



COMMERCIAL BUILDING PERMIT APPLICATION

City of Pittsburg
 200 Rusk Street
 Pittsburg, TX 75686
 Phone: 903-856-3621 Fax: 903-856-0544
 Email: acruz@pittsburgtx.net

Application Date: _____

Permit # _____

Project Name _____ Type Business _____

Project Address _____ Street _____ Bldg./Unit/Suite # _____ Zoning _____
 (Duplex, Apts. Commercial, Industrial, etc.)

OWNER INFORMATION

Owner Name	Phone Number	Email		
Owner Mailing Address	Street	City	State	Zip code

CONTRACTOR & ARCHITECT OR ENGINEER INFORMATION

Contractor/ Company	Phone Number	Email		
Contractor Address	Street	City	State	Zip code
Architect or Engineer	Phone Number	Email		

SUBCONTRACTORS – REQUIRED TO BE REGISTERED WITH CITY PRIOR TO ISSUANCE OF PERMIT

Electrical Contractor	Phone
Plumbing Contractor	Phone
Mechanical Contractor	Phone

PERMIT TYPE (COMPLETE ALL THAT APPLY)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Multi-family/Apartments	<input type="checkbox"/> Concrete/Flatwork	<input type="checkbox"/> Screening Wall
<input type="checkbox"/> Addition	<input type="checkbox"/> Tenant Finish Out	<input type="checkbox"/> Replace Roof	<input type="checkbox"/> Swimming Pool/Spa
<input type="checkbox"/> Alteration/Remodel	<input type="checkbox"/> Shell Only	<input type="checkbox"/> Retaining Wall/Fence	<input type="checkbox"/> Other _____
No. of Dwelling Units (for Apartments):	Building area (sq. feet):	Estimated Job Cost:	
*Fire Sprinklers: <input type="checkbox"/> YES <input type="checkbox"/> NO *A separate application will be required.	* Fire Alarm: <input type="checkbox"/> YES <input type="checkbox"/> NO * A separate application will be required.	<input type="checkbox"/> Applicant will comply with EPA Rule regarding Lead- Based Paint Renovation, Repair and Painting (RRP) rule in structure.	

All commercial projects over \$50,000.00 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.

TAS # _____

Remodel / Renovation projects are required to have an asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air (NESHAP). Has this survey been conducted?

Yes No *If the answer is no, then as the owner/operator of the renovation site, I understand that it is my responsibility to have this survey conducted in accordance with TAHPR and NESHAP prior to renovation / demolition permit being issued by the City of Pittsburg. (Copy of survey must be attached)*

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant is: Owner Contractor Other Applicant Name: _____ Date: _____

Reviewed By: _____ Date: _____ APPROVED DENIED SITE PLAN SUBMITTED



COMMERCIAL SUBMITTAL PROCEDURE

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- **All Commercial Buildings are to comply with the IBC 2012 Codes.**
- **All construction plans must be designed by a Registered Design Professional.**
- **All structural conditions require the stamp/seal of a State of Texas Professional Engineer.**
- **NEC 2014 (NFPA 70) Codes.**
- **Commercial projects include any development with commercial and/or multifamily residential larger than duplex or church.**
- **Commercial Building Engineer checklist must be signed and sealed by the engineer**

Requirements for New Commercial Projects:

1. Two complete sets of construction plans in PDF format and One electronic copy*, with an extra set of civil drawings, are required for plan review. *Email Electronic copy to acruz@pittsburgtx.net*
2. Construction plans are to be to scale and no less than 18" x 24" in size.
3. Two copies of the energy compliance form are required.
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
5. Electrical must comply with the National Electrical Code (NEC), all federal, state, and City of Pittsburg Electrical Ordinances. Licensed Master Electrician.
6. Plumbing must comply with the International Plumbing Code (IPC), all federal, state and City of Pittsburg Plumbing Ordinances. Licensed Plumber.
7. Air Conditioning and Heating must comply with all federal, state and City of Pittsburg Mechanical Code of Ordinances.
8. Water Supply must comply with TCEQ and City of Pittsburg Cross – Connection Control and Backflow Prevention.
9. Accessibility - projects with a valuation more than fifty thousand (50,000.00) dollars must provide proof of registration of the project with a third-party certification program, per the State of Texas requirements. All projects must satisfy all required federal, state and local regulations for handicap/ accessibility/ architectural barriers.
10. Fire Codes must comply with the currently adopted International Fire Code (IFC) and the City of Pittsburg Fire Code and Ordinances.
11. All plans must have a cover sheet containing the following data:
 - statement that Building Code 2012 International Building Code was used and meets code
 - occupancy and zoning classification
 - building type (metal, brick, etc..)
 - square footage of proposed building/s
 - if mixed occupancy, list the square footage and building height for each occupancy
 - area modifications
 - amount of egress required for occupancy load
 - fire separation rating and fire suppression details
 - statement that site plan is attached
12. Site Plan



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- **All commercial development must include Site Plans**
- **Construction Permit will not be issued until completed Site Plans are approved**
- **Authorization letter from Texas Department Of Transportation for state highway entrance**
- **Commercial Building Engineer checklist must be signed and sealed by the engineer**

