



## **Commercial Building Requirements**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Graham, Texas, has adopted the following codes and/or standards regulating building construction.

*City of Graham Zoning Ordinance*  
*2003 International Building Code*  
*2003 International Residential Code*  
*2006 International Fire Code*  
*2003 International Plumbing Code*  
*2003 International Mechanical Code*  
*2000 International Energy Conservation Code*  
*2005 National Electrical Code*  
and all referenced standards contained within these codes.

### **Building Permit**

Check for permit fees will be made out to the City of Graham.

All Contactors performing work within the City of Graham jurisdiction must be registered with the City and provide proof of commercial general liability insurance for claims of property damage or bodily injury. All registrations must be done in person. All permits must be obtained by the contractor in person unless special arrangements have been made in advance.

No construction on a project may begin before a permit is obtained. Permit fee will double if work begins prior to obtaining a permit.

### **Inspections**

Inspections received by 4:30 p.m. Monday – Friday will be performed the next business day. All inspections are to be called into the City of Graham Permitting Department at (940) 549-3352.

The City must be notified of all inspections before any part of the construction is covered.

When all inspections are completed, a final inspection shall be made prior to approving the permanent power release.

If an inspection fails, a \_\_\_\_\_ fee for each trade that failed must be paid to the City prior to scheduling any re-inspections.

**Construction Site**

The property address must be posted at the front of the lot and readable from the street.

Before initiating construction, contractors must have a portable sanitary toilet on the property and shall remain until the final inspections are approved.

A trash dumpster shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.



## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

**PROFESSIONAL LICENSE:** 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.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

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

1. Site plan <sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report
12. Asbestos Survey (for renovation or demolition permits) <sup>(b)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information <sup>(c)</sup>

### NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.tdh.state.tx.us/beh/asbestos/default.htm](http://www.tdh.state.tx.us/beh/asbestos/default.htm)]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



# Commercial Building Permit Application

**Building Permit Number:** \_\_\_\_\_ **Valuation:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Square Foot:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Description:**

New  Addition  Remodel  Finishout

Sign  Plumbing  Mechanical  Electrical  Other

**Scope of Work:** \_\_\_\_\_

**Owner Information:**

**Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

<b>Engineer</b>	Contact Person	Phone Number	Fax Number
<b>Architect</b>	Contact Person	Phone Number	Fax Number
<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumbing Contractor</b>	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

**A certificate of occupancy must be issued before any building is occupied.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

<b>Approved by:</b>	<b>Date approved:</b>
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Building Permit Fee: \_\_\_\_\_ Water Connection Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_ Sewer Connection Fee: \_\_\_\_\_

Plumbing Permit Fee: \_\_\_\_\_ Meter Cost: \_\_\_\_\_

Mechanical Permit Fee: \_\_\_\_\_ Meter Inspection Fee: \_\_\_\_\_

Electrical Permit Fee: \_\_\_\_\_ Utility Inspection Fee: \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

**Issued Date:** \_\_\_\_\_

**Issued By:** \_\_\_\_\_

BV Project # \_\_\_\_\_



## CONTRACTOR REGISTRATION FORM

### TYPE OF CONTRACTOR LICENSE

- |  |  |
|--|--|
| <input type="checkbox"/> CONTRACTOR-BUILDER          | <input type="checkbox"/> MASTER PLUMBER                            |
| <input type="checkbox"/> MASTER ELECTRICIAN          | <input type="checkbox"/> JOURNEYMAN PLUMBER                        |
| <input type="checkbox"/> JOURNEYMAN ELECTRICIAN      | <input type="checkbox"/> IRRIGATOR (LANDSCAPE)                     |
| <input type="checkbox"/> RESIDENTIAL ELECTRICIAN     | <input type="checkbox"/> BACKFLOW ( <i>special form required</i> ) |
| <input type="checkbox"/> MASTER SIGN ELECTRICIAN     | <input type="checkbox"/> INSTALLER (LANDSCAPE)                     |
| <input type="checkbox"/> JOURNEYMAN SIGN ELECTRICIAN | <input type="checkbox"/> FIRE LINE TESTER                          |
| <input type="checkbox"/> MECHANICAL (HVAC)           | <input type="checkbox"/> OSSF                                      |

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**



## Certificate of Occupancy Inspection Information

**NOTE:** A **BUILDING PERMIT** is required for any **alteration or construction work**.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.  
Phone: (817) 335-8111 / (972) 980-8401 / toll free (877) 837-8775  
Fax: (817) 335-8110 / (972) 980-8400 / toll free (877) 837-8859
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.



# Certificate of Occupancy Application

<b>Project Information</b>		Permit # _____
Name/Description: _____		
Project Address: _____		Sq. Ft. _____
Lot: _____	Block: _____	Subdivision: _____
INTENDED USE OF SPACE: _____		

<b>Owner Information</b>		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

<b>Tenant Information</b>		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

**A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.**

**All permits require final inspection.**

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**

**OFFICE USE ONLY:**

<b>Approved By:</b> _____	<b>Date Approved:</b> _____
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**Permit Fee:** \_\_\_\_\_  
**Issued Date:** \_\_\_\_\_  
**Issued By:** \_\_\_\_\_

**BV Project #** \_\_\_\_\_

## City of Graham - Building Fees



<u>Description</u>	<u>Building Fee</u>	<u>Fee Calculation</u>
Basic Inspection (one-time inspection not associated with bulding permit)	\$25	Basic Cost
\$1 - \$1,000 Valuation	\$77	Basic Cost
\$1,001 - \$10,000 Valuation	\$77	Basic Cost
\$10,001 - \$25,000 Valuation	\$109 - \$235	\$109 for first \$10,000 and \$8.40 for each additional \$1000
\$25,001 - \$50,000 Valuation	\$242 - \$387	\$235 for first \$25,000 and \$6.06 for each additional \$1000
\$50,001 - \$100,000 Valuation	\$392 - \$597	\$387 for first \$50,000 and \$4.20 for each additional \$1000
\$100,001 - \$500,000 Valuation	\$601 - \$1,941	\$597 for first \$100,000 and \$3.36 for each additional \$1000
\$500,001 - \$1,000,000 Valuation	\$1,944 - \$3,366	\$1,941 for first \$500,000 and \$2.85 for each additional \$1000
\$1,000,001 and up Valuation	\$3,368 and up	\$3,366 for first \$1,000,000 and \$1.89 for each additional \$1000

## City of Graham - Plan Review Fees



<u>Description</u>	<u>Building Fee</u>	<u>Fee Calculation</u>
\$1 - \$1,000 Valuation	\$50	Basic Cost
\$1,001 - \$10,000 Valuation	\$50	Basic Cost
\$10,001 - \$25,000 Valuation	\$71 - \$153	\$71 for first \$10,000 and \$5.46 for each additional \$1000
\$25,001 - \$50,000 Valuation	\$153 - \$252	\$153 for first \$25,000 and \$3.94 for each additional \$1000
\$50,001 - \$100,000 Valuation	\$252 - \$388	\$252 for first \$50,000 and \$2.73 for each additional \$1000
\$100,001 - \$500,000 Valuation	\$388 - \$1,264	\$388 for first \$100,000 and \$2.19 for each additional \$1000
\$500,001 - \$1,000,000 Valuation	\$1,264 - \$2,189	\$1,264 for first \$500,000 and \$1.85 for each additional \$1000
\$1,000,001 and up Valuation	\$2,189 and up	\$2,189 for first \$1,000,000 and \$1.23 for each additional \$1000