

**CITY OF PASADENA  
COMMERCIAL BUILDING PERMIT APPLICATION  
1114 Davis St., Pasadena, Texas 77506 (713) 475-5575**

PLEASE PRINT CLEARLY

CONTRACTOR COMPANY NAME: \_\_\_\_\_ PHONE : (\_\_\_\_) \_\_\_\_\_  
(BUILDING CONTRACTOR COMPANY BUSINESS NAME)

CONTRACTOR COMPANY ADDRESS: \_\_\_\_\_  
(City, State and Zip Code)

PROPERTY OWNER: \_\_\_\_\_ PHONE : (\_\_\_\_) \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_  
(City, State and Zip Code)

OCCUPANT NAME/AGENT: \_\_\_\_\_ PHONE : (\_\_\_\_) \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_  
(City, State and Zip Code)

DESCRIBE PROPOSED TYPE OF WORK \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_ PAVING SQ. FOOTAGE: \_\_\_\_\_

New Structure: Sq. Footage of Area Covered by roof: \_\_\_\_\_ (or) Remodeling: Sq Footage: \_\_\_\_\_

THE GRANTING OF A BUILDING PERMIT DOES NOT CONSTITUTE A DETERMINATION THAT THE PROPOSED CONSTRUCTION WILL OR WILL NOT VIOLATE ANY DEED RESTRICTION OR COVENANT APPLICABLE TO THE PROPERTY UPON WHICH THE CONSTRUCTION TAKES PLACE, NOR DOES IT AUTHORIZE ANY SUCH VIOLATION. I, \_\_\_\_\_ (PLEASE PRINT) AS OWNER OR AS AGENT FOR THIS PROPERTY CERTIFY THAT I HAVE REVIEWED ALL THE COVENANTS AND RESTRICTIONS APPLICABLE TO THIS LOCATION. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS OF THIS NOTICE.

SIGNATURE OF OWNER/APPLICANT: \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*PLAN CHECKING FEE (DUE IN ADVANCE) FOR COMMERCIAL PROJECTS IS A MINIMUM FEE OF \$100.00 OR 50% OF BUILDING PERMIT FEE UPTO A MAXIMUM FEE OF \$2000.00\*\*\*

Are any of the following involved? If so circle  
Food Service    Alcoholic Beverages    Boilers  
Other? (Identify) \_\_\_\_\_

PERMIT OFFICE USE ONLY

\_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

\_\_\_\_\_ AC / ENERGY: \_\_\_\_\_

\_\_\_\_\_ ELECTRICAL: \_\_\_\_\_

\_\_\_\_\_ PLUMBING: \_\_\_\_\_

\_\_\_\_\_ TRAFFIC: \_\_\_\_\_

\_\_\_\_\_ PUBLIC WORKS / DRAINAGE (SEE BELOW): \_\_\_\_\_

\_\_\_\_\_ HEALTH: \_\_\_\_\_

\_\_\_\_\_ PLANNING : \_\_\_\_\_

\_\_\_\_\_ FIRE MARSHAL: \_\_\_\_\_

\_\_\_\_\_ BUILDING: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_ ELEVATION CERTIFICATE REQUIRED FINISH FLOOR TO PUBLIC WORKS PRIOR TO CERTIFICATE OF OCCUPANCY ISSUANCE. TO BE DETERMINED BY PUBLIC WORKS.

REMARKS: \_\_\_\_\_

PERMIT COST \$ \_\_\_\_\_ SQUARE FOOTAGE \_\_\_\_\_ OCCUPANCY USE GROUP \_\_\_\_\_  
LESS PRF - \$ \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_ PLAN APPROVAL: \_\_\_\_\_

## **Questions must be answered before plan review is done**

### **Required code analysis information for commercial building application, based on the 2015 edition of the International Building Code.**

The purpose of this list of questions and requested information is to help expedite the plan review process and to aid in the navigation of the building code.

