



# 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](mailto: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<br>*A separate application will be required. | * Fire Alarm: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>* 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 Lindale. (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



# COMMERCIAL SUBMITTAL PROCEDURE

City of Pittsburg

200 Rusk Street

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

Email: [acruz@pittsburgtx.net](mailto:acruz@pittsburgtx.net)

- 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.

## Requirements for New Commercial Projects:

1. Two complete sets of 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](mailto:acruz@pittsburgtx.net)\*
2. 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:
  - Building Code used – 2012 International Building Code
  - occupancy classification
  - building type
  - sprinkled or un-sprinkled
  - square footage of building
  - if mixed occupancy, list the square footage for each occupancy
  - building height
  - area modifications
  - amount of egress required for occupancy load
  - fire separation rating, if needed
  - dumpster site location

**A commercial project includes multifamily residential developments larger than duplex. Plans for commercial projects shall include the following:**

1. The lot and block number
2. Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor.
3. Exterior dimensions of lot drawn to scale
4. Street address
5. Zoning classification
6. Site Plan with setbacks
7. All easements on the lot
8. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
9. A grading, drainage and erosion control plan with all pertinent topographic information on lot and surrounding lands
10. Finished floor elevations
11. Topographic contours taken from the City flood control maps
12. Location of any designated floodplains or floodways within the boundaries of the lots
13. The name, address, and phone number of the individuals responsible for the project
14. Total number and location of off-street parking spaces provided
15. Fire walls and draft stopping and signage locations
16. Garbage dumpster location with a concrete pad
17. 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
18. Fire lane locations and markings
19. 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
20. Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal.
21. Total area of lot and building
22. All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, size and location of service lines
23. Location of curbs, storm sewers, on-premise signs, light-poles, adjacent streets and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and the location of existing storm sewer drainage systems

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

**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 903-856-6321 or email [acruz@pittsburgtx.net](mailto: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**