

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

Permit Application:

- Three (3) copies of plot plans with Texas professional seal showing existing or proposed structure.
- Three (3) copies of completed construction documents, i.e.: energy report, asbestos survey, etc. An additional set of plans will be required for fire sprinkled buildings (5,000 sq feet and over).
- Two (2) PDF files for Fire Department review; including civil plat and floor plans.
- Texas Department of Licensing and Regulation Architectural Barriers Project number (if over \$50,000 value).
- Energy Report, to include Building Envelope, Lighting and Mechanical Compliance.
- Asbestos Report or declaration (if remodel or demo).

For projects that require a health review, approval from the county must be received prior to the building permit being issued. (Collin County Developmental Services number: 972.548.5585). Collin County Development Services is the permitting authority for all septic systems in Collin County. You must submit a septic approval plan from the County before a building permit will be issued.

Note: Drawings containing a label such as ‘not for construction’ or ‘for pricing only’ will not be accepted for permit application. Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act. All construction to comply with all current building codes as adopted by the City of Lowry Crossing.

Required Drawings and Documents:

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

- Site plan, floor plans, roof plans, exterior elevation, door, window, hardware schedules.
- Construction details; interior elevations and interior finish schedules.
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details.
- Mechanical, electrical and plumbing site plans and schedules, including riser plans for plumbing and electrical.
- Letter from Texas Registered Engineer regarding structural compatibility of roof if mechanical equipment is being added to roof.
- Certified energy compliance report
- Asbestos survey for renovation or demolition permits.
- Texas Department of Licensing and Regulation Architectural Barriers Project registration number
- Letter from Texas registered Architect or Texas Professional Engineer stating that compliance with 2006 IBC Ch 10 regarding egress and Ch 11 regarding accessibility will be adhered to.
- County permit for septic system to include type of system.

TYPICAL COMMERCIAL INSPECTIONS

All City of Lowry Crossing inspections are scheduled through City Hall. Call 972.542.8678 to schedule an inspection.

- ✓ Temporary power pole
- ✓ Yard Sewer / Water Service
- ✓ Plumbing Rough
- ✓ Gas Wrap
- ✓ Foundation / Pier / Footing
- ✓ Retaining Wall 2' and higher
- ✓ Sprinkler Double Check / Backflow
- ✓ Framing / Plumbing Top out
- ✓ Gas Rough Pressure Test
- ✓ Mechanical Rough
- ✓ Insulation (Energy) [Performed by a third party inspector]
- ✓ Drywall
- ✓ Electrical Underground
- ✓ Gas in Slab / Gas underground
- ✓ Grease Duct
- ✓ Mechanical Underground
- ✓ Tilt Panel
- ✓ Grade beam
- ✓ Veneer
- ✓ Slab add-on
- ✓ Construction electric
- ✓ Gas Final
- ✓ Mechanical / Plumbing / Electrical finals
- ✓ Energy Final [by third party]
- ✓ Building Final
- ✓ Fire Inspections as needed

COMMERCIAL REMODEL OR NEW CONSTRUCTION PLAN REVIEW

STANDARD ITEMS CHECKLIST (OTHERS MAY APPLY)

General Contractor _____

Project Address _____

Project Cost _____ Square Footage _____

Sprinkler Required? Yes _____ No _____

- Permit application.
- Three (3) copies of completed construction documents.
- Two (2) PDF files for Fire Department review; including Civil Plan and Building/Floor Plans.
- Texas Department of Licensing and Regulation Architectural Barriers Project number (if over \$50,000 value).
- Energy Report, to include Building Envelope, Lighting and Mechanical Compliance.
- Asbestos Report or declaration (if remodel or demo).
- Site plan, floor plans, roof plans, exterior elevation, door, window, hardware schedules.
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- Texas Department of Licensing and Regulation Architectural Barriers Project registration number
- Letter fro Texas registered Architect or Texas Professional Engineer stating that compliance with 2006 IBC Ch 10 regarding egress and Ch 11 regarding accessibility will be adhered to.
- Sprinkler plans (if over 5,000 SF)



City of Lowry Crossing
City Hall
1405 S. Bridgefarmer Road
Lowry Crossing, TX 85069
972.542.8678

City Hall Hours:
Monday – Thursday
8 a.m. to 1 p.m. and 2 p.m. to 5 p.m.
Closed Friday

Janis Cable
City Secretary

Jay Spraggins
Building Official

Inspection Request: 972.542.8678

All inspections are completed evenings after 4 p.m. Inspections called in by noon will generally be performed the same day.