1. If project cost is over \$50,000, a letter of submittal for ADA compliance must be **attached to each set of plans**. No loose pages.
2. For expansions, additions, or new construction, provide a boundary survey by a Texas registered professional surveyor.
3. For all construction, provide a complete site plan, SWP3 (if applicable), life safety plan showing travel distance, area(s) of refuge, occupant loads per rooms, and exit capacities.
4. Which occupancy use are you declaring? (Chpt 3 pg 23)
5. Label all rooms in building(s).
6. Are you using mixed or separated occupancies? (Sect 508 pg 80)
7. List incidental use area. (Table 508.2 pg 80)
8. List construction type of building(s). (Chpt 6 pg 85)
9. List required fire rating of building components. (Table 601 pg 87)
10. List wall rating as required for distance separation to property line. (Table 602 pg 88)
11. Indicate the actual height, square footage, and total area of your proposed building.
12. What is the maximum area and height allowed per code? (Sect 503 pg 76)
13. List square footage of all paving area(s).
14. If open perimeter increase is used, include calculations. (Sect 506 pg 78)
15. Are you trying to make your project comply with the unlimited area provision? (Sect 507 pg 79)
16. Is your building required to have a sprinkler system, fire alarm or fire detection System? (Chpt 9 pg171)
17. If your corridor system required to be fire or smoke rated, include U.L. listing of walls and/or ceilings, and note on plans. (Table 1017.1 pg 222)
18. Attach the 2015 IECC comcheck to each set of plans, **no loose pages**.

## COMMERCIAL PROJECT FEE SCHEDULE

PER SQUARE FEET OF ALL AREA COVERED BY ROOF.....	\$ .20
MINIMUM BUILDING PERMIT FEE.....	\$100.00
CERTIFICATE OF OCCUPANCY .....	\$ 50.00
APPLICATION FEE.....	\$ 10.00

**PLAN CHECKING FEE (DUE IN ADVANCE) FOR COMMERCIAL PROJECTS IS A MINIMUM FEE OF \$100.00 OR 50% OF BUILDING PERMIT FEE UPTO A MAXIMUM FEE OF \$2000.00**

### CHECK LIST FOR SUBMITTING PLANS WHEN APPLYING FOR A COMMERCIAL PERMIT:

All drawings must be to scale and prepared by and bear the stamp and signature of a State of Texas registered design professional and must comply with the minimum design requirements of the 2015 International Building Code and all federal, state and local requirements. All structural conditions require the stamp / seal of a State of Texas Professional Engineer. Two (2) complete sets of plans and specifications must be submitted when making application. The plans must include the following items and information and must be separately bound to two (2) packages – “No Loose Pages will be accepted”.

1. SITE / CIVIL DRAWINGS SHOWING ALL PERTINENT INFORMATION SUCH AS:
  1. Boundary Survey – signed and sealed by State of Texas licensed Surveyor.
  2. Buildings on the property (new, proposed additions and existing) must be shown on site plan.
  3. Site plan should show all distances from property lines, set backs, easements or other buildings on that plot of ground (front, side and back).
  4. Driveways, approaches and sidewalks (provide details on site plan).
  5. Indicate site drainage with topography by Texas registered surveyor. Contact the Public Works Department for requirements.
  6. Include SWP3 (Erosion Control BMPs) if required by the size of the lot. Contact the Engineering Department for more information. **NOTE:** BMPs for erosion control during construction, addition or remodeling (such as silt fence, drain protection, etc.) are required to be in place before land is disturbed (any lot size).
2. DESIGN LOAD REQUIREMENTS
  1. As found in chapter 16 of the 2015 International Building Code.
  2. Structures must be designed for current wind load requirements in the appropriate exposure.
  3. City Ordinance requires wind strapping for wood construction.
3. DETAILS CONCERNING CONCRETE FOUNDATION
  1. Beam sizes, reinforcement clearances and spacing.
  2. Rebar, cable layout and wire required.
  3. Type of vapor barrier to be used.
  4. Fill to be used and compaction required.
  5. Signed and sealed by Texas registered professional engineer.

Notes: WOOD SILL AND BEAM FOUNDATIONS MUST BE DESIGNED AS PER CODE (wolmanized or treated components, termite shields, etc.). All vegetation, top soil and foreign materials must be removed within foundation walls.

