

**TOWN
OF
ST. PAUL**

**COMMERICAL
CONSTRUCTION PACKET**

Total Pages 12

REVISION HISTORY

| Revision | Date | Description |
|-----------------|-------------------|---|
| A | 7/1/2004 | Changed references of Ord 130 to Ord 130A |
| B | 5/12/2008 | Changed references of Ord 130A to Ord 130B |
| C | 6/09/2008 | Updated Adopted Codes |
| D | 12/10/2012 | Changed references of Ord 130B to Ord 130C |
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GENERAL PROVISIONS

This document contains the general requirements for obtaining building permits and fee structure. If this document does not fully cover all requirements for a unique situation, the Town of St. Paul and the Building Official will determine the appropriate requirements and fees.

The Town of St. Paul's Building Official is contracted to oversee and perform all inspections. All applicable fees must be paid in full prior to consideration of applications by the Town of St. Paul. Late fees for obtaining permits or inspections after construction work has commenced shall be calculated at two times (2X) the original fee. Construction includes new construction, additions, major repairs and/or remodeling. All fees are payable to the Town of St. Paul. The Building Official will not accept payment.

For other information, call the St. Paul Town Hall at 972-442-7212, or visit in person at 2505 Butcher's Block, St. Paul, Texas 75098.

ADOPTED CODES

| | |
|--|-------------|
| International Building Code | 2015 |
| International Residential Code | 2015 |
| International Plumbing Code | 2015 |
| International Mechanical Code | 2015 |
| National Electrical Code | 2014 |
| International Fire Code | 2015 |
| Internal Fuel Gas Code | 2015 |
| Internal Energy Conservation Code | 2015 |

TCEQ "Rules and Regulations for Public Drinking Water Systems (30TAC 290.47)

REQUIRED SUBMITTALS FOR COMMERCIAL PERMITS

- A. A SITE Plan, a LANDSCAPING Plan and an ARCHITECTURAL Plan must be submitted to the Planning and zoning Commission for approval.
- B. After approval of the above, the developer shall, within 12 months thereafter, submit to the Town:
- Nine (9) copies and one (1) Mylar copy of the Final Site Plan and Landscape Plan
 - Three (3) copies of the Final Construction Plans to the Town.
 - Three (3) copies of the Final Construction Plans to the Town Engineer
- C. After acceptance of the Final Plans by the Town Council:
- One (1) set each of Final Site Plan
 - One (1) set each of Final Landscaping Plan
 - One (1) set each of Construction Plans

Shall be returned to the developer Signed by the Town Engineer and the Mayor (for the Council), that the plans are approved for construction.

All plans must be prepared and sealed by design professionals where required by state law.

Note: It shall be unlawful to issue a Building permit prior to final approval of the Site, Landscaping and Construction Plans by the Town Council.

ALSO, a Building Permit will not be issued until a permit for the installation or construction of a septic system, if required, is approved by the Collin County Sanitarian or other County Official in charge if issuance.

1. **Application.** Three (3) copies. A copy of the application form is available in this packet. Photocopies may be made.
2. **Check for amount of permit fee.** Applications will not be processed or reviewed until the fee is collected. See fee schedule in this packet.

Each set of plans, depending on the size and nature of the project should include the following elements:

- **Site Plan.** See further information in this packet with regard to the site plan. Not required for tenant finish-out.
- All elements required by the 2000 edition of the International Energy Conservation code.
- Foundation plan.
- Floor plan
- Exterior and interior elevation plan
- Structural Plan
- Door and window schedules
- Details
- Plumbing, mechanical and electrical plans and risers
- Electrical riser diagram required for all projects \$50,000 or greater in valuation
- Asbestos Certification Survey for all renovations or demolitions

SITE PLAN

A site plan must be submitted for review prior to the issuance of a building permit. There is a review fee of \$250.00, which is in addition to the building permit fee.

Site Plan

Purpose: Site Plan approval is intended to ensure efficient and safe land development, compatible use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage, and other utilities.

Applicability: No building permit shall be issued for the following unless a Site Plan is first approved by the Town.

1. Any non-residential development
2. Any multi-family development
3. Any development with two (2) or more buildings per platted lot.
4. Any Planned Development, Specific Use or Temporary Use Permit

No certificate of occupancy shall be issued unless all construction and development conform to the approved Site Plan as approved by the Town. A public hearing on a Site Plan is not required except in conjunction with a Specific Use Permit or when required by a Planned Development.