There will be no re-inspection fee for the first failed inspection. A re-inspection fee of \$75 per failed inspection will result thereafter. Re-inspection fees must be paid before the re-inspection will be performed. NOTE: If an inspection is called in and the project stage is incomplete and uninspectable, a re-inspection fee of \$75 will be charged.

The City of Lowry Crossing currently follows the 2006 International Building Codes and 2005 NEC.

CONTRACTORS: All general contractors and required trades must be registered with the City.

Forms are available on the City website at www.lowrycrossingtexas.org.



PLACEMENT OF INSPECTION TAGS & TRASH BIN SPECIFICATIONS

1. T-pole – tags will be placed in the temp panel box.
2. Rough plumbing – Tags will be placed in builders packet taped to builder's sign. Plot plan and form survey shall be placed there for inspector to check.
3. Foundation – Tags will be taped to builder's sign. Foundation plans and detail sheet shall be place there for review.
4. Approach and Flat work – Tags will be taped to builder's sign.
5. Sheathing inspection – Permit pack outside front door or on builder's sign in front.
6. Frame and Electrical Rough/ Plumbing and HVAC Rough – Tags will be at switch box closest to front door. Full set of plans shall be included for review.
7. Wall Ties – Tags shall be behind wall tie net to front door.
8. Temporary Meters – Tags will be left at the electrical panel where inspector is to pick up temporary release form. (Require energy provider's name.)
9. Final Building, Electrical, Plumbing & HVAC – Tags will be left at most open kitchen counters. Inspector will pick up final grade drainage survey left by builder and plumber's water certification sheet. All permits must be posted there.
10. Sprinkler – Tags will be left a most open kitchen counters. Inspector will pick irrigators test sheet. Permits must be posted there.
11. All trash bins shall be chain link fence panels with 2" openings, or 4' x 8' plywood or OSB properly secured together. **4" or 6" welded wire will not be accepted.**

NOTICE

If at any time red tags are missing for re-inspection, paperwork for each required inspection is missing, or if red and green tags are not put back in places designated on this sheet, a \$50 re-inspection fee will automatically be charged and no inspection will be made.

CONSTRUCTION SITE STANDARDS

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all residential and commercial building sites in the City.

Due to variances in site elevations o grade, some sites may have modified standards in order to meet the requirements of established ordinances. Modifications, if any will be reviewed and approved by the Building Official on a case-by-case basis.

STANDARDS

PORTA-LET All sites are required to have one porta-let per lot/10 workers.

TRASH BIN Trash bins are required on all construction sites. All trash bins shall be chain link fence panels with 2” openings, or 4’ x 8’ plywood or OSB properly secured together. **4” or 6” welded wire will not be accepted.**

DEBRIS FENCE/BARRIERS All lots/sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. Debris fence may be removed when project is ready for final inspection.

EROSION CONTROL SYSTEMS All residential lots must maintain properly installed silt fence and/or curlex for the duration of land disturbing activities, ie. Grading, excavation, and primary construction etc. Only silt fence may be used when installed directly behind curb. Silt fence and curlex may be moved out of the way for excavation and other activities such as final grade, but **MUST** be replaced until sod or other approved soil stabilization devices are set in place. Lots must now have a minimum of 70% vegetation at the front and back of lot to remove erosion controls and to obtain a CO. On commercial sites, systems must be maintained as per the city approved erosion control plan submitted with the project package.

ADDRESS AND SIGN All lots/cites must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their sign.

CONCRETE WASHOUT SITES

1. Each builder will install and maintain their own washout site.
2. The washout site will be surrounded completely with silt fence.
3. A rock entry will be installed on the entrance of the washout site. The rock entry will be designed so no runoff from the site will occur.
4. Each site will have a builder’s sign posted.

If builders are sharing a washout site, EACH builder will post their sign at the site and a letter must be submitted to the City stating which builder is responsible for cleanup and maintenance.

