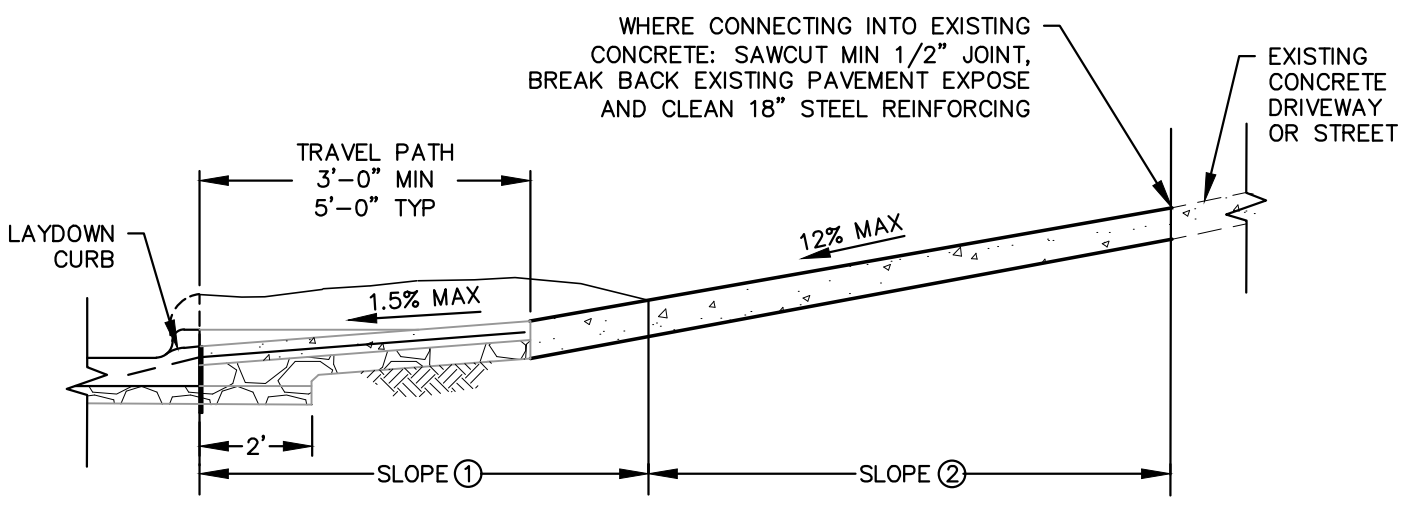
THE CITY OF
ELGIN

DATE ISSUED:		MAY 2016	
REV	DATE	BY	

TITLE:	
SIDEWALK ACROSS DRIVEWAY - OFFSET	
SCALE:	DRAWING No.
N.T.S.	M - 4



SIDEWALK ADJACENT TO CURB DETAIL



SECTION A-A



THE CITY
OF
ELGIN

DATE ISSUED:	MAY 2016	
REV	DATE	BY

TITLE:	SIDEWALK ACROSS DRIVEWAY - ADJACENT	
SCALE:	N.T.S.	DRAWING No. M - 5

CITY OF ELGIN

APPLICATION FOR COMMERCIAL SERVICES

WATER / WASTEWATER / GARBAGE

DEPOSIT / SERVICE FEE BASED ON METER SIZE / \$25

¾"/1" \$200

3" \$400

1 ½ " \$250

4" \$500

2" \$300

OVER 4" \$600

**DEPOSITS/SERVICE FEES/ LEASE/ CLOSING DOCUMENTS/ PICTURE ID ARE
REQUIRED TO ESTABLISH SERVICE**

DATE OF APPLICATION: _____ SERVICE CONNECT DATE: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

CUSTOMER INFORMATION

BUSINESS NAME (printed on the bill): _____

OWNERS NAME: _____ BUSINESS PHONE: _____

CELL PHONE: _____ ALT PHONE: _____

EMERGENCY CONTACT: _____

PREFERRED BILLING METHOD

PAPER BILL – U.S. MAIL PAPERLESS BILL – EMAIL: _____

Please check the box to elect to have your information remain confidential. Utility customers have the right to request confidentiality of personal information. Personal information is defined as "an individual social security number, address or telephone number". Typically, these things have been available routinely through an Open Records Request. All other information on your account is still subject to the terms of the Open Records Act. Further, this information is still available to other utility suppliers, law enforcement agencies, government officials and consumer reporting agencies.



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 285-5721



www.elgintx.com

Initial Customers are responsible for the timely payment of their Utility Bill whether the bill is received or not. Utility bills are due on the 15th of each month. If you do not receive your utility bill, please contact the Utility Billing Department as soon as possible.

Initial Customers are responsible for reviewing the accuracy of their Utility Bill. If you find an error, please contact the Utility Billing Department as soon as possible.

Initial If not paid by the due date, a penalty of 10% of the unpaid balance is applied to the account. Full payment including penalty charge is due no later than the 25th of the month.

Initial Service will be disconnected if full payment is not received on or before the 25th of the month and will include a fee of \$75.00. This is an administrative fee and will be charged whether your service is disconnected or not.

Initial To restore service the past due balance and all penalties must be paid. After payment is received, service will be restored by the end of business day.

Initial Services restored AFTER HOURS will be charged an additional \$50.00 after hours connection fee.

Initial It is unlawful for any person or property owner to reconnect or attempt to reconnect service and is punishable by fine up to \$100.00. If meters are found to be tampered with (locks cut, etc.) fees will be charged to the account.

IF THE DUE DATE FALLS ON A DATE THAT THE CITY OF ELGIN OFFICES ARE CLOSED (A WEEKEND OR HOLIDAY) YOU CAN STILL, MAKE YOUR PAYMENT AFTER HOURS BY UTILIZING THE NIGHT DROP BOX AT CITY HALL OR VIA THE WEBSITE AT WWW.ELGINTX.COM

I certify that all the above information is true and correct to the best of my knowledge. Also, I acknowledge that any previous City of Elgin Utility Account balances owed by me or authorized person listed above will be due at the time of service.

Payment accepted in the form of cash, check, money order, VISA, MASTER CARD or DISCOVER only (\$3 convenience fee). Make check payable to: CITY OF ELGIN UTILITIES

 SIGNATURE

 DATE

FOR OFFICE USE ONLY

Connection Date: _____ Account #: _____ Initials: _____



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