

INFORMATION TO OBTAIN A NEW COMMERCIAL BUILDING PERMIT

Note: All construction projects must be designed in accordance with the City of Livingston adopted codes. Two sets of plans and all supporting documents, must accompany the application. If new water/sewer taps are required, please include the water & sewer tap application.

If the project cost is greater than \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) Architectural Barriers. Building permit fees are based on the valuation of project. The plan review fee is 1/2 of the permit fee and is required at the time of submittal. The remaining fees are due at permit issuance. Please contact our office for amount.

Please complete and submit the application and all necessary accompanying forms to the permit office located in the City Hall, 200 W. Church, Livingston Texas. The applicant will receive the City's written comments, and notification of any additional requirements, within 10 business days.

SUBMITTAL CHECKLIST	YES	NO	N/A
Is the property legally platted or subdivided? A permit may not be issued if the parcel where the building permit is required is part of another lot or tract of record.			
Is the property in a Floodplain? If yes, elevation certificate will be required.			
Asbestos survey (required on all additions to, alterations, of existing commercial buildings.			
Architectural Barriers # if project cost is more than \$50,000			
Civil drawings (site plan, utility plan, grading and drainage, SWPPP, etc).			
Code data: construction type, occupancy type, codes used, occupant load and area increase calculations if required.			
Occupant load calculation determined by the current adopted version of the International Building Code.			
Plot plan of proposed and existing structures with easements, driveways and set-backs shown.			
Structural plans designed for 100mph wind load, certified by an engineer licensed by the State of Texas			
Foundation plans certified by an engineer licensed by the State of Texas.			
Floor plan showing all existing and proposed construction with wall details.			
Finish floor elevation shown.			
Floor plan showing the location and type of fire extinguishers.			
Energy code compliance (COMcheck) as published on the US Dept of Energy website.			
Plumbing plan with details and specifications including riser diagram.			
Electrical plan with details and specifications including emergency lighting, exit signs, etc.			
Mechanical plan with details and specifications.			
Water and sewer tap application (if applicable)			
Driveway application (if applicable)			
Landscape plan in compliance with City of Livingston Code of Ordinances.			
Fire alarm plans, fire sprinkler plans (shop drawings) if applicable.			

SIGNATURE

DATE

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., the phone number is (936)327-4311.

Plan requirements:

1. All building permit applications must be accompanied by two (2) complete sets of plans by the owner, architect and/or engineer before the application can be considered for review.

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 2018 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.
13. Driveway information submitted.
14. Non-residential sewer service filled out (if applicable).

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.

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. Taps shall be paid along with building permit.



INSPECTIONS REQUIRED DURING CONSTRUCTION

CITY OF LIVINGSTON, TEXAS

(936)327-4311

Contractors are required to have the following inspections during construction and before they can obtain a certificate of occupancy. No work may proceed for a second stage unless inspections of the first stage is approved. A Certificate of Occupancy will be issued once the final inspections have been done. **There will be a fee of \$50 charged for the certificate, made payable to the City of Livingston and must be paid before occupancy can take place.** Licensed contractors (electric, plumbing, A/C) **MUST** be present for final inspections.

Project Address: _____

Project Name: _____ Permit Number: _____

INSPECTION TYPE	DESCRIPTION	DATE	INSPECTOR
FORM INSPECTION	BUILDING SET BACK /REQUIREMENTS		
GROUND PLUMBING	WATER, SEWER, UNDER SLAB		
FOUNDATION	REBAR, CONCRETE		
PAVING	FORMS, REBAR		
FRAME	STUDS, RAFTER JOIST IN PLACE & DRIED IN		
PLUMBING TOP OUT	WATER PIPE, WASTE & VENT LINES , GAS PIPE		
ELECTRICAL ROUGH	ELECTRICAL BOXES & WIRE RUN		
A/C & HEATING ROUGH	DUCT AND UNIT SET		
INSULATION	ENERGY CONSERVATION		
WATER & SEWER OUTSIDE STRUCTURE	PIPES IN GROUND AND TO GRADE		
PLUMBING FINAL INCLUDING GAS TEST	FIXTURES SET AND GAS VALVES ON WITH TEST		
ELECTRICAL FINAL	SWITCHED AND PLUGGED AND SERVICE BUILT		
A/C & HEATING FINAL	GRILLS AND OUTSIDE UNITS SET		
GRADING	SWALES AND DRAINAGE		
FIRE FINAL (ITEMS DONE WHERE APPLICABLE FOR PROJECT)	SPRINKLER SYSTEM, FIRE ALARM, SMOKE DETECTORS, KNOX BOX & KEYS, HOOD SYSTEM, SUPPRESSION SYSTEMS, EXIT SIGNS, EMERGENCY LIGHTING, FIRE EXTINGUISHERS, FDC SIGNS, UNDERGROUND FIRE MAINS, PRESSURE TEST & FUEL PRODUCT LINES		
BUILDING FINAL	ALL INTERIOR, DRIVEWAY, & LANDSCAPE COMPLETED		

THIS SCHEDULE MUST BE POSTED ON THE PROJECT SITE WITH THE BUILDING PERMIT AND MUST BE SIGNED BY THE CITY INSPECTOR AS WORK PROGRESSES.