4. DETAILS NEEDED CONCERNING STRUCTURAL / FRAMING
  1. Indicate all required design dead and live loads to include floors and roofs.
  2. Provide construction details for walls, floors, roofs, ceilings and shear conditions.
  3. Wood construction shall require:

- (a) Metal wind strapping not to exceed forty-eight (48") inches center to center from sill plate to rafter
  - (b) Details for shear and other specific structural conditions
  - (c) Lumber grades, species and allowable spans from an approved span table
  - (d) Wood contacting concrete must be treated.
  - (e) Indicate all fire blocking and draft stops required, such as at stairs, furr downs, fire places and etc...
  - (f) Include a header schedule and nailing schedule
  - (g) Indicate anchor bolts, purlins, rafters, joists, collar ties, wind bracing, strong backs; indicate pitch of roof members and any other pertinent bracing and show spacing.
  - (h) Metal items such as wind bracing straps, sill anchors, joist hangers, etc., need to have nailing requirements indicated
  - (i) Show details of cornice, beams or other items that may need clarification
4. Indicate the insulation that is to be used.
  5. Fireplace chimneys must observe the 10' out and 2' down rule.
  6. Masonry ties must be 22 gauge spaced 16" vertical and 32" horizontal minimum.
5. SHOW SUFFICIENT SECTION AND ELEVATIONS VIEWS.
  6. SAFETY GLAZING – Indicate all required locations.
  7. ELECTRICAL - Must comply with the 2017 Edition of the National Electrical Code and must comply with the City of Pasadena Electrical Amendments, also a *State of Texas Professional Engineer or Master Electrician prepared and "signed" load analysis and one-line diagram is required.* Any electrical job over 15KW must be designed and stamped by a Texas registered professional **Electrical Engineer**.
  8. PLUMBING - Must comply with the 2015 Edition of the Uniform Plumbing Code and the City of Pasadena Plumbing Amendments. *Riser diagram and load calculations required.*
  9. AIR CONDITIONING AND HEATING/IECC - Must comply with the 2015 Edition of the Uniform Mechanical Code, 2015 International Energy Conservation Code, and the City of Pasadena Mechanical Code Amendments. One copy of the IECC Comcheck form shall be attached to each copy of plans submitted for permitting. **Heat load calculations will accompany IECC Comcheck forms for all new construction or complete remodel.**

**Compliance with the IECC section above will require a third party IECC certified inspector, registered with the City of Pasadena Permit Department. The energy professionals shall certify with field inspections prior to cover and final that all areas of the IECC requirements have been met. A City of Pasadena Energy Conservation Compliance form, included in this package, shall be on file prior to cover and final inspection and before a Certificate of Occupancy is issued by the Permit Department.**

10. ACCESSIBILITY - Projects with a declared valuation in excess of \$50,000.00 dollars must provide proof of registration of the project with a third party certification program, per the State of Texas requirements. All projects must satisfy all required federal, state and local regulations for handicap / accessibility / architectural barriers.
11. DEMOLITION - Satisfy the requirements of the Texas Department of Health for Asbestos Abatement.
12. FIRE CODES – 2015 International Fire Code contact the Fire Marshal's Office for specifics.

## **REMODELING PROJECT OR LEASE IMPROVEMENTS / BUILD OUTS:**

If submitting an application for a remodeling project or lease buildout, include in the drawings, a key plan(s) showing the location of the project in the existing structure. As a bare minimum, you must reference established fire walls, rated corridors that are to be used as a means of egress, handicap restroom facilities that are to be used in lieu of having them offered in the lease space, distance of travel, tenant separation ratings and any other information that you feel may be pertinent in aiding the plan checker in evaluation of your project drawings. Note previous use group and construction type. Provide a site plans showing drainage, additions to building, landscaping and parking spaces. For any small project part of a larger development, a SWP3 is required; call the Engineering Department for more information.

## **HARRIS COUNTY FLOOD CONTROL REQUIREMENTS:**

Should your project fall under the jurisdiction of the Harris County Flood Control District, proof of approval must be filed and approved with the Director of Public Works' office.

