200 S. Main Blue Ridge, Texas 75424
Phone: (972) 752-5791 Fax: (972) 752-9160

Commercial Permit Application

Valuation: _____

Project Name: _____ Zoning District: _____

Project Address: _____ Square Foot: _____

Project Description: New ☐ Addition ☐ Remodel ☐ Finishout ☐

Sign ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Other ☐

Scope of Work: _____

IS THIS PROPERTY IN A FLOODPLAIN: ☐ Yes ☐ No *If yes, provide Flood Plain Certificate*

Owner Information: _____

Name: _____ Contact Person: _____

Address: _____

Phone #: _____ Mobile #: _____ Email: _____

Engineer	Contact Person	Phone Number	Email:
Architect	Contact Person	Phone Number	Email:
General Contractor	Contact Person	Phone Number	Contractor License Number ☐
Mechanical Contractor	Contact Person	Phone Number	Contractor LIcense Number ☐
Electrical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Plumbing Contractor	Contact Person	Phone Number	Contractor LIcense Number ☐

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by:		Date approved:	

Total Permit Fees: _____

Received By: _____

Date: _____

BV Project #: _____

Commercial Plan Review Checklist

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Project Address: _____ **Project Name:** _____

Prior to permit issuance, all properties must have an approved plat and site plan. Permit Application with an original signature must be complete and submitted with the following information:

_____ **(3) Site Plans to include:** (Must submit a filed plat of lot)
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North area and scale, Proposed structure and all existing buildings Existing and proposed location of utility poles, pad mounted transformers

_____ **(3) Landscape Site Plan**

_____ **(3) Parking lot layout plans**

_____ **(3) Grading plans**

_____ **Flood Plain Certificate, if applicable**

_____ **(2) Commercial Energy Code Compliance - (2012 IECC)**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

_____ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, mep design, construction details, window/door schedule

_____ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**

_____ **Driveway approaches and drainage culverts** - Engineered plans
(Driveways accessing State Highways require TXDOT permit)

_____ **TDLR #** - Architectural Barriers Registration (if $50,000.00 or over)

_____ **Asbestos Survey** (if demo or remodel)

_____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**

Commercial Submittal Requirements

200 South Main
Blue Ridge, Texas 75424
972-752-5791

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan [a]
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report[b]
12. Asbestos Survey (for renovation or demolition permits)[c]
13. Texas Department of Licensing and Regulation architectural barriers project registration information[d]

NOTE:

a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
b. U.S. Department of Energy, www.energycodes.org
c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

Bureau Veritas Contact Information

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.

Contractor Registration Form

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Today's Date _____

$75.00 Registration Fee

Contractors Select Only One:

☐ Alarm Provider	☐ Electrical	☐ Foundation	☐ Irrigation	☐ Sign
☐ Backflow	☐ Energy Insp.	☐ General Cont.	☐ Plumbing	☐ Well Drilling
☐ Concrete	☐ Fence	☐ Home Builder	☐ Pool	☐ Other
☐ Demolition	☐ Fire Sup	☐ HVAC	☐ Roofing	

COMPANY INFORMATION:

Company Name:		
Company Address:		
City:	State:	Zip:
Co. Phone Number:	Co. Fax:	
Email Address:		
Authorized Signature:		
Print Name:		

LICENSE INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone Number:	**Email:**	
License Type:	**License Number:**	
Expiration Date:		

INDIVIDUALS PERMITED TO PULL PERMITS
(Name & DL #)

_____

_____

_____

(Plumbers excluded from fee)

All applicants must provide the following at time of submittal:

- A legible copy of a Texas state trade license and valid Texas Driver's License or Photo ID.
- Proof of general liability insurance.
- Registration fee or renewal fee is $75.00. Not Transferable. Fees are not pro-rated.
- Registration for Plumbers, Electricians and HVAC contractors will expire same date as Master License.
- Inspections will not be performed and permits will not be issued to any individuals or companies who do not have a current registration with the Blue Ridge.