

D E S T I N A T I O N

# Flatonia

Where All Roads Lead

City of Flatonia  
125 E. South Main St.  
P.O. Box 329  
Flatonia, TX 78941  
P: 361-865-3548  
F: 361-865-2817

Date: \_\_\_\_\_

**Acknowledgement:**

I acknowledge that I have received a copy of the Commercial Building Packet provided by the City of Flatonia that discusses what I must do to obtain a construction permit. In this packet is information about what documents the city will require from me for my plan review. It also details what I must do to get an inspection of work that is done. I agree to apply for a building permit before starting any work.

I understand the City of Flatonia is presently using the 2015 International Code Council family of codes and the 2017 National Electric Code. This building packet is not designed to replace the 2015 ICC family of codes or the 2017 NEC. It is designed to provide helpful information to answer questions most frequently asked and prevent common code mistakes. I understand I may request to view the code books and ordinances at City Hall during normal office hours.

Other items received: \_\_\_\_\_

Property address where work will be done:

\_\_\_\_\_

I am the property owner \_\_\_\_ Contractor for the project \_\_\_\_.

Name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact # \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Owner/Contractor: \_\_\_\_\_



# **COMMERCIAL BUILDING PACKET**

**City of Flatonia  
P.O. Box 329 - 125 E. South Main St.  
Flatonia, TX 78941**

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# CITY OF FLATONIA

## General Instructions for Commercial Projects

This information packet is designed to help you with planning your construction project and applying for a building permit. The guidelines apply to all types of construction projects: new construction, renovation or remodeling, additions, general repairs, erecting a fence, demolition of a structure and moving a structure. Each of these types of projects requires you getting a permit. Our aim is to help you know what is expected of you, thereby making the permit application process easy and the inspection process as problem-free as possible. We want your project to be a success and add beauty to our community.

### STEP 1 – BEFORE YOU START YOUR PROJECT

- A building permit application may be submitted only on a property where the project is allowed or zoned for the use intended and platted as a lot of record. Verify that your intended use or project is allowable in the zoning district in which the property is located by speaking with the Building Department.
- Meet with the Building Department at City Hall to discuss the scope of work for your intended project.
- Addresses for new construction on undeveloped lots within the city limits of Flatonia are assigned by City Hall. Please visit City Hall to be issued your 911 address.
- Get a building permit application form. Submit your completed building permit application and project packet to get approval of your project.
- Starting a project without securing the necessary permits can subject you to a fine and/or your being required to tear down what you have started and starting the process over from scratch.
- All contractors and subcontractors must register with the City of Flatonia prior to starting a project. A building permit will not be released until all contractor registrations are complete.

### STEP 2 – PREPARING A PROJECT/SITE PLAN PACKET

- For your PROJECT PACKET you will need to submit:
  - (2) Project Plans with these specifications:
    - a. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
    - b. Documents must be 24” x 36”
    - c. Show street address and legal description of lot
    - d. Show the property lines, setback lines, and lot dimensions
    - e. Indicate “North”
    - f. Show where you plan to take the water, sewer and electrical lines from in the building
    - g. Show footprint of the building and the distance from the building to the property lines
    - h. Indicate location of existing city utilities

- i. Indicate what the building or addition will be used for
  - j. Include title block
  - k. Show contour lines
  - l. Indicate grade levels -planned elevations after grading, including drainage
  - m. Indicate any structures to be moved/demolished
  - n. Include sidewalks, parking lot layout, and driveways
  - o. Indicate areas to be landscaped
  - p. Show all easements
- For your CONSTRUCTION PACKET you will need to submit:
1. (2) Certified Energy Compliance Reports (“Pass/Fail” Comcheck Report, go to [www.energycodes.gov](http://www.energycodes.gov) to complete and print your reports.)
  2. (2) Asbestos Surveys (for renovation or demolition permits)
  3. Texas Department of Licensing and Regulations architectural barriers registration number (see attached TDLR page to register your project)
  4. (2) Building Plans: include a floor plan, roof plan, foundation plan, structural plans (including door and window schedules) and fire protection plan.
  5. ALL PLANS submitted must 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.
- If enough information is not supplied, you may be required to provide more detail, which may delay your permit issuance. You can expect to be contacted by the City of Flatonia Building Department or by Bureau Veritas. Bureau Veritas has been contracted by the City to provide project reviews and inspections.