Site Plan Details: The Site Plan shall be drawn to scale and shall include the following information:

1. Location of proposed building(s) and structures
2. On-and-off site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
3. Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
4. Screening (including heights and materials). See Ord. # 130C, Section 8.3.
5. Owner's name, address, and phone number.
6. Design firm, contact person, address, and phone number
7. Zoning (list special conditions, height/setback area regulations). See Ord. # 130C, Section 8.4
8. Setbacks as required by zoning. See Ord. # 130C, Section 8.5
9. Lot Area (acreage and square footage)
10. Building square footage (for each floor)
11. Floor Area Ratio (FAR) (building square footage divided by land square footage)
12. Building height (stories and feet)
13. Type and location of exterior lighting and photometric analysis for such lighting.
14. Concrete sidewalks (if applicable)
15. Dumpster and trash compactor locations and screening
16. Indicate adjacent property name/owner, property lines, zoning
17. Landscape Plan, with proposed landscape materials.

TOWN OF ST. PAUL
Application for Building Permit
And/Or Certificate of Occupancy

**For the Erection, Remodeling, Repairing, Moving or Demolition of Building, or Parts thereof, as provided
in the Town of St. Paul Building Ordinance.**

| |
|----------------------------|
| For office use only |
| Permit Number _____ |
| Approved By _____ |
| Received Date _____ |
| Fee Paid _____ |

Lot _____ Block _____
Sub-Division _____
Lot Size _____ Zoning _____
Sq.Ft. (AC) _____ Total _____
Occupancy Type _____

TO THE BUILDING INSPECTOR:

I hereby submit this application for a Building Permit and/or Certificate of Occupancy for: (Describe all work to be done, as permit will cover work applied for) **SUBMIT PLAN IN TRIPLICATE.**

Property located at (Street & Number) _____
Name of Business (if Applicable) _____
Owner of Land/Building: _____
Owner's Contact Info: _____
Owners Phone# _____ Address _____
Contractors Name _____ Address _____
Plans By _____
Type of Construction: _____

BUILDING USES:

Give all uses to which building is to be put: any business use; number of families if dwelling; number of attendees if place of assembly, any food sales.

COST OF ALL WORK TO BE DONE UNDER THIS PERMIT _____
TOTAL VALUE (including land if applicable) _____

I agree to allow no work on which separate permits are required (such as elevators, signs, gasoline tanks) to be done until such permits are obtained. I have carefully examined and read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and to abide by all regulations and restrictions imposed upon construction by agencies of the United States Government, the State of Texas, County of Collin or the Town of St. Paul.

Signed: _____ Date _____
Print Name: _____ E-Mail _____
Address _____ Contact Phone # _____

INSPECTION REQUEST
214-850-5077

To request an inspection, contact the building inspector, Jim Olk at 214-850-5077. The building inspector will normally make the inspection within 24 hours, unless other arrangements are made.

Re-inspection:

IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE JOB IS READY. A RE-INSPECTION FEE MAY RESULT OTHERWISE. ALL FEES MUST BE PAID BEFORE FINAL INSPECTION CAN BE REQUESTED. ALSO, A REMINDER THAT THE ENERGY CODE FINAL INSPECTION/REPORT IS DUE AT THE BUILDING FINAL INSPECTION.

COMMERCIAL REQUIRED INSPECTIONS

| <u>Inspection Type</u> | <u>Level</u> |
|--|--------------|
| Plumbing Rough | 1 |
| Plumbing Top-Out | 1 |
| If you wish to have these inspected at the same time, you must request both inspections | |
| Foundation | 1 |
| Electrical – Wall | 1 |
| Electrical – Ceiling | 1 |
| If you wish to have these electrical inspections done at the same time, you must request Both inspections. | |
| Duct and venting Rough | 1 |
| Frame | 1 |
| Gypsum Wallboard | 1 |
| Electric Meter | 2 |
| Electrical Final | 3 |
| Plumbing Final | 3 |
| Backflow preventer test certification must be on site for pick-up if applicable. | |
| HVAC Final | 3 |
| Commercial Final/CO | 4 |

(Energy Inspection Report must be on site for pick-up at this time.)

Other inspection that may or may or be required, depending on the project scope:

It is the responsibility of the contractor to request necessary inspections that are not on the required list.

| | |
|-----------------------------|-------------------------------|
| Electrical – Underground | Sewer Tap (if applicable) |
| Electrical Grounding System | Sheathing Inspection |
| Grease Hood and Duct | Switch Gear & Panel |
| Grease Trap/Interceptor | Temporary Heat |
| Temporary Pole | Sewer Service (if applicable) |

SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2000 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Building Inspector. The following require special inspection: Structural steel; construction including welding and high-strength bolting; concrete construction, structural masonry construction; designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material; smoke control systems and other as determined by the Building Inspector. These inspections are in addition to those performed by the Town of St. Paul Building Inspector.

