



CITY OF SULPHUR SPRINGS PERMIT APPLICATION
 COMMUNITY DEVELOPMENT DEPARTMENT
 PHONE: 903-885-7541, EXT 732 FAX: 903-439-2092

BUILDING/DEMOLITION PERMIT APPLICATION

Project Address: _____

If the structure is over 40', is it within five (5) miles of the Airport? Yes No

Is the project address in the Downtown Revitalization District? Yes No If yes, additional paperwork is required

Owner of Property	Mailing Address	City	St.	Zip	Phone #

Description of Work to be Done:

Describe the Specific Use of this Address: Residence Business Other _____

Is this space currently: Vacant Occupied

Square Footage

Floor Space in Garage Areas _____ sq. ft.	Floor Space in New Addition _____ sq. ft.
Floor Space in Living Area _____ sq. ft.	Floor Space of Covered Areas _____ sq. ft.
Total Enclosed Area _____ sq. ft.	

Total Value of Work included in this Permit \$ _____

FOR PUBLIC OR COMMERCIAL BUILDINGS – I hereby certify that an asbestos 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.

Yes No

Applicant's Name (Please Print)	Company Title	Email

Company	Mailing Address	City	St.	Zip	Phone #

Applicant's Signature _____

Providing false information on a government document is considered a Class A misdemeanor under Section 37.10 of the Texas Penal Code. Upon conviction, this offense carries a penalty of a fine of up to \$4,000 and possible confinement in jail for up to one year. If you pull a permit YOU are responsible for the job. No qualifying permits. The granting of a permit does not resume to give authority to violate or cancel the provisions of any state or local law regulating construction. This permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a six month period. All permits require final inspections. I agree to abide by all laws and ordinances governing this type of work whether herein specified or not and hereby certify that I have read and examined this application and know the same to be true and correct.



Items Required for Commercial Building Permit

1. A copy of a Survey done by a licensed State of Texas Surveyor (new construction only)
2. An asbestos report from a licensed or accredited asbestos inspector as required by Federal and State Law
3. A completed application for a building permit
4. Two 24"x36" sets of plans along with Two (2) CD disk copies
5. A water/ sewer connection application (Must be filled out with all the necessary information)
6. A scaled drawing of the site with:
 - Size, Shape and dimensions of the platted lot
 - Location and width of all easements
 - Showing setbacks of the building from all property lines
 - Location and dimension of all existing buildings (if any)
 - Elevations of proposed building showing proposed height
 - Locations and dimensions of all existing and proposed off street parking areas/spaces including all handicapped accessibility requirements
 - Locations and dimensions of all existing and proposed driveways including width and curb radius
 - Details on all sidewalks
 - Width of traffic aisles with all Fire lanes marked
 - Location and dimensions of off street loading areas
 - Location of trash receptacles
 - Landscape layout
 - Location and elevation of 100 year flood plain
 - Surface drainage plan with arrows showing disposition runoff to approved easement right of way. (grades and elevations may be required)
7. Foundation and Structural Plans
8. Floor plans to include
 - All rooms and areas shall be identified as to use
 - Means of Egress
 - Window and Door schedule
 - Electrical layout



- Calculated occupant load

Depending on the nature of the construction, a Texas Registered Architect's stamp may be required on construction plans (See attached flowchart to confirm).

See Attached

If the following applies to the nature of the construction, a Texas Registered Professional Engineer must be prepared and stamp the structural, electrical, mechanical (H.V.A.C.), and plumbing construction plans (See attached flowchart to confirm).

See Attached

The following may require an Engineer Stamp Drawings.