### CODE COMPLIANCE WAIVERS & EXEMPTIONS

The following list of waivers & exemptions is not comprehensive and may be updated or altered as issues arise:

1. EXEMPTION/WAIVER: The requirement for engineered drawings as per Texas Engineering Practice Act for all Foundation, Structural and MEP for buildings over 5,000 sf shall be waived by the City for commercial structures that are designed for multiple lease spaces provided each occupancy is less than 5,000 sf and has proper fire separation for the intended use (e.g. strip centers & public storage).
2. WAIVER: The City of Flatonia will not require an HVAC Comcheck as per the 2006 IECC (Building envelope, interior/exterior and mechanical). However, contractors will still be required to provide a "pass/fail" Comcheck report designed to evaluate the electrical efficiency of the proposed electrical and mechanical equipment.
3. WAIVER: The City of Flatonia will waive the requirement for fire sprinklers in "voids" provided that these voids either A) are open to the air and accessible by fire hose (e.g. outdoor canopy over an existing structure) or B) the surface materials creating the void are BOTH of a non-flammable material (e.g. a metal roof constructed over an existing metal roof).

4. WAIVER: As part of the plan review process, the City of Flatonia will NOT require the following plans for residential structures, any commercial structures under 5,000 sf or commercial structures over 5,000 sf as described in article 1 above:
  - a. Hardware Schedules
  - b. Plumbing Plans
  - c. Plumbing Riser Diagrams
  - d. Mechanical Plans
  - e. Electrical Riser Details
  - f. Framing Plans
5. WAIVER: The City of Flatonia will waive the requirement for drinking fountains and service sinks as required under the IBC Section 2902.1 for establishments classified as "M", "B", "S-1" or "S-2" provided that these establishments have an estimated occupancy of less than 500.

STEP 3 – LICENSING & REGISTRATION
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- All of your contractors must be listed on the permit application and have current registrations with the City of Flatonia.
- CONSTRUCTION CONTRACTORS are not required to be licensed but must be registered with the City of Flatonia.
- MASTER ELECTRICIANS must be licensed by the Texas Department of Licensing and Regulation and be registered with the City of Flatonia.
- MASTER PLUMBERS must be licensed by the Texas State Board of Plumbing Examiners and be registered with the City of Flatonia.
- LANDSCAPE IRRIGATORS must be licensed by the Texas State Board of Irrigators and be registered with the City of Flatonia.
- AIR CONDITIONING CONTRACTORS must have a type A or B license from the Texas Department of Licensing and Regulation and be registered with the City of Flatonia.
- HOUSE MOVERS must be registered with the City of Flatonia.
- BACKFLOW TESTERS must be licensed by TCEQ.

STEP 4 – GETTING YOUR PERMIT
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- Submit a complete project packet along with a completed building permit application.
- Plan Review fees are calculated and paid at the time of submittal.
- If enough information is not supplied, you may be required to provide more detail, which may delay your permit issuance. You can expect to be contacted by the City of Flatonia Building Department or by Bureau Veritas. Bureau Veritas has been contracted by the City to provide project reviews and inspections.
- Review of your submitted plan takes up to 24 complete workdays.** You may contact the Bureau Veritas Plan Review Department to check the status of your permit at (469) 241-1834 or toll free at (800) 906-7199.
- Once your Project Plan has been approved, one set of plans will be marked "Approved" and returned to you. This set must be available on the job-site at all times.
- Once plans are released for construction, any and all revisions must be submitted for review and approval.

