



## **COMMERCIAL BUILDING PROJECT SUBMITTALS and REVIEW PROCESS**

In an effort to reduce the time between the submitting of the application for a building permit and permit issuance, the Del Rio City Hall Annex Development Services Departments has the following plan submittal and review process for new construction, addition or alterations as well.

It is very important that plans, specifications, and the application submitted for review contain all the information requested. Incomplete or inadequate plans will be required to be resubmitted and will be reviewed according to the time and date of the 2nd submittal. Please note: multiple reviews will require additional plan review fees.

Extremely large or difficult plans are reviewed in a timely manner according to the date of submission, (excluding weekends and holidays)

\*Planning & Zoning requirements may require additional time if platting, zone change, variances, or special permits are required.

As stated in the *January 2, 2002 Texas Engineering Practice Act*, any construction, enlargement, alteration, or repair to a building with the total square footage over 5000 square feet, or a building with a free span over 24 feet, is required to be designed by a licensed engineer and, as evidence, must show the seal and signature of the engineer.

As stated in the *Texas Board of Architectural Examiners Regulation of the Practice of Architecture*, any building such as a building with more than 2 stories, or over 20,000 square feet must show the seal and signature of the architect. Also, if the building is considered a "public building" (public building meaning any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas) it may be required to show the seal and signature of the architect.

A copy of the asbestos survey must be provided indication a survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emissions Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being renovated and/or demolished. For more information contact the Texas Department of Health at 1-800-572-5548 or visit their website at [www.tdh.state.tx.us/beh/asbmain.htm](http://www.tdh.state.tx.us/beh/asbmain.htm) .If you have any other questions concerning a commercial project please do not hesitate to call on us for assistance at (830-774-8553 / 830-774-8531)



## City of Del Rio Commercial Check List

CODE REF: 2015 INTERNATIONAL BUILDING CODE

### CONSTRUCTION DOCUMENTS CHAPTER 1

**CONSTRUCTION PLANS** – Three (3) sets Four (4) sets if application includes food establishment, day care, or public /semi-public pool facilities). Two (2) set will be returned to you and must be displayed on the project site for all inspections.

**\*Notes: Finished Commercial Plans should include a minimum 1/4" = 1' scaled drawings.**

**Plans must be prepared by a design professional as required by Texas State Law.**

- Planning & Zoning Review \* **Note:** New Commercial projects must complete a separate Site Plan Review prior to submitting for the Building Permit Review – Please see Site Plan Review Application/Checklist contact Planning & Zoning for additional information on this process at 830-774-8524 or 830 -703-5309
- Project Address on documents
- Professional Designer/ Architect / Engineer seal Information
- Landscaping plan to City Of Del Rio Ordinance requirements.
- Asbestos Survey Information page 6
- Plans are designed under 2015 I-Codes.
- Plans are designed under 2014 NEC.
- Comcheck IC3/Energy Code
- Plot Plans (Site Plans)
- Plans to scale
- Foundation Plans / Detail
- Floor Plans
- Roof Plans / Detail
- Elevations
- Sections and Detail
- Architectural
- Structural / detail
- M.E.P. Plans

## **BUILDING PLANNING DESIGN**

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Occupancy Type                         | Chapter 3                     |
| <input type="checkbox"/> Construction Type                      | Chapter 6                     |
| <input type="checkbox"/> Allowable Height                       | Chapter 5                     |
| <input type="checkbox"/> Allowable Area                         | Chapter 5                     |
| <input type="checkbox"/> Bldg. Size                             | Sq. Ft.                       |
| <input type="checkbox"/> Occupancy Load                         | Chapter 10                    |
| <input type="checkbox"/> Mix Occupancy                          | Chapter 5                     |
| <input type="checkbox"/> Sprinkler System                       | Chapter 9                     |
| <input type="checkbox"/> Fire Alarm System                      | Chapter 9                     |
| <input type="checkbox"/> Distance of Travel to Exit             | Chapter 10                    |
| <input type="checkbox"/> # Of Exits required                    | Chapter 10                    |
| <input type="checkbox"/> Exit Width                             | Chapter 10                    |
| <input type="checkbox"/> Min. Corridor/Aisle Width              | Chapter 10                    |
| <input type="checkbox"/> Dead End Corridor                      | Chapter 10                    |
| <input type="checkbox"/> Plumbing Fixtures required             | Chapter 29                    |
| <input type="checkbox"/> Separation requirements                | Chapter 5                     |
| <input type="checkbox"/> Rated Assemblies                       | floor/wall/ceiling assemblies |
| <input type="checkbox"/> Firestop / Fire Block Assemblies       | Chapter 7                     |
| <input type="checkbox"/> Draftstopping Attics, floor assemblies | Chapter 7                     |
| <input type="checkbox"/> Door/Window Schedule, ratings          |                               |
| <input type="checkbox"/> Insulation R-Value and Installation    | (Building Envelope)           |

## **ACCESSIBILITY CHAPTER 11**

- Texas Accessibility Standards permit form page 3
- Exterior Accessible routes
- Parking spaces
- Accessible Entrances
- Accessible Means of Egress
- Interior Accessible Route
- Signage / Detail / heights
- Ramps / Detail