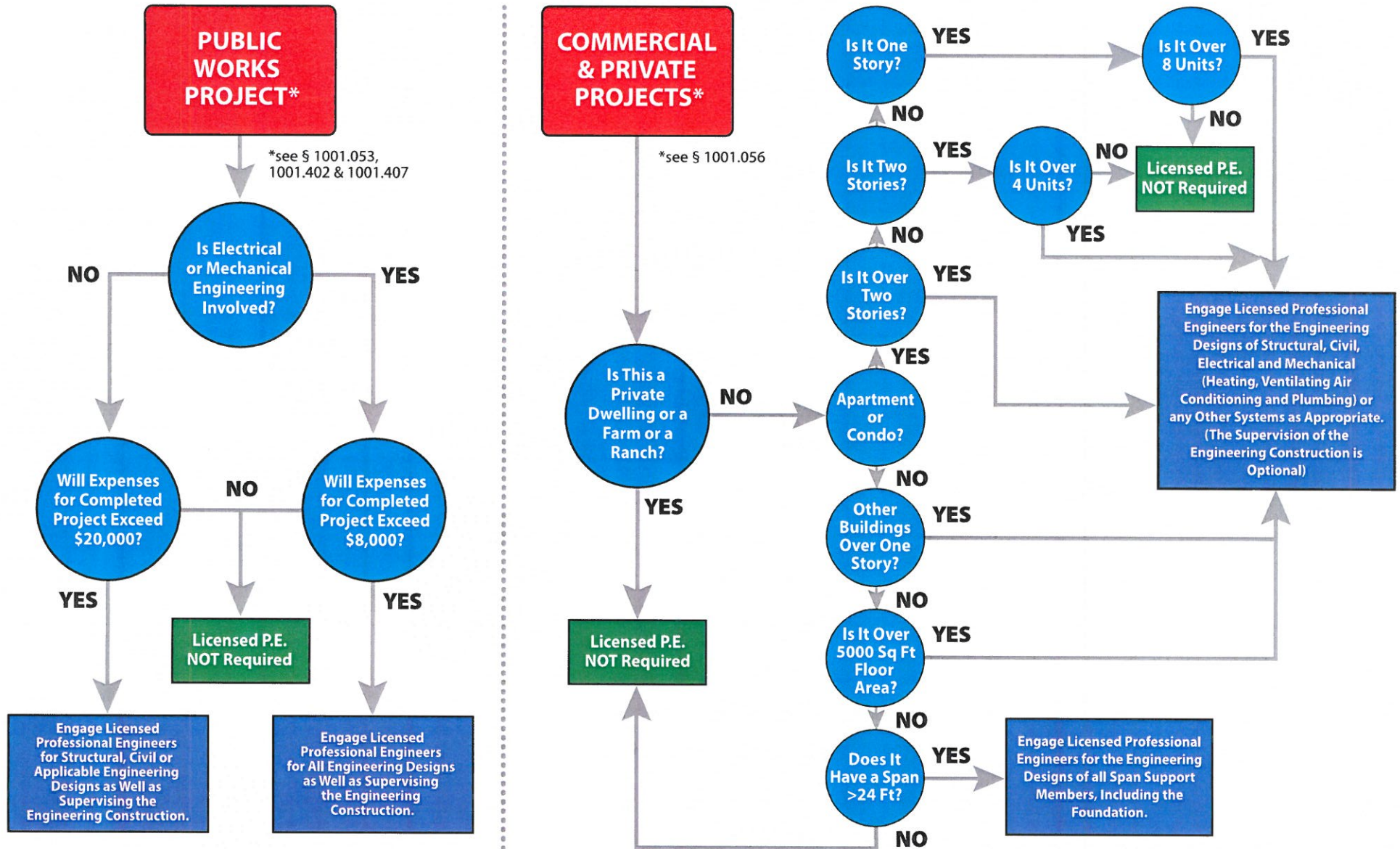
- a. A non-residential building over one (1) story.
- b. A single story, non-residential building, larger than 5,000 square feet.
- c. A non-residential building with a span of 24 feet or longer (foundation & structural)
- d. An apartment two or more stories with high with more than four (4) units.
- e. A single story apartment building with over eight (8) living units.
- f. A building valued over \$20,000 that is owned by a public or governmental agency.
- g. A copy of compliance with the International Energy Conference Code Compliance Report with a (COMck available for free download at [www.energy codes.gov](http://www.energy.codes.gov))
- h. A Texas Accessibility Standards (TAS number must be submitted on their letterhead for any project over \$50,000.00 value).

For more information in regards to information on Accessibility Standard can be addressed at Architectural Barriers Division at 877/278-0999 or go to www.license.state.tx.us

When is a Professional Engineer required on a project?



Texas Board of Professional Engineers
Engineering For A Better Texas



This flowchart is intended for guidance purposes only and the Texas Engineering Practice Act and Rules govern final interpretation. Local codes and ordinances may be more restrictive as long as not in conflict with the Texas Engineering Practice Act and Rules.

Visit <http://engineers.texas.gov/downloads.htm> for a copy of the Texas Engineering Practice Act and Board Rules and download this diagram.



CITY OF SULPHUR SPRINGS BUILDING INSPECTION PERMITS REQUIRED FOR CONSTRUCTION

Building Permits

A building permit is required on any structural work.

