



Community Development Department

NON-RESIDENTIAL REMODEL BUILDING **PERMIT PROCEDURES**

The following are the procedures and instructions for obtaining commercial remodel permits within non-residential zoned districts. For permit information, please contact the Community Development Department at 469.429.4781 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. This is information generally required for permitting and should not be considered an all inclusive list. If you have specific inspection questions during the construction process, you may contact one of our building inspectors at 469.429.4781. The inspectors are generally available Monday-Friday from 7:30-8:30 a.m. and from 3:30-4:30 p.m. All plans submitted for permitting shall be drawn to an approved scale or dimensioned if approved by Building Official.

1. Complete the City of Sachse, Texas building permit application.
2. A permit is **not** required for painting, replacing floor tile, repairing doors, replacing the glass in a window, or for similar types of maintenance items.
3. Confirmation letter from Texas Department of Licensing and Regulation (TDLR) showing that the project has been submitted to TDLR for accessibility review when the construction value is greater than or equal to \$50,000.00.
4. Provide four (4) sets plans and include the following:
 - a. Site plan (showing all existing structures and any easements). The site plan shall also include the approximate location of the lease space and indicate the total area of the lease space in square feet.
 - b. Floor plan (showing and properly indicating the use of all rooms, windows, doors, and areas of construction).
 - c. Mechanical plan including but not limited to mechanical details and a legend identifying all symbols and acronyms if any work is to be done.
 - d. Plumbing plan including but not limited to a riser diagram, plumbing details, and a legend identifying all symbols and acronyms if any work is to be done.
 - e. Electrical plan including but not limited to a panel board schedule, electrical details, and a legend identifying all symbols and acronyms if any work is to be done.
 - f. Interior lighting plans if applicable.
 - g. Any appropriate finish schedules.
 - h. Foundation plan if applicable (stamped and signed by a State of Texas Licensed Engineer and an Engineer's letter).
 - i. Elevation plans if applicable (only when re-facing the exterior of the building).



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- j. Energy compliance report for building envelope, electrical lighting, mechanical and plumbing (ComCheck, or any approved report).
 - k. The City retains two (2) complete plan sets, sends one copy to the applicable appraisal district (Dallas or Collin County), and returns an approved plan set to the builder.
5. The Contractor and all Subcontractors (Electrical, Plumbing, HVAC, etc.) shall register or validate permits in person at our office before any inspections will be conducted.
 6. State Law requires the applicant to provide an Asbestos Survey or sign a statement that an asbestos survey has been completed for a building prior to the issuance of a renovation or demolition permit.
 7. Permit fee is based on the value of construction materials and labor per the Master Fee Schedule.
 8. Additional electrical, plumbing, and HVAC permit fees are required if applicable.
 9. All work and materials shall be in compliance with the 2009 International Building Code (IBC), 2009 International Plumbing Code (IPC), 2009 International Mechanical Code (IMC), 2009 International Fire Code (IFC), 2009 International Fuel Gas Code (IFGC), 2009 International Energy Conservation Code (IECC), 2008 National Electrical Code (NEC), and the North Central Texas Council of Governments (NCTCOG) amendments.