

REQUIREMENTS TO OBTAIN A COMMERCIAL BUILDING PERMIT

- I. The Community Development Office is located in the City Hall at 200 West Church Street, Livingston, Texas. The office hours are Monday thru Friday, 8:00 am to 5:00 pm. and the phone number is (936)327-4311.
- II. Information to owners/developers/contractors for obtaining a commercial permit
 - A. Plan requirements:
 1. All building permit applications must be accompanied by three (3) complete sets of plans and the attached checklists completed in full by the owner, architect and/or engineer before the application can be considered for review.
 - B. Plans must contain the following:
 1. A site plan showing the location of the proposed building or structure and all existing buildings or structures on the site or lot in relation to the street and lot corners (setbacks).
 2. Drawings shall show the location of all existing easements, storm sewers, natural drains, water lines, sewer lines and location of water and sewer connections.
 3. A boundary line survey if necessary for clarification of lot sizes and boundary line.
 4. Plans must meet the International Building Code 2009 Edition.
 5. Drainage plan certified by an engineer registered with the State of Texas.
 6. Plans must include energy calculations showing that the building conforms to the 2009 International Energy Conservation Code. This can be done by going to www.energycodes.gov/Comcheck.
 7. Landscape plan according to the City of Livingston Commercial Landscape Ordinance.
 8. Air conditioning and heating plan.
 9. Electrical plan with riser diagram and load calculations.
 - 10.. Plumbing plan with riser diagram.
 11. Structural plan stamped by State of Texas engineer.
 12. Foundation plan stamped by State of Texas engineer.

- C. Additional requirements - if in the flood plain:
1. Three (3) certified plats of the property showing the boundaries of the flood plain and flood way.
 2. Existing and proposed elevations in reference to the FEMA benchmark or highwater elevation as determined by the Flood Plain Administrator. The finish floor must be 2 ft above the base flood elevation.
 3. Elevation certificate filled out by a registered engineer or surveyor showing the base flood elevation and the actual finish floor elevation of the slab before the concrete is poured.
 4. All flood plain permits must involve the owner's engineer and/or surveyor in certifying information.
 5. Building permit must show "Owner is aware that this property lies within the 100 year flood plain as designated by the latest FEMA map".
 6. The owner must sign the permit or a copy of the permit must be sent to him by certified mail, stating that the property lies within the 100 year flood plain.
- D. Fill out water and sewer tap application form
1. No building permit shall be issued unless adequate water and sewer services are available to the property, or suitable arrangements have been made for obtaining water and sewer service to the building site. **This should be resolved with the Community Development Coordinator before submitting plans.** Taps shall be paid for before issuing the building permit.
- E. Fill out driveway permit application
- F. Fill out non-residential sewer service application
- G. The following are the required building inspections
1. T-pole inspection
 2. Form inspection
 3. Ground plumbing inspection
 4. Electrical underground inspection
 5. Foundation inspection
 6. Paving/driveway inspection
 7. Water and sewer line inspection outside structure
 8. Framing inspection
 9. Plumbing top-out inspection
 10. Electrical rough-in inspection

11. Air conditioning & heating rough-in inspection
12. Insulation inspection
13. Plumbing final inspection, gas test, fixtures set
14. Electrical final inspection (switched, plugged and service built)
15. Air conditioning & heating final inspection (grills and outside unit set)
16. Building final inspection (smoke detectors, all interior, landscape drainage and driveway completed)
17. Landscaping according to City of Livingston Commercial Landscape Ordinance.

MAKE SURE THAT YOU ARE READY FOR INSPECTION BEFORE YOU CALL. IF THE JOB IS NOT READY, OR UPON ARRIVAL THE INSPECTOR CANNOT GET IN, A REINSPECTION FEE WILL BE CHARGED.

INFORMATION TO OBTAIN A NEW COMMERCIAL BUILDING PERMIT

Note: All applicants must go over this list and sign indicating that the plans were prepared in compliance with the City of Livingston requirements. Applicants shall check their plans against this list before submittal. If compliance is not possible, please indicate and explain.

BUILDING DIVISION:	ON PLANS	COMMENTS
1. 3 sets of building plans provided.		
2. Design structure in accordance with the International Building Code, 2009 Edition.		
3. Structural and foundation plans certified by a Licensed Engineer in the State of Texas.		
4. Energy Code compliance (Comcheck at www.energycodes.gov).		
5. Water and Sewer Tap Application filled out.		
6. Driveway Application filled out.		
7. Off street parking shown.		
8. Non-residential sewer service application filled out.		
9. Finish floor elevation shown.		
10. Show existing water and sewer mains and size.		
11. Show nearest fire hydrant location.		
12. Drainage plan by an engineer.		
13. Easements existing and proposed.		
14. Landscape plan according to the City of Livingston Landscape Ordinance.		
15. Flood plain procedures followed.		
16. A plat or replat shall be filed in accordance with the City of Livingston Subdivision Ordinance if the lot where the building permit is required is part of another tract of record. Plat requirements shall be made in compliance with the latest City and State regulations.		

REQUIRES REVIEW BY THE FIRE MARSHAL FOR ALL CONSTRUCTION EXCEPT FOR SINGLE FAMILY AND DUPLEXES.

