



**Hillsboro** TEXAS

# **COMMERCIAL CONSTRUCTION PACKET**

## **ADOPTED CODES\***

**EFFECTIVE JANUARY 2, 2006**

**International Building Code 2003**

**International Existing Building Code 2003**

**International Fire Code 2003**

**International Residential Code 2003**

**International Plumbing Code 2000**

**International Mechanical Code 2000**

**International Energy Conservation Code 2000\*\***

**National Electrical Code 1999**

**\*Local amendments available upon request**

**\*\*Effective March 1, 2005**

**Commercial Building Permit Application**

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Contractors	Contractor Name	Address	City, State, Zip	Phone
General				
Electrical				
Plumbing				
Mechanical				

**TYPE OF WORK:**     Addition             Alteration/ Remodel     Approach             Driveway  
 Fence                     Parking Lot             Storage Building     New const.

Description of Work (please be specific): \_\_\_\_\_  
\_\_\_\_\_

Existing Business: \_\_\_\_\_ Valuation of Work: \$ \_\_\_\_\_

Type & Use of Business: \_\_\_\_\_ Square Footage of Project: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Dwelling Units (for apartments): \_\_\_\_\_

Gas Required:  YES  NO      Fire Sprinkler:  YES  NO      Fire Alarm:  YES  NO

**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.** \_\_\_\_\_

(INITIAL HERE)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Plan Review Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

Contact Name (Please Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\*\*\*\*\*Office Us Only\*\*\*\*\*

Comments: \_\_\_\_\_  
\_\_\_\_\_

Zoning: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Hillsboro – 214 E. Elm – Hillsboro, TX 76645 – 254-582-3341 – cd@hillsborotx.org**

**REQUIRED SUBMITTALS  
FOR COMMERCIAL PERMITS**

Rev. April 2010

1. **Application.** Provide a fully completed copy of Commercial Permit Application Form. Copy of application form is available in this packet. Photocopies may be made.
2. **Check for amount of permit fee.** There is a separate plan review fee. Applications will not be processed or reviewed until fee is collected.
3. **Accessibility Compliance.** TDLR TAS Project Number is required for projects valued at or greater than \$50,000.00 indicating the project has been submitted for accessibility review.
4. **Energy Conservation.** Provide an Energy Conservation plan review/report.
5. **Asbestos Certification.** An Asbestos Certification Survey is required for all renovations or demolitions
6. **Construction Plans.** Three (3) sets / Four (4) sets if application includes food handling or preparation, day care or public/semi-public pool facilities. One (1) set will be returned to you and must be provided on site for all inspections. All plans must be prepared and sealed by design professionals where required by state law. Each set of plans, depending on the size and nature of the project should include the following elements:
  - Site Plan. See further information in this packet with regard to specific requirements for the site plan. Site plan is required for tenant finish-out to show location of space in building.
  - Foundation plan
  - Floor plan
  - Exterior and interior elevation plan
  - Structural Plan
  - Door and window schedules
  - Details
  - Plumbing, mechanical and electrical plans and risers
  - Kitchen equipment plans for any food handling facility
7. **Site Plan details.** The Site Plan shall be drawn to scale and shall include the following information:
  - Location of existing building(s) and structures and whether these will be demolished or remain.
  - Location of proposed building(s) and structures.
  - On- and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
  - Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
  - Grading Plan.
  - Owner's name, address, and phone number.
  - Design firm, contact person, address, and phone number.
  - Zoning (list special conditions, height/setback area regulations).
  - Setbacks as required by zoning.
  - Lot area (acreage and square footage).
  - Building square footage (for each floor).
  - Building height (stories and feet).
  - Type and location of exterior lighting.
  - Concrete sidewalks.
  - Landscaping plans.
  - Dumpster and trash compactor locations and screening.
  - Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property
  - Indicate adjacent property subdivision name/owner, property lines, zoning.

## COMMERCIAL REQUIRED INSPECTIONS

Following are the basic inspections which may be required on a given Commercial Project. There may be additional inspections required based on the nature of your particular project.

\_\_\_\_\_ Temporary Power Pole

\_\_\_\_\_ Electric Underground

\_\_\_\_\_ Plumbing Rough

\_\_\_\_\_ Water Service

\_\_\_\_\_ Yard Sewer

\_\_\_\_\_ Gas Wrap

\_\_\_\_\_ Footing/Pier

\_\_\_\_\_ Stem wall

\_\_\_\_\_ Slab

\_\_\_\_\_ Rough Mechanical

\_\_\_\_\_ Rough Electric

\_\_\_\_\_ Grease Interceptor

\_\_\_\_\_ Sand/Oil Separator

\_\_\_\_\_ Plumbing Top-Out

\_\_\_\_\_ Rough Gas Pipe Test

\_\_\_\_\_ Fireplace

\_\_\_\_\_ Framing

\_\_\_\_\_ Energy Rough/Insulation

\_\_\_\_\_ Veneer

\_\_\_\_\_ Drywall Nailing Inspection

\_\_\_\_\_ Final Mechanical

\_\_\_\_\_ Final Electric

\_\_\_\_\_ Final Plumbing

\_\_\_\_\_ Final Fireplace

\_\_\_\_\_ Final Energy

\_\_\_\_\_ Final Building

## **CROSS CONNECTION CONTROL**

A Reduced Pressure Zone Backflow Prevention Device shall be installed, if any of the following applications are utilized in the structure being supplied water by the city:

- Aircraft maintenance facility
- Amusement parks
- Automotive plants
- Automated film processor
- Autopsy facilities
- Auxiliary water systems
- Beverage bottling plants
- Boilers
- Breweries
- Buildings with sewer ejectors
- Buildings with water storage tanks, or non-potable water sources
- Canneries
- Car wash facilities
- Carbonated drink fountains
- Centralized heating and air conditioning plants
- Chemical compounding or treatment plants
- Chemical plants using a water process
- Chemical manufacturing or processing plants
- Chemical treatment lawn application systems
- Chemically treated fire sprinkler systems
- Cold storage plants
- Colleges and high schools (public and private)
- Commercial laundries and dry cleaning facilities
- Convalescent homes
- Cooling systems
- Creameries
- Dairies
- Dental offices
- Dye works
- Fabricating plants
- Film laboratories
- Food canning or processing facilities
- Gas production, storage or transmission facilities
- Gravel plants
- Hospitals
- Industrial processes using water to clean or manufacture products
- Laboratories
- Landscape nurseries
- Laundromats
- Manufacturing plants
- Meat processing or packaging plants
- Medical clinic
- Metal plating, processing, manufacturing, cleaning or fabricating industries
- Missile plants
- Morgues or Mortuaries
- Motion picture studios
- Nursing homes
- Petroleum processing plants
- Sanitariums
- Sewerage lift or grinder stations
- Steam generating plants, Solar energy systems, Veterinary clinics

## **SPECIAL INSPECTIONS**

Special inspections are required as prescribed in Chapter 17 of the 2003 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Chief Building Official. The following require special inspection: structural steel construction including welding and high-strength bolting, concrete construction, structural masonry construction, designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material, smoke control systems and other as determined by the Chief Building Official. These inspections are in addition to those performed by City of Hillsboro personnel.

## **COMPLIANCE WITH THE TEXAS ARCHITECTURAL BARRIERS ACT**

The provisions of the Texas Architectural Barriers Act (TABAA) are intended to encourage and promote the rehabilitation of persons with disabilities and eliminate, insofar as possible, unnecessary barriers encountered by persons with disabilities, whose ability to engage in gainful occupations or to achieve maximum personal independence is needlessly restricted. The TABAA mandates accessibility in publicly and privately funded buildings and facilities, as well as privately funded buildings and facilities leased or occupied by state agencies. It applies to temporary or emergency construction in addition to permanent construction. The statute requires that construction documents covering subject facilities be submitted for review if the estimated construction costs are \$50,000 or more; however, compliance is required regardless of the construction costs. Responsibility for submitting construction documents lies with architects, engineers, interior designers and landscape architects with overall responsibility for design of the building or facility required to comply. In the absence of a registered design professional, the owner is responsible for submitting the construction documents. The Texas Department of Licensing and Regulation (TDLR) is obligated to report to the respective registration board any design professional who fails to submit construction documents within the designated time period. **THE CITY OF HILLSBORO CAN NOT ISSUE A BUILDING PERMIT UNLESS PROOF OF THE SUBMISSION IS PRESENTED.** Building owners are responsible for having the required inspections performed within one year of completion of construction. Failure on the part of a building owner to comply may result in administrative penalties not to exceed \$5,000 for each violation, per day.

### **U.S. Department of Justice Equivalency Certification**

On September 23, 1996, the U.S. Department of Justice certified that the Texas Accessibility Standards (TAS) meet or exceed the new construction and alterations requirements of Title III of the Americans with Disabilities Act (ADA).

### **Texas Department of Licensing and Regulation**

Architectural Barriers Section  
P.O. Box 12157  
Austin, Texas 78711  
(877) 278-0999 (Toll Free in Texas)  
(512) 463-3211  
[www.license.state.tx.us](http://www.license.state.tx.us)

## **AMERICANS WITH DISABILITIES ACT**

The City of Hillsboro has not undertaken and cannot undertake a review to determine the compliance of plans with the AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) and its requirements. For information regarding the ADA, please contact:

U.S. Department of Justice  
Civil Rights Division  
Coordination and Review  
PO Box 6618  
Washington, DC 20035-6118  
(202) 514-0301  
(202) 514-0381 (T.D.)