*Contact the Public Works Department directly for clarifications of this requirement.*

## **REJECTION OF PLANS:**

**Failure on the applicant's part to provide all necessary submittal and project specific requirements for all of the City of Pasadena Departments will result in a project permit "Rejection" and would require corrections and a resubmittal with corrected revisions of the original drawing packages for approval review.**

**The applicant is required to provide an itemized summary of corrections based on the letter of "Reasons for Rejection". If the rejection corrections result in a new revision of a sheet that was previously reviewed by the City of Pasadena, before "resubmittal", the applicant will need to fold over the lower right hand corner of the sheet that is no longer valid and staple it. Then place the new revised sheet with the corrections directly behind it and highlight all corrections. "No loose pages will be accepted". Do not remove or omit previously marked pages as this will result in your plans being required to go through all required departments again.**

## **ORIGINAL APPLICATION MUST ACCOMPANY REVISED PLANS AT TIME OF RESUBMITTAL.**

*The information in this package is the minimum Commercial Project application requirements for the City of Pasadena Permit Department*

*For specific permit submittal requirements and clarifications of other Departments of the City of Pasadena - Refer to the contacts provided in the City of Pasadena Commercial Development Letter.*

**NOTE:** Any construction, remodeling, addition, etc. should have good environmental practices to prevent erosion. No mud, silt, sand or any other building or gardening materials should be left by the curb or exposed to rain or wind. It is unlawful to commit or allow any of the following acts: blow, sweep, throw, deposit or store in a manner which would allow to wash or flow into the municipal storm sewer system any straw, hay, grass clippings, trees, limbs, trimmings, weeds, branches, leaf litter, dirt, other fill materials, construction materials, demolition materials,

garbage, debris or any other substance.

## ***Commercial Development Information***

The following is a list of departments if you need specific questions answered concerning commercial development requirements.

1. Contact the Public Works Department for letter of availability, utilities, detention, base flood elevation verification, drainage requirements, erosion and pollution control requirements and address number size requirements. They also provide information about all sewer taps, water taps, water meters, fire line taps and boring including location and fees associated with these items.
2. Contact the Planning Department for clarification of deed restrictions, platting, parking, and landscaping requirements. Discuss possible setback requirements for future right of way expansion on major streets and collector streets.
3. Contact the Health Department for clarification of health related questions.
4. Contact the Fire Marshal's Department, for clarification of their requirements.
5. Contact the Sign Department for clarification of signage requirements.
6. Contact the Traffic Department, for clarification of their requirements.
7. Contact the Permit Department for information regarding licensing requirements of such items as alcohol sales, auto sales, auto salesmen, gaming equipment, dance hall, house movers, fire alarms and mobile home parks.
8. Contact the Electrical Inspectors, Plumbing Inspectors, HVAC and Energy Code Inspectors, Sign Inspectors, Commercial Building Inspector to get specific answers in their related field. The inspectors can be contacted by phone between 8-8:30 am and 4-5 pm.
9. Contact Commercial Plans Examiner or the Permit Department, for guidance in obtaining general information such as fees, plan requirements.

All Department and persons mentioned above can be reached by calling 713-477-1511.

City of Pasadena



## 2015 International Energy Conservation Code Compliance Form

The City of Pasadena Permit Department will require compliance with the International Energy Conservation Code, per State of Texas law mandating the same. This form must be signed by a Certified Professional in the 2015 International Energy Conservation Code, and shall be registered with the Permit Department of the City of Pasadena.

A **cover** and **final** energy inspection form must be provided to the Permit Department for review and approval. The Building Permit Department will not allow occupancy to take place prior to satisfying this requirement.

**The 2015 IECC governs any structure that has utility services. This includes all permitted building, electrical or mechanical projects with new construction, additions, remodel or a change of occupancy that will affect the energy load.**

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### **Cover or Final Inspection Compliance Information**

(circle one)

Project Address \_\_\_\_\_  
Permit Number \_\_\_\_\_  
Owner \_\_\_\_\_

I hereby certify that the identified project has been inspected by me, and is in compliance with all relative code requirements of the 2015 International Energy Conservation Code.

Name of Energy Inspector \_\_\_\_\_

Signature \_\_\_\_\_

Certification Number \_\_\_\_\_

Please include HERS RATING Inspector final inspection report \_\_\_\_\_

