



**CITY OF SULPHUR SPRINGS
 PERMIT APPLICATION
 COMMUNITY DEVELOPMENT DEPARTMENT
 Phone: 903-885-7541, ext 732 Fax: 903-439-2092**

Project Address: _____
 Is this address within five (5) miles of the Airport? Yes No

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 _____

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

Total Value of Work included in this Permit \$ _____

Is this space currently? Vacant Occupied

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.

Contractor/Builder Signature _____ Cell Phone# _____

Texas Driver's License# _____ Date of Birth _____ Exp. Date _____

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 6 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.

Date Checked _____ Checked by _____ Valuation \$ _____ Permit Fee \$ _____
 Zoning _____ Const Type _____ Occup. Group _____ #of Apt. Units _____
 Date _____ Amount \$ _____ Rec.# _____ Cash/Ck # _____ By _____



Items Required for Building Permit

- 1) A copy of a SURVEY done by a licensed State of Texas Surveyor (new construction only)
- 2) Commercial Construction: (Renovations and additions) Federal and State laws require the building to be surveyed for asbestos by a licensed or accredited asbestos inspector before a building can be renovated.
- 3) A completed application for a building permit.
- 4) Two sets of site plan with all of the following information include. COMMERCIAL ONLY must have two (2) CD disk submitted with the plans.
- 5) A Water Sewer Connection Application MUST BE FILLED OUT WITH ALL THE NECESSARY INFORMATION.
 - a) A SCALED drawing of the site with:
 - 1) Size, shape and dimension of the platted lot.
 - 2) Location and width of all easements.
 - 3) Showing setbacks of the building from all property lines.
 - 4) Location and dimension of all existing buildings (if any)
 - 5) Height of the proposed buildings.
 - 6) Locations and dimension of all existing and proposed off-street parking areas/spaces including all handicapped accessibility requirements.
 - 7) Locations and dimension of all existing and proposed driveways including width and curb radius and must include details on all sidewalks.
 - 8) Width of traffic aisles with all Fire Lanes marked and width marked on the plan.
 - 9) Location and dimension of off-street loading areas.
 - 10) Location of trash receptacles.
 - 11) Locations and width of any landscaping parking adjacent to the street.
 - 12) Location and elevation of 100 year flood plain.
 - 13) Surface drainage plan with lot drainage arrows showing the disposition runoff to approved easement right of way. (Grades and elevations may be required).
 - b) Foundation plans
 - c) Structural plans
 - d) Floor plans to include:
 - 1) All rooms and areas shall be identified as to use.
 - 2) Means of Egress.
 - 3) Window and door schedules.
 - 4) Electrical plans layout.
 - e) A Res-Ck Energy or Com-CK Compliance Report (RESck and Com-ck available for free download at www.energycodes.gov)



f) If spray foam is used then the contractor must submit with his permit package the following:

- 1) An ESR report must be submitted with the product being used.
- 2) A certification from the product supplier that this contractor is certified to use this product.

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 non-residential building over one (1) story.
 - A single story, non-residential building, larger than 5,000 square feet.
 - A non-residential building with a span of 24 feet or longer (foundation & structural)
 - An apartment over two stories with high with more than four (4) units.
 - A single story apartment building with over eight (8) living units.
 - A building valued over \$20,000 that is owned by a public or governmental agency.
- 5) 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))
 - 6) 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



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

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.

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:



CITY OF SULPHUR SPRINGS BUILDING INSPECTION PERMITS REQUIRED FOR CONSTRUCTION

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 prior to its issuance.

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 prior to its issuance.

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 362.

A homeowner may acquire the above listed permits upon completing a Homeowners Exemption Form.

CITY OF SULPHUR SPRINGS

COMMERCIAL INSPECTION PROCEDURES

The following guidelines are intended to familiarize the commercial contractor with inspection procedures, as well as what phases of construction will be inspected. This is not to be an all inclusive list, additional inspections may be required.

Required Inspections

1. Concrete

- Concrete footings
- Pier holes
- Pier caps
- Grade beams
- Floor slabs
- Concrete tilt walls
- Concrete columns
- Paving flat work, drives, parking lots
- Drive approaches
- Sidewalks (public & private)

2. Plumbing

- Plumbing rough-in
- Service lines (water & sewer)
- Grease traps
- Sand traps
- Top out
- Gas Test (in & out)
- Final

3. Electrical

- Temporary power pole
- Under ground rough in (secondary, pole lights, etc.)
- Under slab rough in
- Electrical wall rough
- Electrical ceiling rough
- Temporary service releases
- Final

4. Mechanical

- HVAC rough in
- HVAC final
- Ventilation hood

CITY OF SULPHUR SPRINGS COMMERCIAL INSPECTION PROCEDURES

5. Structural

- Structural frame (exterior wall)
- Wall partition frame
- Floor frame
- Roof frame
- Final

6. Energy

- Wall rough before insulation
- Wall rough after insulation
- Mechanical energy inspection
- Final energy inspection

7. Site

- Parking lot and striping
- Landscape per approved landscape plan
- Fire lane per site plan
- Screening walls

INTERIOR FINISH INSPECTION REQUESTS

The following inspections are required when construction is started on an interior finish project. This will limit trips made by the inspector and expedite your construction:

1. **Plumbing rough** Slab leave-out – steel inspection
2. **Wall rough** Consists of framing, electrical, stub up above top plates and plumbing top –out if not inspected on rough-in above top plates and wall insulation and envelope sealing to comply with energy code.
3. **Ceiling cover** Consists of HVAC rough-in and electrical complete above ceiling level; all roof or deck penetration complete and flashed properly and duct work sealing and insulated required.
4. **Final** Consists of all final inspection on building, plumbing, electrical, energy, and mechanical.