COLLIN COUNTY COMMERCIAL APPLICATION



FOR NEW BUSINESS, REMODEL, AND UPDATED INFORMATION

| | | | | |
|---|-------------------------------|--|--|---|
| BUSINESS NAME | | MAILING ADDRESS (COMPLETE) | | PHONE |
| BUSINESS OWNER | | CURRENT ADDRESS (STREET, CITY, AND STATE) | | DAYTIME PHONE |
| PROPERTY OWNER | | CURRENT ADDRESS (STREET, CITY, AND STATE) | | DAYTIME PHONE |
| PROJECT 911 ADDRESS (IF DIFFERENT FROM ABOVE) | | | | PROJECT VALUE \$ |
| DIRECTIONS TO PROJECT: | | | | |
| PROJECT DESCRIPTION (CIRCLE OR COMPLETE ALL THAT APPLY) | | | | |
| CIRCLE ONE | SEPTIC | TYPE OF BUSINESS | | EXISTING OSSF INFORMATION |
| NEW CONSTRUCTION Or EXISTING | NEW Or EXISTING | STORE STORE WITH FOOD SERVICE RESTAURANT DAY CARE: CHILD OR ADULT HANGAR | WRECKING YARD JUNK YARD GARAGE (AUTO) OTHER | NAME ON ORIGINAL PERMIT: _____ TYPE: _____ APPROX AGE: _____ INSTALLER: _____ |
| BRIEFLY DESCRIBE TYPE OF BUSINESS AND MATERIALS STORED: | | | | |
| | | | | |
| BUILDER | | ADDRESS (STREET, CITY, STATE) | | PHONE |
| ELECTRICIAN & LICENSE # | | ADDRESS (STREET, CITY, STATE) | | PHONE |
| PLUMBER & LICENSE # | | ADDRESS (STREET, CITY, STATE) | | PHONE |
| COMPANY | | | PHONE | |
| SEPTIC SITE EVALUATOR (INDIVIDUAL NAME) | | ADDRESS (STREET, CITY, STATE) | | PHONE |
| COMPANY | | | PHONE | |
| SEPTIC INSTALLER (INDIVIDUAL NAME) | | ADDRESS (STREET, CITY, STATE) | | PHONE |
| A TCEQ license is required for all OSSF installations and repairs. | | | | |
| COMPANY | | | PHONE | |
| POWER COMPANY: | | | ACCOUNT NUMBER: | |
| GAS CO: | | TYPE: | | WATER CO: |



COMMERCIAL APPLICATION (PAGE 2)

| | |
|-----------------------|--|
| BUSINESS NAME: | |
|-----------------------|--|

| PROJECT DETAILS | PROJECT USAGE |
|--------------------------------------|---|
| TOTAL SQ. FEET: _____ | IS THE BUSINESS OPEN TO PUBLIC YES or NO |
| TOTAL ACRES OF DISTURBED LAND: _____ | WILL BUSINESS HAVE OVERNIGHT FACILITIES YES or NO |
| # OF BEDROOMS: _____ | WILL THERE BE PUBLIC RESTROOMS YES or NO |
| # OF RESTROOMS: _____ | WILL THERE BE FOOD PREPARATION YES or NO |
| # OF KITCHENS: _____ | WILL THERE BE SALE OF UNPREPARED FOOD YES or NO |
| KITCHEN ISLAND: YES or NO | TYPE OF FOOD BEING SOLD: COLD / SHELF |
| GARAGE: ATTACHED or DETACHED HEAT. | MATERIALS BEING STORED (LIST ALL POTENTIAL HAZARDOUS MATERIALS) |
| JACUZZI TUB: YES or NO | _____ |
| HEAT: ELEC or LP | _____ |
| WATER: ELEC or LP | |
| FIREPLACE: YES or NO | |
| LOGLIGHTER: YES or NO | |

| STRUCTURAL INFORMATION (CIRCLE APPLICABLE) | EMPLOYEE INFORMATION |
|--|--|
| METAL FRAME | NUMBER OF EMPLOYEES (FULL TIME): _____ |
| WOOD FRAME | NUMBER OF EMPLOYEES (PART TIME): _____ |
| TYPE OF ROOF: _____ | NUMBER OF EMPLOYEES PER SHIFT: _____ |
| OTHER: _____ | |

| PROJECT OPERATION | DAY CARE CENTER INFORMATION |
|--|-------------------------------------|
| HOURS OF OPERATION: _____ TO _____ or 24 HOURS | SIZE: NUMBER OF CHILDREN: _____ |
| DAYS OF OPERATION: _____ TO _____ | ADULT: (NUMBER) _____ |
| OR OTHER: _____ | TYPE: IN HOME CENTER |
| | KINDERGARTEN / NURSERY / SCHOOL AGE |

| | |
|--------------------------|------|
| BUSINESS OWNER SIGNATURE | DATE |
| | |
| PROPERTY OWNER SIGNATURE | DATE |
| | |
| BUILDER SIGNATURE | DATE |

Contact: _____ Phone: _____