



## **Development Services Department**

### **NON-RESIDENTIAL BUILDING PERMIT PROCEDURES**

For

## **NEW CONSTRUCTION**

The following is a list of permits and the procedures and instructions for obtaining permits within non-residential zoned districts. For permit information, please contact the Development Services 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.

#### **NEW BUILDINGS and ADDITIONS**

##### **LIST OF REQUIRED SUBMITTAL DOCUMENTS TO CITY ENGINEER**

- A. Civil engineering plans prepared, signed and sealed by a State of Texas licensed professional Engineer.
  - 1. Provide four (4) complete sets.
- B. Landscape plans prepared, signed and sealed by a State of Texas licensed professional Arborist or Landscape Architect.
  - 1. Provide four (4) complete plans.
- C. A copy of a geotechnical report.
- D. Provide CAD drawings and a PDF copy of all submittal items.
- E. As-built drawings are required at the end of the project prior to the issuance of the Certificate of Occupancy.

##### **LIST OF REQUIRED SUBMITTAL DOCUMENTS FOR BUILDING PERMIT**

- F. A completed City of Sachse, Texas building permit application.
- G. A copy of the construction specification documents.
- H. 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.
- I. Asbestos survey when applicable (adding to, demolishing, or remodeling an existing building).
- J. Provide four (4) plan sets and a PDF copy of the plan set. All documents shall be signed and sealed by a State of Texas licensed Architect.
- K. The plan set will consist of the following:
  - 1. Cover page; including but not limited to:
    - a. Project name.



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- b. Project address.
  - c. Name, address, and contact of designers of record.
  - d. An index of plan sheets.
  - e. A list of the City's building codes, ordinances, and amendments.
  - f. Building code analysis (occupancy type, occupant load, parking, etc.).
  - g. Life safety notes.
  - h. Other notes deemed necessary by designer.
2. Site plan.
    - a. If site plan is prepared by person other than the preparer of the civil plans, ensure that the built features on the site plans match exactly.
  3. Foundation plan with details prepared, signed and sealed by a State of Texas licensed professional Engineer.
    - a. Plan shall include the Finish Pad Elevation (FPE) on the plan and in the notes.
  4. Floor plan.
  5. Elevation of all exterior sides.
  6. Door and window schedule.
  7. Room finish schedule.
  8. Interior elevations of restrooms, kitchens, specialty work, etc.
  9. Interior and exterior wall sections and details.
  10. Roof plan.
  11. Roof framing plan and details.
  12. Mechanical plan including but not limited to mechanical details and a legend identifying all symbols and acronyms.
  13. Plumbing plan including but not limited to riser diagrams (water, sewer and gas), plumbing details, and a legend identifying all symbols and acronyms.
  14. Electrical plan including but not limited to a panel board schedule, electrical details, and a legend identifying all symbols and acronyms.
  15. Interior lighting plan.
  16. Exterior lighting plan.
  17. Photo-metric plan.
  18. Energy compliance report for building envelope, electrical lighting, mechanical and water heating (ComCheck, or any approved report).
  19. The City retains one (1) complete plan set, sends one copy to the applicable appraisal district (Dallas or Collin County), and returns an approved plan set to the builder.

### **ADDITIONAL SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION**

The following requires a separate permit submittal:

**3815-B Sachse Road, Sachse, Texas 75048 Phone: 469.429.4781 Fax: 972.675.9812**



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- A. Irrigation plan prepared by a State of Texas licensed professional irrigator.
  - 1. Provide two (2) complete plan sets.
- B. Fire sprinkler and fire alarm plans shall be submitted to the Fire Department located at 5805 Bryan Street, Sachse, Texas 75048.
  - 1. Contact the Fire Department for submittal requirements.
- C. Fence and/or screen wall plan and details.
  - 1. Provide two (2) complete plan sets.
- D. Dumpster plan and details.
  - 1. Provide two (2) complete plan sets.
- E. Retaining wall plan and details.
  - 1. Provide two (2) complete plan sets.
- F. Signage plan and details for attached and freestanding signs.
  - 1. Requires two (2) copies of proposed sign details.
  - 2. Attached and freestanding sign copies must show the following:
    - a. Exact wording for each sign.
    - b. Dimensions of each sign.
    - c. Exact location of each sign.
    - d. Provide elevation of freestanding sign. A freestanding sign shall be limited to a monument style and shall have a maximum height of eight (8') feet. Pole signs are prohibited.
    - e. Provide engineering details for freestanding sign support structure.
    - f. Indicate if sign will be illuminated.

### **ADDITIONAL NOTES**

- 1. The Contractor and all Subcontractors (Electrical, Plumbing, HVAC, Earthwork, etc.) shall register or validate permits in person at our office before any inspections will be conducted.
- 2. Permit fee is based on the value of construction materials and labor per the City of Sachse Master Fee Schedule. The plan review fee is due at the time of permit submittal.
- 3. All work and materials shall be in compliance with the City's current adopted building codes: International Building Code (IBC), International Plumbing Code (IPC), International Mechanical Code (IMC), International Fire Code (IFC), International Fuel Gas Code (IFGC), International Energy Conservation Code (IECC), National Electrical Code (NEC), the code amendments, and the City of Sachse Code of Ordinances.
- 4. As-built drawings are required at the end of the project prior to the issuance of the Certificate of Occupancy.