FIRE DEPARTMENT:	YES	NO	INITIAL
1. Design of the structure in accordance with the International Fire Code, 2009 Edition, and all other City codes.			
2. Construction Type Used.			
3. Occupancy Group Classification.			
4. Occupant Load Calculation.			
5. Fire Protection System (Shop Drawings)			
6. Fire Alarm (Shop Drawings)			

SIGNATURE

DATE

TYPE AND COST OF BUILDING - ALL APPLICANTS MUST COMPLETE


1. TYPE OF IMPROVEMENT <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (IF RESIDENTIAL, ENTER # OF NEW HOUSING UNITS ADDED, IF ANY, IN PART 3.) <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR, REPLACEMENT <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> DEMOLITION (IF MULTIFAMILY RESIDENTIAL, ENTER # OF UNITS IN PART 3.) <input type="checkbox"/> MOVING (RELOCATION) <input type="checkbox"/> SIGN(S) <input type="checkbox"/> storage building	3. PROPOSED USE: _____ PREVIOUS USE: _____ RESIDENTIAL <input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILIES <input type="checkbox"/> ENTER # OF UNITS _____ <input type="checkbox"/> TRANSIENT HOTEL, MOTEL, DORM, <input type="checkbox"/> ENTER # OF UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER - SPECIFY _____ NON - RESIDENTIAL <input type="checkbox"/> AMUSEMENT, RECREATIONAL <input type="checkbox"/> CHURCH, OTHER RELIGIOUS <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> PARKING GARAGE <input type="checkbox"/> SERVICE STATION, REPAIR GARAGE <input type="checkbox"/> HOSPITAL, INSTITUTIONAL <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> SCHOOL, LIBRARY, OTHER <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> STORES, MERCANTILE <input type="checkbox"/> TANKS, TOWERS <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER - SPECIFY _____	4. PRINCIPAL TYPE OF FRAME <input type="checkbox"/> MASONRY (WALL BEARING) <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER - SPECIFY _____ 5. PRINCIPAL TYPE OF HEATING <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OTHER - SPECIFY _____	8. TYPE OF WATER SUPPLY <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY <input type="checkbox"/> PRIVATE (WELL OR CISTERN) 9. DIMENSIONS NUMBER OF STORIES _____ TOTAL SQUARE FEET OF SLAB AREA INCLUDING DETACHED GARAGES, PORCHES AND ADDITIONAL STORIES IF APPLICABLE _____ TOTAL LAND AREA, SQUARE FEET: _____
2. OWNERSHIP <input type="checkbox"/> PRIVATE (INDIVIDUAL, CORPORATION, NON-PROFIT INSTITUTION) <input type="checkbox"/> PUBLIC (FEDERAL, STATE OR GOVERNMENT)	6. TYPE OF MECHANICAL WILL THERE BE CENTRAL AIR? <input type="checkbox"/> YES <input type="checkbox"/> NO WILL THERE BE AN ELEVATOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	7. TYPE OF SEWAGE DISPOSAL <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY <input type="checkbox"/> PRIVATE (SEPTIC, TANK, ETC.)	10. NUMBER OF OFF-STREET PARKING SPACES ENCLOSED _____ OUTDOORS _____ 11. RESIDENTIAL BUILDINGS ONLY NUMBER OF BEDROOMS _____ NUMBER OF BATHS: FULL _____ HALF _____

COST	
BUILDING ONLY	\$ _____
OTHER COSTS NOT INCLUDED IN BUILDING COST:	
ELECTRICAL	\$ _____
PLUMBING	\$ _____
HEATING, A/C	\$ _____
OTHER (ELEVATOR, ETC.)	\$ _____
DEVELOPMENT (PARKING, WATER, SEWER, DRAINAGE, ETC.)	\$ _____
TOTAL :	\$ _____

DESCRIBE IN DETAIL PROPOSED USE OF BUILDING

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR BUILDING PERMIT

	<p style="text-align: center;"><u>APPLICANT MUST COMPLETE</u></p> <p>IF THE COST OF THIS PROJECT IS \$50,000 OR ABOVE, THE REGISTRATION NUMBER WITH T. D. L. R. ARCHITECTURAL BARRIERS IS REQUIRED.</p> <p>PROVIDE # EABPRJ _____</p>
<p style="text-align: center;">ASBESTOS SURVEY</p> <p><input type="checkbox"/> I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING RENOVATED AND/OR DEMOLISHED AND A COPY IS ATTACHED</p>	<p style="text-align: center;">FOR CITY USE ONLY</p> <p>NOTE: SUBJECT TO APPROVAL BY THE CITY ENGINEER.</p> <p style="text-align: center;">_____ IN _____ OUT OF FLOODPLAIN</p> <p>DATE: _____ INITIAL: _____</p>

IMPORTANT: Applicant MUST complete ALL items listed below.

LOCATION OF BUILDING:

ADDRESS: _____ SUBDIVISION: _____

LEGAL DESCRIPTION OF PROPERTY: _____ LOT _____ BLOCK _____

OWNER/LESSEE:

NAME: _____ PHONE #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR:

NAME: _____ PHONE # _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ARCHITECT/ENGINEER:

NAME: _____ PHONE # _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

THE OWNER/CONTRACTOR OF THIS BUILDING/UNDERSIGNED AGREES TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

SIGNATURE OF APPLICANT DATE

PRINTED NAME CONTACT NUMBER OF APPLICANT