



**BUILDING PERMIT
COMMERCIAL APPLICATION**
CITY OF TOMBALL
501 James Street
Tomball, Texas 77375
(281) 290-1450 (281) 351-4735 Fax

Date: _____

Permit Number: _____

(Assigned by Permit Office)

Physical Address of Project: _____

Owner's Name: _____ E-Mail: _____ Phone: _____

Tenant's Name: _____ E-Mail: _____ Phone: _____

Engineer: _____ E-Mail: _____ Phone: _____

Architect: _____ E-Mail: _____ Phone: _____

Contractor: _____ E-Mail: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Contact: _____ E-Mail: _____

- NEW COMMERCIAL or COMMERCIAL SHELL COMMERCIAL ACCESSORY
 COMMERCIAL ADDITION COMMERCIAL BUILD-OUT
 COMMERCIAL REMODEL/RENOVATION/ROOFING COMMERCIAL SIGN

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

DESCRIBE WORK BEING DONE

Total Project Value \$ _____ Total Square Foot _____ Occupant Load _____

Occupancy Type _____ Fire Sprinkler Yes No Drainage Basin _____

LUE (Living Unit Equivalency) _____ Total Acreage of Site _____ Lot: _____ Block: _____

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

	Tap Size	Tap Fee	Impact Fee	TOTAL
WATER		\$	\$	\$
WATER (irrigation)		\$	\$	\$
SEWER		\$	\$	\$
GAS		\$	\$	\$
SIDEWALK FEE				\$
TOTAL				\$
Total Gas BTU's: _____				

Building Plan Review Fee (collected when plans are submitted)	\$	<input type="checkbox"/> Paid
Fire and Life Safety Plan Review Fee (collected when plans are submitted)	\$	<input type="checkbox"/> Paid
Driveway / Culvert Permit Fee	\$	<input type="checkbox"/> Paid
Tap and Impact Fees	\$	<input type="checkbox"/> Paid
Permit Application Fee	\$	<input type="checkbox"/> Paid
Total Amount Due	\$	

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

Applicant / Contractor (print)

Applicant / Contractor (signature)

Submittal Checklist for Commercial Building Plan Review

1. **Building Permit Application:** Complete entire application, including: Valuation of Project, TABS#, contact information including phone number and Applicant's signature.
2. **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 2015 International Building Code. Submit a complete set of **Building Plans** in PDF form, including the following, to our digital plan submittal system listed below.
 1. Floor Plans
 2. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
 3. Elevations
 4. Plumbing, Mechanical and Electrical Plan (NEC 2017) and Details.
 5. Structural Plans: Include Foundation Plan with Details, Framing and Shear Wall Bracing locations with Details (Nailing Pattern, and Hold-downs).
 6. 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: <https://secur SEND.tomballtx.gov:2443/login>

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**.
 1. Sewer Tap (Number of taps and their sizes)
 2. Water Tap (Number of taps and their sizes)
 3. 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, rentals for all roll-offs must be made directly through WCA at (281) 368-8397 or CSHouston@wcamerica.com
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 2015 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 all MEP rough-ins have passed inspection.
13. Building finals should be scheduled after all MEP finals have been done and passed inspection.
14. Before a Certificate of Occupancy can be issued, a Final 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.