ROCK BERM

1. Use only open graded rock four to eight (4 – 8) inches in diameter for stream flow condition. Use open graded rock three to five (3 – 5) inches in diameter for other conditions.
2. The rock berm shall be secured with a woven wire sheathing having a maximum opening of one (1) inch and a minimum wire size of twenty (20) gauge and shall be buried in a trench approximately three to four (3 – 4) inches deep.
3. The rock berm shall be inspected weekly or after each rain event and shall be replaced when the structure ceases to function as intended due to silt accumulation among the rocks, washout construction traffic damage, etc.
4. When silt reaches a depth equal to one-third ($1/3$) of the height of the berm or the height of one foot, whichever is less, the silt shall be removed and disposed of properly.
5. When the site is completely stabilized, the berm and accumulated silt shall be removed and disposed of in an approved manner.
6. Rock berm should be used as check dams for concentrated flow and are not intended for use in perimeter protection.

PRE-CONSTRUCTION REQUIREMENTS

[FOR RESIDENTIAL AND COMMERCIAL SITES]

The following items are required to be in place FOR THE PLUMBING ROUGH INSPECTION

- PORTA-LET (On commercial sites, one porta-let per 10 workers and on residential sites, one per lot.)
- TRASH RECEPTABLE (four-sided plywood or OSB nailed well) or commercial container.
- SILT FENCE (properly trenched, see SWPPP for details.)
- CURLEX (if less than 70% vegetation exists.)
- COMPANY SIGN WITH PHONE NUMBER AND ADDRESS OF SITE

City of Lowry Crossing ordinances require that these systems remain in place and in good repair for the duration of the projects.

Exceptions:

- No porta-let required after there are *working toilets* in the structure that workers can use.
- Trash receptacle may be removed with brick package and sheet rock is completed (use garage for trash and debris, if residential).

SILT FENCE and CURLEX may be moved in order to excavate for utilities and flatwork, but must be back in place upon completion of the work. It can be removed only when there is sod on site or hydro mulch is completed.

SILT FENCE

1. Steel posts, which support the silt fence, shall be installed on a slight angle toward the anticipated runoff source. Post must be embedded a minimum of one (1) foot.
2. The toe of the silt fence shall be trenched in with a space or mechanical trencher so that the down slope face of the trench is flat and perpendicular to the line of flow. Where the fence cannot be trenched in (e.g., pavement), weight the fabric flap with rock on the uphill side to prevent flow from seeping under the fence.
3. The trench must be a minimum of six (6) inches deep and six (6) inches wide to allow the silt fence fabric to be laid on the ground and backfilled with compacted material.
4. Silt fence should be securely fastened to each steel support post or to woven wire, which in turn is attached to the steel fence post. There shall be a three (3) foot overlap that is securely fastened where ends of fabric meet.
5. Inspection shall be made weekly and after each rainfall. Repair or replacement shall be made promptly as needed.
6. Silt fence shall be removed when the site is completely stabilized so as not to block or impede storm flow or drainage.
7. Accumulated silt shall be removed when it reaches a depth of half the height of the fence. The silt shall be disposed of at an approved site and in such a manner as to not contribute to additional siltation.

STANDARD INSPECTION POINTS

The following lists of standard inspection points were developed in an effort to assist the builders in assuring readiness for inspections, preventing time delays, and lowering the incidence of re-inspections. These are, of course, only the most basic expectations and are not intended to supplant the code; nor shall they assure approval. The experience, expertise, and judgment of the Building Official will hold influence, since no two situations are ever exactly the same. These, though, are consistently expected and may be used as a helpful reference.

PLUMBING ROUGH INSPECTION

- Address visible from the street
- Builder's sign (with phone number)
- Permit package (attached to builder's sign) including:
 - PreCon approval tag
 - Approved site plan with setback stamp
 - Form board survey with original seal and signature
- Test tee in sewer line
- Water line material per code
- All fittings and piping exposed for inspection
- Proper drainage fittings
- Proper fall on all drainage piping
- Proper bedding for all draining piping
- Minimum five foot plumbing stack tested to the point of overflow
- Yard PE gas line (if applicable)
 - Minimum 18 inches deep
 - Approved gas wrap material on pre-bent risers
 - Tracer wire in the trench

REMEMBER: Erosion controls, debris control, trash bins, and porta-lets are always inspection points.