- **This handout is not intended to cover all items required by the City of Del Rio, but it is to serve as a guide to help you understand frequently asked questions. “ALL WORK IS SUBJECT TO FIELD APPROVAL. The City of Del Rio has a web site for your viewing at [www.cityofdelrio.com](http://www.cityofdelrio.com)**



**PERMIT APPLICATION FORM  
COMMERCIAL**

City of Del Rio  
Code Compliance Department  
109 W. Broadway (mailing address)  
114 W. Martin (street address)  
Tel: (830) 774-8553  
Fax: (830) 703-5305

(Please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> COMMERCIAL          | <input type="checkbox"/> STORAGE SHED  |
| <input type="checkbox"/> NEW                 | <input type="checkbox"/> CARPORT       |
| <input type="checkbox"/> REMODEL             | <input type="checkbox"/> RE-ROOFING    |
| <input type="checkbox"/> ADDITION/ALTERATION | <input type="checkbox"/> MISCELLANEOUS |

PLEASE PRINT CLEARLY, COMPLETE ALL REQUESTED INFORMATION

<b>Project Address:</b>			<b>Project Title:</b>																																																		
<b>Subdivision</b>		<b>Lot</b>	<b>Block</b>																																																		
<b>Property Owner:</b>		<b>Owner's Address:</b>																																																			
<b>Phone No.</b> (      )		<b>City</b>	<b>State</b>	<b>Zip Code</b>																																																	
<b>T.A.S. Registration No:</b>		<b>Asbestos Abatement Survey Date:</b> _____ <small>A Copy of Survey is Required for Commercial Remodeling/ Demolition Projects</small>																																																			
<b>Contractor's Name:</b>		<b>Address:</b>		<b>Phone Number:</b>																																																	
<b>Registration No. /State License No:</b>		<b>License Type</b>		<b>City Business License No.</b>																																																	
<b>Architect/Designer Name:</b>	<b>Address:</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>																																																
<b>State License Number:</b>	<b>Phone Number:</b>		<b>Fax Number:</b>		<b>Other:</b>																																																
<b>Detailed Scope of Work:</b>																																																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Total Bldg Sq. Ft.</td> <td style="width:15%;"></td> <td style="width:15%;">Heated Area Sq Ft.</td> <td style="width:15%;"></td> <td style="width:15%;">Other Sq Ft.</td> <td style="width:15%;"></td> </tr> <tr> <td># of Units</td> <td></td> <td># of Buildings</td> <td></td> <td># of Stories</td> <td></td> </tr> <tr> <td>Construction Type</td> <td></td> <td>Occupancy Description</td> <td></td> <td>Sprinkler/Alarm System</td> <td>Yes/ No</td> </tr> <tr> <td>#of Bedrooms:</td> <td></td> <td># of Bathrooms</td> <td></td> <td>Flood Zone</td> <td><input type="checkbox"/> yes <input type="checkbox"/> no</td> </tr> <tr> <td>Garage</td> <td></td> <td>Sq. Ft</td> <td></td> <td>Foundation Type</td> <td></td> </tr> <tr> <td>Ext. Wall Cover:</td> <td></td> <td>Roof Type</td> <td></td> <td>Interior Wall Cover</td> <td></td> </tr> <tr> <td>R-Value Walls</td> <td></td> <td>R-Value Ceiling</td> <td></td> <td>R-Value Floor</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>HVAC System Type/BTUs</td> <td></td> </tr> </table>						Total Bldg Sq. Ft.		Heated Area Sq Ft.		Other Sq Ft.		# of Units		# of Buildings		# of Stories		Construction Type		Occupancy Description		Sprinkler/Alarm System	Yes/ No	#of Bedrooms:		# of Bathrooms		Flood Zone	<input type="checkbox"/> yes <input type="checkbox"/> no	Garage		Sq. Ft		Foundation Type		Ext. Wall Cover:		Roof Type		Interior Wall Cover		R-Value Walls		R-Value Ceiling		R-Value Floor						HVAC System Type/BTUs	
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<b>Project Valuation: \$</b> _____																																																					

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced. **All permits require final inspection.**

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. After close review of this application, I further certify that the information provided is true and correct to the best of my knowledge. The work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of a permit does not presume to give authority to violate or cancel the provisions of any Federal, State, or Local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Contractor or Authorized Agent      Please Print Name      Date      Phone Number

**Proof of Plan Submittal to Texas Department of Licensing and Regulation (TDLR) for Texas Accessibility Standards (TAS) Review**

**City of Del Rio, Code Compliance Department**

**Project Address:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**On application to a local governmental entity for a building construction permit related to the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, section 5(k) – Senate Bill 959**

**I hereby certify that I comply with the requirements of Article 9102, Section 5 (k) and have submitted plans and specifications for Texas Accessibility Standards (TAS) review to TDLR as required or this project exempt.**

\_\_\_\_\_  
**Signature of owner or Authorized Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**TDLR Project Number**  
**(May be obtained at <http://www.license.state.tx.us>)**  
**Or reason for exemption:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Asbestos Survey Information

Asbestos Survey Texas Department of Health, <http://www.tdh.state.tx.us>  
1-800-572-5548 or 1-512-834-6610

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standard 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 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 Del Rio.

A copy of survey must be submitted to the City of Del Rio Code Compliance Dept.