DRIVEWAY AND CURB SPECIFICATIONS

- * Concrete curb and gutter within a street right-of-way, which is removed to allow access to a lot, must be cut at expansion joints in the designated curb area. It must be a clean saw-cut with at least two (2) dowels in each existing curb and gutter. There must be a minimum radius of ten feet (10') and a maximum radius of twenty (20') at the approach. A minimum thickness of six inches (6") is required at the area where the original curb and gutter was located. An expansion joint must be placed ten feet (10') from the street right-of-way or property line.

Minimum widths:	Residential	Commercial
	12'+	15'+

- * Open ditch driveways must have a minimum fifteen inch (15") culvert. All culverts must be ADS and size must be approved before installation and before the inspector will approve a permit.
- * All contractors must have two (2) inspections.
 1. Pre-Pour Inspection - This inspection must be done before concrete is poured at the site to ensure all Approach Construction Requirements are met.
 2. Final Inspection - This inspection verifies that the project has been completed properly.

To schedule an inspection call (936) 327-4311

- * Before the City will approve a permit, the owner or contractor must have a plan drawn to scale with sufficient dimensions showing the width of the proposed driveway, type of pavement surface, the location with respect to property lines, and all existing and proposed improvements including building locations, parking layouts, driveways, streets, sidewalks, drainage structures, utilities and trees greater than 15" circumference.



CITY OF LIVINGSTON
APPLICATION FOR BUILDING PERMIT

PROJECT LOCATION

911 Assigned Address: _____ Subdivision: _____ Lot: _____ Block: _____ Sec: _____

PROJECT INFORMATION

New Construction Addition/Remodel Manufactured Home Other Architectural Barriers EABPRJ#

Number of stories: _____ Total Sq Ft _____ Total Land sq Ft: _____ Asbestos Survey

Brief description of work:

Project Valuation \$ _____

OWNER INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

Email: _____

CONTRACTOR INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

Email: _____

POINT OF CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

Email: _____

How do you prefer to receive correspondence? Mail Email Pickup

The undersigned Owner Agent Contractor, has read all of the information contained in this application, agrees to conform to all applicable Federal, State and local laws and certifies the information provided is true and correct.

Signature

Printed Name

Date



WATER AND SEWER TAPS

Procedures for water and sewer taps:

- A. **APPLICATION** - Applicant shall complete an application for a new water and/or sewer tap using the form provided.
- B. **CITY ACTION** - The location will be evaluated for existing mains in the area. If existing mains are available to serve applicant's site without extensions charge, the applicant will be charged for the size and length of tap required for the proposed use, in accordance with the standard city water/sewer tap fee schedule. If extensions are required, a preliminary estimate will be worked up by the City. The applicant will then be notified of the charges, and at that time can pay the required cost so the City can proceed with the plans, or, the applicant can drop the tap application at no charge. A minimum of ten (10) working days must be allowed for tap estimates.
- C. **APPLICANTS NOTIFICATION** - After the application and the cost estimates are approved by the Community Development Coordinator, the applicant will be notified of the required charges. A minimum of fifteen (15) working days must be allowed for the completion of a tap once the tap fees are paid. If a line extension is required, time requirements will vary depending on the project location and size.
- D. All applicants for commercial sewer discharge connection shall be approved by our Public Works Director, as shown by the attached non-residential sewer service application.
- E. Service to tracts of land that are to be subdivided must be investigated by the owner's engineer if the water and/or sewer lines are not covering the entire frontage of the property.
- F. If the property is outside the city limits of Livingston, the application must be accompanied by a letter requesting annexation. The property has to be adjacent to the city limits to be considered.

**CITY OF LIVINGSTON, TEXAS
APPLICATION FOR WATER AND/OR SEWER TAP**

TYPE OF TAP

Commercial _____
Residential _____
Other _____

TAP SIZE

Water _____
Sewer _____
Irrigation _____
Fire _____

Building Permit Applied For _____
Irrigation Permit Applied For _____
Existing Structure _____

NAME _____

DATE _____

ADDRESS _____

PHONE _____

TAPS ARE REQUIRED AT: _____
(Please provide exact address, i.e., street no., lot no., block no.)

- Estimated charges shall be paid prior to tap construction.
- Any existing taps are the responsibility of the owner to locate. A fee of \$150 for each tap location by City will be charged.
- All Non-residential Applicants Must Complete the "Non-Residential Sewer Application".
- All deposits must be paid to the Utility Billing Department.
- Applicant shall be responsible for all tap charges. This is an estimate. Actual cost may vary and will be determined after completion. Unpaid balance will be billed to applicant.

Applicant's Signature

FOR OFFICE USE ONLY

WATER		SEWER	
Size Main: _____	Size Tap: _____	Size Main: _____	Size Tap: _____
Short Tap: \$ _____		Short Tap: \$ _____	
Long Tap: \$ _____		Long Tap: \$ _____	
Extension Charge: \$ _____		Extension Charge: \$ _____	
Meter Only: \$ _____		Meter Only: \$ _____	
Locating Fee \$ _____		Locating Fee \$ _____	
TOTAL ESTIMATED WATER TAP COST: \$ _____		TOTAL ESTIMATED SEWER TAP COST: \$ _____	
TOTAL ESTIMATED COST \$ _____			

NOTES:

- 1) Minimum of **10** working days to make estimate.
- 2) Minimum of **15** working days to complete work after taps are paid.
- 3) Forward "Non-Residential Sewer" form to Community Development for approval of sewer discharge, if applicable.
- 4) For application involving highway permits and/or main line extensions, Engineering Section shall be given workorder to proceed with the plans & permit from the Texas Department of Transportation.

Prepared and Approved by : _____