FRAME & ELECTRICAL ROUGH INSPECTION

- Over/Under bent wires in device boxes
- Shoot exterior plates to code
- Mount device boxes to manufacturer's specifications
- Bad or missing wind bracing
- Wires not stapled properly
- Proper support beams
- Jacuzzi electrical must be 4" above finished floor
- Missing flashing at gables
- Remodel boxes used in new construction
- Fire stop chimney chase
- Receptacles not within 24" of kitchen sink
- Missing tempered windows
- Switches located behind doors that are not convenient
- Tighten or replace headers
- Rafters not full bearing with Ridges, Hips, and Valleys
- Support roof framing members
- Missing joist hangars or hangars not fully nailed
- Draft stop dead air spaces, double walls, and chases
- Joist and rafter spans
- Brick ties
- Fire blocking (if required)

This is a small possible list of issues, it is not all inclusive. Sometimes repairs will cause more violations. This is to help you prepare for your inspection.

PLUMBING TOP OUT

GAS PIPING (An attic ladder is required for this inspection)

- Black pipe
 - Wrapped through brick
 - Sized per code
 - Tested to 3 PSI on 5 to 10 PSI diaphragm gauge; set indicator to test pressure
- Flexible stainless steel tubing
 - Nail guards
 - Terminations at equipment
 - Tested to 3 PSI on 5 to 10 PSI diaphragm gauge; set indicator to test pressure on low side
 - Tested 5 PSI on 10 to 15 PSI gauge on high side

DRAIN, WASTE, AND VENT PIPING

- Trap arms (length, fall, size, and bends)
- Closet bends centered 15 ½" minimum to framed walls
- Built up showers blocked and tested
- Tub boxes sealed
- 1st and 2nd floor rough tested to above lavatory arms
- 2nd floor drains maximum horizontal bends of 135° (degrees) before a clean-out is required
- Vents through roof and flashed

WATER

- City pressure on hot and cold water (or 50 PSI on 100 PSI gauge) [Plumber to furnish test gauge at test.]
- Insulated in garage walls, outside walls, and in attic
- Water heat T & P line roughed
- Water heater vent roughed, flashed, and secured 1" to combustibles
- Frost proof hose bibs secured to building frame

REMEMBER: Address visible from street, erosion controls, debris control, trash bins, and port-a-lets are always inspection points.

HVAC ROUGH

This inspection is combined with the plumbing top out and is to be ready at the same time.

- All heating/cooling ductwork complete
- All exhaust fans installed and ducts complete to termination
- Heating/cooling unit installed
- Furnace vent installed, secured, and clear 1" to combustibles
- Duct and vent chases and furs framed
 - When chases and/or furs are used as ductwork
 - When seal return/supply air from unconditioned air
 - When seal vertical wires out of return air
- All ductwork insulated from unconditioned spaces
- Primary and secondary drains installed to termination points (supported for 1/8" fall)
- Fireplace installed and cleared to combustibles
 - Log lighter valve a maximum of 4' to gas openings in log lighter
 - Wood no closer than stand offs over the fire box
 - No wood exposed under fire box
- Chimney installed through the roof
 - Draft stops installed
 - Chimney secured from combustibles by required distances

BUILDING & ELECTRICAL FINAL INSPECTION

- Debris and construction materials in empty/adjoining lots
- Spilled concrete on street, approach, and walks
- Broken or cracked city walks
- Device boxes behind Formica not flush with combustibles
- Ground rod not connected or missing
- AC units over/under fused
- Garbage disposal not operable
- GFCI's not working or wired wrong
- Smoke detector not in loop or missing
- Stair handrails not to code
- Missing tempered glass
- GFCI for a second floor bath located on first floor
- Receptacles behind sink or range top
- Seal fireplace lintel
- Receptacle within 5' of deep sink not GFCI protected
- Paperwork missing or incomplete/outdated
- Missing sod where required
- Drainage does not match survey
- House insulated

PLUMBING AND HVAC FINAL

- Permanent address posted
- Water meter complete
- Clean outs with PVC caps
- Sprinkler permit, sprinkler test form at kitchen counter
- All plumbing and fixtures completed
- Water closed secured rigidly to the floor
- All gas appliances connected correctly
- All attic catwalks and work platforms solid, secure, and unobstructed
- Combustion air for gas appliances
- Condensate lines connected with fall
- Secondary drain line or water sensor installed