CITY OF SULPHUR SPRINGS COMMERCIAL INSPECTION PROCEDURES

TEMPORARY SERVICE RELEASE POLICY

Each request will be made through our office and reviewed by the Building Official prior to any permission to release. Nearing completion electrical contractor will submit letter with plan for lock-out. They will also identify the panels and circuits to be energized. Fire lane access to the building is also required before any release of power can be considered. All fire safety system tests and requirements will need to be completed or approval obtained from the Fire Marshall's office will be required.

COMMERCIAL ENERGY INSPECTION POLICY

It is the policy of this office that all your energy inspections will be done by a third party inspector. It will be your responsibility to comply with your submitted Com check energy report during the installation of all building materials currently covered under the 2000 International Energy Conservation Code. The coordination of the required energy inspections will solely be the responsibility of the project manager and the service provider. Although this office will monitor the timeliness of your inspections to insure that no cover-up of material has occurred before the inspection. Any deficiencies found during your inspections shall be brought into compliance with the code.

The following steps shall be followed:

1. The third party inspector shall register with this office.
2. A copy of his current certification with any of the major code groups or ICC, in Commercial Energy Inspector, shall be provided. Other information as required.
3. At this time there is no fee associated with registration.
4. A report shall be provided of any inspections made, whether pass or fail, failure to comply with this may be cause for routine inspections to be put on hold until the reports are received.
5. A final report shall be received that completely certifies your compliance with the energy code, this shall be provided by the inspector.
6. Failure to comply with these procedures shall be cause to withhold issuance of the Certificate of Occupancy.

City of Sulphur Springs Water Sewer Connection Application



Copies To: WATER DEPT. - CITY HALL CITY INSPECTIONS DEPT. W&S DEPT. SUPERVISOR JG/TRAVIS/wtrswrtap.xls	Date _____ Initial _____ Application Taken _____ CHECK PRO RATA _____ Given to W&S _____ Given back to SC _____ Money Received _____ Given to W&S _____
---	---

Customer fill out section below.

Project Address	Block, Lot
Name	Bldg Pmt#
Mailing Address	
Phone	
Email Address	
Size, type and number of connections	Water _____ Sewer _____
Applicants Signature	
CITY WILL PERFORM ALL TAPS/TIE-INS INTO EXISTING WATER OR SEWER MAINS	

Water Tap Charge _____	Sewer Tap Charge _____
Pro Rata Fee _____	Grand Total \$ _____

Sewer and water meter tap locations may vary, depends on the City Service Line Location. All taps will be installed at City's Discretion. Location map on back of page, Please mark your desired location.

Approved: _____ Inside City limits: Yes No

Remarks: _____

Date Meter Set: _____ Set By: _____

Meter # _____ Meter Reading: _____

Location of Meter: _____

Description of Main (size, type, depth, dist from curb, etc) _____

Remarks: _____



**CITY OF SULPHUR SPRINGS
BUILDING INSPECTION
ENERGY CERTIFICATION INFORMATION**

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Drivers License No.: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Company Fax: _____

Signature



Office Use Only

License Type: _____

No. _____

Expiration Date: _____

Fee Paid: _____ Certificate of Insurance/Bond _____

Copy of Drivers License: _____

Copy of Certification: _____



AFFIDAVIT FOR TEMPORARY UTILITIES RELEASE

SERVICE ADDRESS: _____
Sulphur Springs, TX.

I, the undersigned, am the owner, the duty authorized agent of the owner or the legal tenant of the above described property, and in consideration for the City of Sulphur Springs to release electric, gas, and/or water utilities to the building under my control, and in addition to the payment of the required permit fee, I AGREE TO NEITHER OCCUPY NOR TO ALLOW THE BUILDING UNDER MY CONTROL TO BE OCCUPIED UNTIL SUCH TIME AFTER A FINAL INSPECTION HAS BEEN PERFORMED AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CITY. NO FINAL INSPECTIONS WILL BE PERFORMED ON FRIDAY.

Initial Here: _____

I agree to hold the City of Sulphur Springs and its employees harmless and to indemnify same against any claims whatsoever arising out of their approval to the appropriate utilities providers for utilities service connection the building under my control and the subsequent connection and service of the same.

I further agree to allow the City of Sulphur Springs and its employees authorized agents to enter upon the above described property for the purpose of inspecting the building and premises to ascertain the condition of the wiring, piping and associated systems of the utilities being requested for service.

I understand that this application is for a TEMPORARY UTILITY SERVICE RELEASE and if approved, will be valid for a maximum time period of one hundred eighty (180) days. I also understand that the release is REVOCABLE at any time.

PRINT NAME: _____

SIGNATURE: _____

ADDRESS: _____

CITY AND STATE: _____

TELEPHONE NO: _____

DATE: _____



Released: _____
Entered: _____
Mailed: _____

**CITY OF SULPHUR SPRINGS
BUILDING INSPECTION
APPLICATION FOR CERTIFICATE OF OCCUPANCY**

(PLEASE PRINT)

ADDRESS OF USE

NAME OF BUSINESS (DBA)

Proposed Use _____ Square Footage _____

Owner Information _____ / _____
Name Driver's License #

Mailing Address

City State Zip Telephone #

Notice to Applicant: Any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked.

Signature Date

OFFICE USE ONLY

Comments: _____

Planning & Zoning Comments: _____
Signature Date

City Engineer Comments: _____
Signature Date

Health Inspection Comments: _____
Signature Date

Fire Comments: _____
Signature Date

Building Inspection Comments: _____
Signature Date

Zoning _____ Receipt No. _____

Occupancy Group _____ Date _____

Type of Construction _____ Fee _____

Will Call for Inspection YES/NO Inspection Date Requested: _____