



**CITY OF STEPHENVILLE  
APPLICATION FOR COMMERCIAL BUILDING PERMIT  
BUILDING INSPECTION DEPARTMENT**

1. JOB ADDRESS \_\_\_\_\_ CITY OF STEPHENVILLE USE \_\_\_\_\_
2. LEGAL DESCRIPTION \_\_\_\_\_ RECEIVED \_\_\_/\_\_\_/\_\_\_ M.
3. STRUCTURE TYPE: [ ] WOOD-FRAME-BRICK VENEER APPROVED \_\_\_/\_\_\_/\_\_\_ M.  
 [ ] METAL [ ] WOOD-FRAME-WOOD SIDING  
 [ ] CONCRETE BLOCK [ ] PARKING LOT CONTACTED \_\_\_/\_\_\_/\_\_\_ M.  
 [ ] OTHER (DESCRIBE) \_\_\_\_\_
4. CLASS OF WORK: [ ] NEW [ ] ADDITION [ ] ALTERATION [ ] REPAIR [ ] MOVE [ ] DEMO
5. USE OF STRUCTURE (be specific) \_\_\_\_\_
6. STRUCTURE DESCRIPTION: OFFICE SPACE..... SQ.FT.  
 STORAGE OR WAREHOUSE SPACE..... SQ.FT.  
 PUBLIC OR RETAIL SPACE ..... SQ.FT.  
 OTHER ..... SQ.FT.  
 TOTAL ..... SQ.FT.
7. BUSINESS NAME (If Applicable) \_\_\_\_\_
8. VALUATION (Include Materials and Labor, Do not include real estate) \$ \_\_\_\_\_
9. PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 ADDRESS \_\_\_\_\_
10. GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 ADDRESS \_\_\_\_\_
11. SUB-CONTRACTORS: ELECTRICAL \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 PLUMBING \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 MECHANICAL \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 OTHER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_
12. ARCHITECT \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 STRUCTURAL ENGINEER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 MECHANICAL ENGINEER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 ELECTRICAL ENGINEER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_  
 CIVIL ENGINEER \_\_\_\_\_ PHONE \_\_\_/\_\_\_/\_\_\_
13. INCLUDED WITH APPLICATION: [ ] SITE PLAN [ ] ENGINEERED DRAINAGE PLANS  
 [ ] BUILDING PLANS [ ] ENGINEERED BUILDING PLANS

**NOTICE- PLEASE READ BEFORE SIGNING**

A MINIMUM 48-HOUR REVIEW PERIOD BEGINS AT 9:00 A.M. ON THE DAY FOLLOWING RECEIPT OF THIS APPLICATION. NO WORK SHALL BE PERFORMED, NOR ANY FEE ACCEPTED UNTIL A PERMIT HAS BEEN ISSUED.

14. APPLICANT SIGNATURE \_\_\_\_\_

## COMMERCIAL / INDUSTRIAL STRUCTURES

Prior to the issuance of a Building Permit, the following items should be submitted in the office of the Building Inspector with an Application for Building Permit. After receiving the necessary items, a review period consisting of a minimum 48 hours will be necessary for the staff to review the application.

1. A scale drawn\* site plan containing the following:
  - a. All lot lines and lot dimensions
  - b. All existing and proposed structures
  - c. Distances between lot lines and buildings ( existing and proposed)
  - d. Distances between buildings
  - e. Finished floor elevations
  - f. Proposed routing of drainage water showing all drainways, curbs, retaining walls, etc.
  - g. All required parking spaces and loading areas
  
2. A scale drawn\* plan of the building containing the following:
  - a. All exterior walls and dimensions
  - b. All interior walls and partitions
  - c. Location of all plumbing fixtures, HVAC units and electrical appliances
  - d. Location and specifications of grease traps, sand traps, etc., where required
  
3. Engineered drainage plan.
  
4. If construction cost is over \$50,000.00, must have project number assigned by the Texas Department Of Licensing and regulation confirming the project has been registered for compliance with Texas Accessibility Standards.
  
5. Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules(TAHPR) and the National Emission Standards for Hazardous Air Pollutants(NESHAP)? Yes \_\_\_\_\_ No\* \_\_\_\_\_

Date of survey: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

TDH Inspector License No. \_\_\_\_\_

\*If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Stephenville.

6. As of April 1, 2004 please provide a site plan and a floor plan on cd for all commercial and multi-family structures.

NOTE: Under certain conditions, some or all of the following may be required:

- a. Structural engineering as per TEPA rules
- b. Other items as may be required by the Staff

\*To a common engineer's scale for site plans, and a common architect's scale for building plans.