
Commercial & Multi-Family (4+ units) Building Permit Submittal

1. 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.

2. 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.

3. Code Requirements.

All schematics shall be drawn and all other information shall be in accordance with the 2012 International Building Codes, 2018 International Fire Code, 2011 National Electrical Code, and the 2015 Energy Conservation 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.

4. Application Submittal 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 permitclerk@bartlett-tx.us or in office or mail to:

**Bartlett City Hall
Attention Permit Department
PO Drawer H
140 W. Clark St.
Bartlett, TX 76511**

- A. The process and filing fee for the application is \$50 per submittal.
- B. Fully completed building permit application.
- C. Proof of ownership such as a Tax Record, a Deed, or a Lease Agreement stating the rights and responsibilities of the tenant.
- D. TDLR Tabs Number.
- E. An existing survey of the property. A scaled drawing of the property may be submitted in lieu of an official survey.
- F. Tap Fees Inside the City Limits:

Water Tap:	
5/8" or 3/4"	\$2,000 per tap
1"	\$2,250 per tap
2"	\$2,500 per tap
Sewer Tap:	\$2,000

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

5. COMMERCIAL PLAN REVIEW SUBMITTAL REQUIREMENTS (1 paper copy + 1 digital via DropBox or USB Flashdrive)

Asbestos Survey for existing.

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.

Site plan or Civil plan and details.

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.

Plan Review Submittal.

See details in the Plan Review Submittal Process Packet attached.

Energy code compliance.

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. Include square footages of gross wall areas and gross glazing areas on plans. Refer to www.energycodes.gov for more information.

Fire Plan Review.

Schematics related to the - all fire and smoke related apparatuses associated with the buildings. This includes use and occupancy related information. 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. Visit WilcoPermits.com to register with the Williamson County Fire Marshal and initiate Fire Plan Review Submittal or to schedule a Fire Final Inspection (Certificate of Compliance).