



# 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](http://www.ci.tomball.tx.us)

Date: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_  
 (Assigned by Permit Office)

Physical Address of Project: \_\_\_\_\_  
 Tenant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner'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: \_\_\_\_\_

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

**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(s) 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: <b>(Collected when plans are submitted)</b>	\$ _____	<input type="checkbox"/>
Fire and Life Safety Plan Review Fee: <b>(Collected when plans are submitted)</b>	\$ _____	<input type="checkbox"/>
Driveway / Culvert Permit Fee:	\$ _____	<input type="checkbox"/>
Tap and Impact Fees:	\$ _____	<input type="checkbox"/>
Permit Application Fee:	\$ _____	<input type="checkbox"/>
<b>Total Amount Due:</b>	\$ _____	<input type="checkbox"/>

**\*\* 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, TABS#, 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 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.
  - a. Floor Plans
  - b. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
  - c. Elevations
  - d. Plumbing, Mechanical and Electrical Plan (NEC 2017) 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](http://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, rentals for all roll-offs must be made directly through WCA at (281) 368-8397 or [CSHouston@wcamerica.com](mailto: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.



# City of Tomball

**Gretchen Fagan**  
Mayor

**Robert S. Hauck**  
City Manager

Monday, March 18, 2019

To Whom It May Concern,

Re: Roll-off and Compactor Customers\*\*Update\*\*

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  
WCA  
Customer Care Line  
Phone:(281)368-8397

Haul Requests  
WCA  
Please Email:  
[CSHouston@wcamerica.com](mailto:CSHouston@wcamerica.com)

Billing Inquiries  
WCA  
Please Email:  
[WCABilling@wcamerica.com](mailto:WCABilling@wcamerica.com)

City of Tomball  
Utility Billing  
501 James St.  
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: Marjorie West [mwest@wcamerica.com](mailto:mwest@wcamerica.com) or  
Trevor Royal [troyal@wcamerica.com](mailto:troyal@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](mailto:lsykora@tomballtx.gov)