



BUILDING PERMIT (COMMERCIAL) APPLICATION

CITY OF TOMBALL
 501 James Street
 Tomball, Texas 77375
 (281) 290-1402 (281) 351-4735 Fax
www.ci.tomball.tx.us

Date: _____
 Permit Number: _____
 (Assigned by Permit Office)

Physical Address of Project: _____
 Project Name: _____ Contact: _____ Phone: _____
 Engineer: _____ Contact: _____ Phone: _____
 Architect: _____ Contact: _____ Phone: _____
 Contractor: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contractor Phone: _____ Contact: _____ E-Mail: _____

- | | |
|---|--|
| <input type="radio"/> NEW COMMERCIAL | <input type="radio"/> COMMERCIAL BUILD-OUT |
| <input type="radio"/> COMMERCIAL ADDITION | <input type="radio"/> COMMERCIAL ACCESSORY |
| <input type="radio"/> COMMERCIAL SHELL BUILDING | <input type="radio"/> SIGN |
| <input type="radio"/> COMMERCIAL REMODEL/RENOVATION | |

TEXAS ARCHITECTURAL BARRIERS SYSTEM (TABS) PROJECT REGISTRATION NO.: _____

Description of Work to be completed: _____

Total Project Value: \$ _____ **Total Square Ft.:** _____ **Occupant Load:** _____
Occupancy Type: _____ **Fire Sprinkler:** YES _____ NO _____ **LUE (Living Unit Equivalency):** _____
Drainage Basin: _____ **Total Acreage of Site:** _____ acres **Lot:** _____ **Block:** _____

TAP AND IMPACT FEES – Upon installation, the listed applicant will be held financially responsible for at least the minimum utility charge for all taps listed below.

	TAP SIZE	TAP FEE	IMPACT FEE	TOTAL
WATER		\$	\$	\$
WATER (irrigation)		\$	\$	\$
SEWER		\$	\$	\$
GAS		\$	\$	\$
SIDEWALK FEE				\$

Total Gas BTU's: _____ **TOTAL:** \$ _____

Building Plan Review Fee: (Collected when plans are submitted) \$ _____
 Fire and Life Safety Plan Review Fee: (Collected when plans are submitted) \$ _____
 Driveway Permit Fee: \$ _____
 Permit Application Fee: \$ _____
 Total Amount Due: \$ _____

**** Property Owner or Authorized Agent must sign the Commercial Building Application form.**

I hereby certify that I have read and examined this application and know the same to be true and correct.

Applicant / Contractor (print) **Date:**

Applicant / Contractor (signature) **Date:**

Building Official Approval **Date:**

Submittal Checklist for Commercial Building Plan Review

1. **Building Permit Application:** Complete entire application, including: Valuation of Project, TDLR#, contact information including phone number and Applicant's signature.
2. **A Plan Review Fee** will be collected at the time the Building Permit application is submitted and the balance of the Building Permit Fee will be collected when plans are approved and the permit is processed and picked up by the Contractor.
3. **Planning and Zoning Approval:** City Planner (281) 290-1410. Approved plans and survey from the City Planner should be included in the Building Application Submittal.
4. The City of Tomball is currently under the 2012 International Building Code. Submit a complete set of **Building Plans** in PDF form, including the following, to our digital plan submittal system listed below.
 - a. Floor Plans
 - b. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
 - c. Elevations
 - d. Plumbing, Mechanical and Electrical Plan (NEC 2011) and Details.
 - e. Structural Plans: Include Foundation Plan with Details, Framing and Shear Wall Bracing locations with Details (Nailing Pattern, and Hold-downs).
 - f. Site Plan: with dimensions showing all buildings on the property, the driveway location, property boundaries, building setback lines, and all existing easements.

DIGITAL PLAN SUBMITTALS:

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

WEBSITE: tomballtx.gov/secure/send

USERNAME: tomballdd

PASSWORD: Tomball1

5. Submit a **2015 Energy Analysis Report** Building Envelope, Lighting Loads and Mechanical Loads. Your Engineer can do this for you or you may use **ComCheck 2015 IECC** which is a free download software at U.S. Department of Energy website.
6. Provide the following information for **New Utility Connections**.
 - a. Sewer Tap (Number of taps and their sizes)
 - b. Water Tap (Number of taps and their sizes)
 - c. Gas Tap (A list of gas fixtures including the total BTU Load)
7. **** Contractor must provide Liability Insurance with a minimum of \$500,000 of combined single limit coverage Equal to or Greater than the contract amount, whichever is greater. The City of Tomball must be listed as the "Certificate Holder" on the policy.**

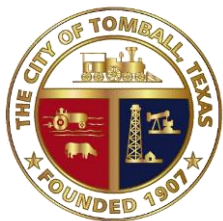
Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is abandoned for a period of 6 months at any time after work is commenced. All provisions of laws and ordinances governing this 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 relating to construction, nor does it give authorization or approval to encroach on any easement or property or violate any deed restrictions. The City of Tomball shall never be liable for any damage or loss by reason of the issuance hereof. Each holder and other persons acting under authority of this permit are personally responsible for compliance with all the above provisions and assume the entire risks incidental to the work being permitted.

CONSTRUCTION SITE REQUIREMENTS

1. Post address and permit in a visible location at the jobsite.
2. An approved set of plans must be on the jobsite.
3. Install safety fence and rails where needed.
4. Provide adequate temporary toilets
5. Install silt fencing where needed; protect storm drains and clean streets daily.
6. Keep jobsite clean and safe. By City Ordinance, dumpster or roll-off rental must be made thru the City of Tomball Utility Department at (281) 290-1424.
7. Keep fire hydrant clear and access available for emergency vehicles.
8. All plan revisions must be reviewed and stamped approved by the Building Official prior to field inspection.
9. The City of Tomball is currently under the 2012 International Building Code.
10. Obtain inspections for all phases of construction work being done.
11. All foundations will require a form survey approved by the City before inspection.
12. Framing inspections should be scheduled after mechanical covers have passed inspection.
13. Building finals should be scheduled after mechanical and plumbing finals have been done.
14. Before a Certificate of Occupancy can be issued an Energy Analysis inspection and a Customer Service inspection must be done by a third party inspector. The City Fire Marshall must also approve the building before the final building inspection and Certificate of Occupancy is issued.

*Gretchen Fagan
Mayor*

*George Shackelford
City Manager*



City of Tomball

Friday, August 18, 2017

To Whom It May Concern,

Re: Roll-off and Compactor Customers

Effective October 2, 2017 WCA will take over the direct billing for all new and permanent roll-off and compactor customers. Temporary roll-off accounts that have a start date before October 2, 2017 will continue to receive a bill from the City of Tomball until the account has been finalized. You will need to contact WCA directly at the information listed below for new service, haul requests and billing inquiries. In the event you need additional information or assistance please feel free to contact our Utility Billing Department.

New Service	Haul Requests	Billing Inquiries	City of Tomball
WCA	WCA	WCA	Utility Billing
Customer Care Line	Please Email:	Please Email:	501 James St.
Phone:(281)368-8397	CSHouston@wcamerica.com	WCABilling@wcamerica.com	Tomball, TX 77375
			Phone:(281)290-1401
			Phone:(281)290-1424

****Please identify that you are a business operating in the city limits of the City of Tomball****
Key WCA Contacts are: Cadi Pena cpena@wcamerica.com or
Melvin Moore mwmoore@wcamerica.com

Sincerely,

Lauren Sykora
Utility Billing Supervisor
501 James St.
Tomball, TX 77375
Phone: 281-290-1423
FAX: 281-351-4735
lsykora@tomballtx.gov