



## **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 one (1) full size and a PDF copy of the complete plan set.
- B. Landscape plans prepared, signed and sealed by a State of Texas licensed professional Arborist or Landscape Architect.
  - 1. Provide one (1) full size and a PDF copy of the complete plan set.
- C. A PDF 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 one (1) full size and a PDF copy of the complete plan set. All documents shall be signed and sealed by a State of Texas licensed Architect and/or State of Texas licensed professional Engineer.



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- K. Plans shall be submitted on sheet sizes 24" x 36" or 36" x 42". All plans shall be drawn to scale at not less than 1/8" equals to 1 foot. Each plan set will include the following:
1. Cover page; including but not limited to:
    - a. Project name.
    - 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. Structural plans with details prepared, signed and sealed by a State of Texas licensed professional Engineer.
    - a. Foundation plan and details.
    - b. Structural framing plans and details.
    - c. Roof framing plan and details.
  4. Floor plan.
  5. Exterior wall elevations (north, west, south & east).
    - a. Include legend for each elevation which identifies each exterior wall material and the percentage of each material for each elevation. (exclude windows and doors)
    - b. Include statement that identifies that the horizontal and vertical articulation requirements have been met.
    - c. When required, identify the landmark feature of the building.
  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 identifying slope, rooftop equipment, etc.
  11. Mechanical plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer and a legend identifying all symbols and acronyms.
  12. Plumbing plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer including but not limited to riser diagrams (water, sewer and gas) and a legend identifying all symbols and acronyms.



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13. Electrical plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer including but not limited to a panel board schedule and a legend identifying all symbols and acronyms.
14. Interior lighting plan.
15. Exterior lighting plan.
16. Photo-metric plan.
17. Energy compliance report for building envelope, electrical lighting, mechanical and water heating (COMcheck, or any approved report).
18. The City retains one (1) complete plan set, sends one copy to the applicable appraisal district (Dallas or Collin County), and returns an approved construction plan set to the builder.

### ADDITIONAL SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION

The following requires a separate permit submittal:

- A. Irrigation plan prepared by a State of Texas licensed professional irrigator.
  1. Provide two (2) full size plan sets and one (1) PDF copy.
- 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 at (469) 429-4791 for submittal requirements.
- C. Fence and/or screen wall plan and details.
  1. Provide two (2) full size plan sets and one (1) PDF copy.
- D. Dumpster plan and details.
  1. Provide two (2) full size plan sets and one (1) PDF copy.
- E. Retaining wall plan and details.
  1. Provide two full size plan sets and one (1) PDF copy.
- F. Signage plan and details for attached and freestanding signs.
  1. Requires two (2) copies of proposed sign details and one (1) PDF copy.
  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 be in compliance with the sign ordinance. **Pole signs are prohibited.**
    - e. Provide engineering details for freestanding sign support structure.
    - f. Indicate if sign will be illuminated.



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### ADDITIONAL NOTES

1. All Contractors and Subcontractors (Electrical, Plumbing, HVAC, Fence, Irrigator, Pool, etc.) shall register or validate permits in person at our office before any inspections will be conducted.
2. Permit fees are calculated and based on the City of Sachse Master Fee Schedule. The plan review fee is due prior to the start of the plan review process.
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** with other required documents necessary at the building final inspection and prior to the issuance of the Certificate of Occupancy.
5. Upon completion of the project, a certificate of occupancy (C/O) application is required to be submitted to the City. C/O applications are available at the Development Services office. The Building Inspector's final green tag, the Fire Marshall's C/O approval report and the Dallas County Health Department inspection report are required prior to the issuance of the C/O. If applicable, the health and alcohol permit applications shall be submitted prior to the issuance of the C/O.