Items that do and do not require a permit are as follows:

Permit Required

House Leveling
Roofing (Re-Roofing)
Siding
Storm Doors/Windows
Wall Demolition
Fire and Yard Sprinkler Systems

Permit Not Required

Painting
Carpet
Re-Sheet rocking
Replacing Doors



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Plumbing Permits

A plumbing permit is required when any plumbing system is installed that hooks up to a sewer system, septic tank or water supply system.

Items that do and do not require a permit are as follows:

Permit Required

Fixture Addition
Water/Sewer Line Repipe
Gas Line (new or repair)
Water Heater (replacement)

Permit Not Required

Stopped up Sewer
Repair of Water Line
Fixture Repair
Fixture Replacement

Only a licensed registered plumber can pull a permit and may be required to show a current valid license prior to its issuance.

A Homeowner may acquire the above listed permits and do the work if:

It is the Homeowner's primary residence.
The property is the homestead of the Homeowner.
A Homeowners Exemption Form has been completed.

These are examples of the type of work requiring permits and this is not a complete listing of the items. Should you have any questions about pending construction related activity and whether or not it should be permitted, please call the inspection department at 903-885-7541, ext 732.



CITY OF SULPHUR SPRINGS BUILDING INSPECTION PERMITS REQUIRED FOR CONSTRUCTION

Electrical Permits

An electrical permit is required when any alteration is made in the electrical wiring located within the building or used in connection with the production of electric light, heat or power.

Items that do and do not require a permit are as follows:

Permit Required

House or building addition
Re-wire
New Circuits
Meter repairs/replacement

Permit Not Required

Fixture replacement
Electrical fans
Fixture repair

Only a registered electrician can pull permits for electrical work and may be required to show a current valid license and insurance prior to its issuance.

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It is the Homeowner's primary residence.
The property is the homestead of the Homeowner.
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Mechanical Permits

A mechanical permit is required for any installation, alteration or replacement of equipment of mechanical work.

Items that do and do not require a permit are as follows:

Permit Required

Heating equipment
Air conditioning equipment
Duct work

Permit Not Required

Electric portable heater
Portable ventilation
Portable evaporative cooler
self contained refrigeration
containing 10 lbs or less of
refrigerant.
any steam, hot or chilled
water piping within any
heating or cooling system.

Only a licensed registered mechanical contractor can pull permits and may be required to show a current valid license and insurance prior to its issuance.

A Homeowner may acquire the above listed permits and do the work if:

It is the Homeowner's primary residence.
The property is the homestead of the Homeowner.
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These are examples of the type of work requiring permits and this is not a complete listing of the items. Should you have any questions about pending construction related activity and whether or not it should be permitted, please call the inspection department at 903-885-7541, ext 732.



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CERTIFICATE OF OCCUPANCY

(ALL INFORMATION MUST BE COMPLETED)

Business Name: Business Phone:

Business Address:

checkbox New Business checkbox Ownership Change checkbox Business Name Change

Proposed Use:

Remodel: checkbox Yes checkbox No Description:

Business Owner Information

Name: Phone:

Mailing Address:

City: State: Zip:

No open cooktops are allowed in Commercial Occupancies unless protected with vent-a-hood with fire extinguisher system.

Does your Business involve storage, sale, or use of the following?

- Flammable or combustible liquids (10 gal. or more) checkbox Yes checkbox No
Alcohol Sale /on-site consumption checkbox Yes checkbox No
High piled storage of combustible items checkbox Yes checkbox No
Dust producing equipment or materials checkbox Yes checkbox No
Compressed gasses or Lp Gas checkbox Yes checkbox No
Explosives, Ammunition or Fireworks checkbox Yes checkbox No
Magnesium or Paint/Flammable Materials checkbox Yes checkbox No
Poisonous or Hazardous Chemicals or Acids checkbox Yes checkbox No

DEPARTMENT USE ONLY

Zoning: Zoning Checked By: Date Paid \$200.00
Inspector: checkbox Approved checkbox Denied Parking Required Plan Review:
Occupancy Load: No. of Exits Required: Construction Type:
Backflow Protection: checkbox Yes checkbox No Asbestos: checkbox Yes checkbox No CO Permit#:
Grease Trap: checkbox Yes checkbox No Capacity: Fire Sprinkler: checkbox Yes checkbox No
Industrial Waste Form: checkbox Yes checkbox No Health Inspection Required: checkbox Yes checkbox No

(Note: This form is subject to Open Records Requests)