Requirements for Site Plans:

1. Two (2) sets of Site Plans and two (2) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than thirty-six (36) inches to be submitted to the building inspection department
2. Proposed use(s), north arrow, graphic scale and date of plan preparation
3. Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor.
4. Legal description, address, property lines and dimensions
5. Location, sizes and names of adjacent or included streets, alleys and easements
6. Location, setbacks, dimensions and square footage of existing /proposed building, proposed location of building
7. Location of buildings on adjoining property within 10` of the subject property
8. Location and dimensions of existing/proposed parking space, parking layout, driveways, vehicle maneuvering areas, curbs cuts, loading facilities and sight visibility triangle areas
9. Parking calculation table
10. Existing/proposed surfacing, landscape/buffer areas and screening fences
11. Location of facilities for refuse disposal and grease trap with appropriate screening and location of fire hydrants
12. Signage locations
13. Street address
14. Zoning classification
15. Location, type and size of water and sewer lines, meters, clean out, manholes, fire hydrants & other utilities
16. All easements on the lot
17. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
18. Drainage direction and outfall, location, type and size of drainage facilities(drainage calculations when applicable)
19. Erosion control plan showing location and details
20. Construction entrance location and details
21. Topographic contours taken from the City flood control maps
22. Location of any designated floodplains or floodways within the boundaries of the lots
23. The name, address, and phone number of the individuals responsible for the project
24. Fire walls and draft stopping and signage locations
25. Location of building sprinkler and stand pipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm system, and fire hydrants
26. Fire lane locations and markings
27. Any other information necessary to demonstrate compliance with applicable City Ordinances, codes resolutions and construction standards

**Incomplete applications will not be processed.
Building Officer has the authority to REJECT submitted
plans and request corrections prior to issuing Constructions Permit.
Building Official has 14 days to review plans.**

**To request inspections a 24-hour notice is required on all inspections.
We can't always accommodate same day inspections.
To schedule inspections please call 903-856-3621 or email acruz@pittsburgtx.net**

**BUILDERS, DEVELOPERS, AND PERMIT HOLDERS
PLEASE HAVE ALL PERMITS AND APPROVED PLANS
POSTED/AVAILABLE ON THE JOB SITE**

INSPECTIONS WILL NOT BE APPROVED UNLESS PLANS AND PERMITS ARE ON THE JOB SITE



COMMERCIAL BUILDING ENGINEER CHECKLIST

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Construction Plans

- Foundation Plan (foundation details including steel and footers)
- Dimensions & identification of all rooms & spaces
- Location, size and types of all windows & doors
- Smoke and Carbon Monoxide detectors locations
- Roof framing plans indicating all beams, rafters, trusses & columns
- Floor framing plans indicating all joists, beams & columns
- If trusses are being used, truss package shall be submitted
- Typical exterior, interior wall sections and building height
- Exterior elevations showing the front, right, left & rear of structure
- Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
- Electrical riser diagram, load calculations, panel location and wiring diagram (done by license electrician).
- Plumbing riser diagram, and plumbing fixtures listed (done by license plumber)
- HVAC diagram and calculations
- Occupancy
- Zoning classification
- Building type (metal, brick, etc...)
- Square footage of proposed building/s
- If mixed occupancy, list the square footage and building height for each occupancy
- Area modifications
- Amount of egress required for occupancy load
- Fire separation rating
- Fire suppression details
- Emergency exit signs
- Location of fire hydrants
- Signage locations
- Street address
- Location, type and size of water and sewer lines, meters, clean out, manholes, fire hydrants & other utilities
- All easements on the lot
- Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
- Drainage direction and outfall, location, type and size of drainage facilities(drainage calculations when applicable)
- Erosion control plan showing location and details
- Construction entrance location and details
- Topographic contours taken from the City flood control maps
- Location of any designated floodplains or floodways within the boundaries of the lots
- The name, address, and phone number of the individuals responsible for the project
- Fire walls
- Draft stopping
- Signage locations
- Location of building sprinkler
- Location of stand pipe systems, including fire flow requirements
- Location of building exits and exit lights
- Occupancy use, boiler rooms
- Heating system areas
- Fire alarm system
- Fire hydrants
- Fire lane locations and markings
- Any other information necessary to demonstrate compliance with applicable City Ordinances, codes resolutions and construction standards

Site Plans

- Legal description
- Address
- Property lines
- Dimensions
- Location, sizes and names of adjacent or included streets, alleys and easements
- Location, setbacks, dimensions and square footage of existing /proposed building, proposed location of building
- Location of buildings on adjoining property within 10' of the subject property
- Location and dimensions of existing/proposed parking space, parking layout, driveways, vehicle maneuvering areas, curbs cuts, loading facilities and sight visibility triangle areas
- Parking calculation table
- Existing/proposed surfacing, landscape/buffer areas and screening fences
- Location of facilities for refuse disposal
- Grease trap with appropriate screening

I, _____ the engineer certify that the prepared site plans and construction plans were completed according to the International Building Code and I have included all of the items listed above in the plans.

Engineer Signature

SEAL