



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Four (4) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. **Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

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: (4) large sets and (4) 11 x 17 sets
Drawings must be drawn to scale, dimensioned and of sufficient clarity.

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

City also requires:

1. Fire Lane location and construction plans and details
2. Fire Suppression system plans and documents
3. Fire Alarm system plans
4. Knox box application
5. Parking Lot layout plans
6. (4) Grading plans
7. On Site Sewage Facility plans, if applicable

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]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

Permit Application with an original signature must be complete and submitted with the following information: _____

(4) Site Plans shall be stamped "Approved" and shall include:

- Legal Description (lot, block, subdivision) _____
- Property lines and lot dimensions _____
- Proposed structure and all existing buildings _____
- All easements _____
- Location of septic system including spray area _____
- North area and scale _____
- Existing and proposed location of utility poles, pad mounted transformers _____

(2) Commercial Energy Code Compliance - (2018 IECC) _____

To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

(4) Sets of architectural plans to include floor plan, exterior elevations, roof design, engineered foundation plan, plan, MEP design, construction details, window/door schedule.

(4) Sets of civil plans to include utilities, parking lot with details, drainage, grading, landscaping

Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans. _____
Knox boxes application required _____

On Site Sewage Facility (OSSF), if applicable

- Permit application and required documents _____
- Permit fee _____

Driveway approaches and drainage culverts

- Engineered plans _____
- Culvert Permit Fee _____
- Driveways accessing Hwy 377 and 407 require TXDOT permit _____

TDLR # - Architectural Barriers Registration (if \$50,000.00 or over) _____

Asbestos Survey or Compliance Statement (if demo or remodel) _____

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator



Town of Argyle

(940) 464-7273

308 Denton Street
Argyle, Texas 76226

Commercial Building Permit Application

Building Permit Number: _____		Zoning _____	Legal Description _____	
Project Name: _____		Proj. Value: _____		
Project Address: _____		Project Sq Ft: _____		
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>	Finish out <input type="checkbox"/>
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Other <input type="checkbox"/>
Scope of Work: _____				

Owner Information:		
Name: _____	Contact Person: _____	
Address: _____		
Phone #: _____	Fax #: _____	Mobile #: _____

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumbing Contractor	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 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:

Approved by: _____	Date approved: _____
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Building Permit Fee: \$ _____	Sewer Tap Fee: \$ _____	Total Permit Fees: \$ _____
Plan Review Fee: \$ _____	Wastewater Impact Fee: \$ _____	Issued Date: _____
Electrical Permit Fee: \$ _____	Drive/Culvert Permit Fee: \$ _____	Issued By: _____
Mechanical Permit Fee: \$ _____	Septic Permit Fee: \$ _____	
Plumbing Permit Fee: \$ _____	Roadway Impact Fee: \$ _____	BV Project # _____

**Construction Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. and Saturday 7:00 a.m. to 5:00 p.m.
No Work allowed on Sundays. The Town of Argyle has a zero tolerance policy on construction hours.
First time violators will be cited.**