

# COMMERCIAL BUILDING PERMIT APPLICATION

City of Azle

505 W. Main, Azle, TX 76020 \* P.O. Box 1378, Azle, TX 76098

(817) 444-2541 \* Fax: (817) 444-7319

Email: [permits@cityofazle.org](mailto:permits@cityofazle.org)

Permit Number: \_\_\_\_\_

Job Address			
Legal Descr.	Lot No.	Block	Subdivision
Property Owner		Mail Address	City, State Zip
Home Phone		Cell Phone	Fax Number
Building Contractor		Mail Address	City, State Zip
Office Phone		Cell Phone	Fax Number Email
Class of Work:		Cost of construction	
<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Move <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Remove			
Description of work:			
Square Footage: _____ First Floor    _____ Second Floor    _____ Total _____ Garage    _____ Covered Porch/ Patio    _____ Total Under Roof			

### REQUIRED SUBMITTALS

<input type="checkbox"/> 3 complete sets of construction plans	<input type="checkbox"/> 3 Site Plans showing structure(s) new and existing	<input type="checkbox"/> Foundation Plans with original Engineer seal shown
<input type="checkbox"/> Tree Survey (if applicable)	<input type="checkbox"/> Landscaping Plan (if applicable)	<input type="checkbox"/> Commercial construction over \$50,000.00
<input type="checkbox"/> 2015 Energy Code Compliance Report	TDLR# _____	

Plumbing Contractor	Mail Address	City, State	Zip
Office Phone	RMP Lic Number	Contact Name	Cell Phone

Electrical Contractor	Mail Address	City, State	Zip
Office Phone	State Lic Number	Contact Name	Cell Phone

Mechanical Contractor	Mail Address	City, State	Zip
Office Phone	State Lic Number	Contact Name	Cell Phone

### NOTICE

**ALL PERMITS REQUIRE FINAL INSPECTION.**

This 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.

I hereby certify that I have read and examined this application and know the same to be true and correct. Type of work will be complied with whether specified herein 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 Contractor or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt Number \_\_\_\_\_



## New Commercial Submittal Requirements

- Plans and associated documentation to be submitted in pdf format.

### **Site Plan**

- Property Lines and Dimensions
- Easements
- Building locations
- Separation distance from all structures and property lines
- Street and Streets fronting property
- North arrow and scale

### **Structural Plans**

- Types of materials used
- Size & Spacing of framing members
- Ceiling joists/truss layout
- Foundation Plan
- Windbracing/Shear Wall Plans

### **Electrical Plans**

- Electrical layout
- Light fixtures layout
- Panel and Riser diagram
- Electrical load calculations
- Grounding/Bonding detail

### **Plumbing Plans**

- Underground plumbing layout for water, sewer, and gas
- Plumbing riser diagrams for water, sewer, and gas
- Sizing of meters & supply lines for water, sewer, and gas
- Demand calculations for water and sewer
- Establishments serving food or drinks, provide grease trap specifications, location, and calculations
- Plumbing fixture floor plan

### **Architectural Plans**

- Code Compliance Statement
- Listed Assembly specifications or code reference for any required fire separation assemblies
- Building Floor Plan
- Building Elevation Plan
- Egress Plan
- Kitchen and equipment layout (if applicable)

### **Mechanical Plans**

- Duct & Equipment layout
- Exhaust/Ventilation/Outside Air calculations and specifications for each piece of mechanical equipment and CFM

### **Energy Plans**

- 2018 Energy Code Compliance Reports for the Building Envelope, Interior and Exterior Lighting, & Mechanical

**Projects valued over \$50,000 must include registration number from the Texas Department of Licensing and Regulation.**

**All plans must comply with the Texas Engineering Practice Act and Rules, the Texas Board of Architectural Examiners, and the Texas Department of Licensing and Regulation.**



## **SAFEBUILT INSPECTION SERVICES**

### **Permit Submittal**

All completed permit documents shall be submitted to City Hall. Processing time is 7 to 10 days.

### **Permit Issuance**

Once the permit has been approved, the requestor will be contacted by City Hall personnel and notified of fees.

### **Plan Review**

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 817-444-2541.

### **Inspection Requests**

Please contact SAFEbuilt to request inspection(s). Any of our permit technicians can assist you. Inspections whether by email or phone, must be received by 4 pm the previous business day for next day inspection.

Inspection Email: [inspections@cwistx.com](mailto:inspections@cwistx.com)

Inspection Phone Line: 940-521-0470

### **Field Inspections**

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

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