- Plan Reviews expire 180 days from the date of application; thereafter, new submittals are required.
- You will be notified when your building permit is ready to be picked up.

#### STEP 5 – GETTING WORK INSPECTED

- Inspections are required to ensure that the construction process is proceeding according to your “City Approved” plans and that all current city and state code standards are being met.
- The contractor’s set of “approved plans” must be kept at the project site and be available at all times for the Inspectors reference.
- It is your responsibility to call when you are ready for work to be inspected. You may schedule an inspection by calling Bureau Veritas at (817) 335-8111 or (877) 837-8775.
- Covering work before it has been inspected shall require removal of cover material to allow a proper inspection to occur.
- 24-hour notice** will be needed for you to schedule inspections. Calls received on Friday or before a holiday will be scheduled for the next business day.

#### STEP 6 – CONNECTING TO CITY UTILITIES

- To hook up the water, sewer and electrical systems of your structure you must make a deposit for utilities and pay any tap fees or line extension fees associated with your project. Your plumber and electrician or you need to check with the Utility Department to see where the lines need to be run to connect to existing water, sewer or electrical services. Temporary or Construction Meters must be requested two weeks prior to project start date to schedule installation. All fees and deposits **MUST** be paid prior to connection.
- Refer to fee schedule for current deposits and tapping fees.
- The release of temporary utilities for construction purposes will be allowed with a utilities deposit; however, this does not authorize occupancy of the building.

#### OTHER IMPORTANT INFORMATION

- Proof of property ownership will be verified with the Fayette County Appraisal District.
- Building Permits must be displayed at the property address until the project is completed.
- The “approved” project plans must be available on the project site at all times.
- Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.
- Extension requests must be submitted in writing prior to the expiration date.
- A building or structure shall not be used or occupied until a Certificate of Occupancy has been issued.

**FEE SCHEDULE\*\***

PLEASE contact our Building Department at 361-865-3548 before starting any work.

Un-permitted Project..... Fees double Sec. A4.006(d)

<b>Commercial and Multi-Family construction plan review</b>	
<b>Valuation *</b>	<b>Fee</b>
\$1 - \$10,000	\$55
\$10,001 - \$25,000	\$78 for the first \$10,000 plus \$6.00 for each additional \$1,000
\$25,001 - \$50,000	\$168 for the first \$25,000 plus \$3.30 for each additional \$1,000
\$50,001 - \$100,000	\$275 for the first \$50,000 plus \$3.00 for each additional \$1,000
\$100,001 - \$500,000	\$415 for the first \$100,000 plus \$2.45 for each additional \$1,000
\$500,001 - \$1,000,000	\$1,390 for the first \$500,000 plus \$2.00 for each additional \$1,000
\$1,000,001 & Up	\$2,400 for the first \$1,000,000 plus \$1.35 for each additional \$1,000

<b>Commercial and Multi-Family construction inspection</b>	
<b>Valuation *</b>	<b>Fee</b>
\$1 - \$2,500	\$25.00
\$2,500.00 - \$10,000	\$85.00
\$10,001 - \$25,000	\$120 for the first \$10,000 plus \$9.20 for each additional \$1,000
\$25,001 - \$50,000	\$255 for the first \$25,000 plus \$6.75 for each additional \$1,000
\$50,001 - \$100,000	\$425 for the first \$50,000 plus \$4.65 for each additional \$1,000
\$100,001 - \$500,000	\$655 for the first \$100,000 plus \$3.65 for each additional \$1,000
\$500,001 - \$1,000,000	\$2,135 for the first \$500,000 plus \$3.05 for each additional \$1,000
\$1,000,001 & Up	\$3,705 for the first \$1,000,000 plus \$2.10 for each additional \$1,000

<b>Pre-fabricated Placement and non-structural re-roof</b>	
<b>Fee</b>	<b>Description of Work</b>
\$25 (over 120sq ft)	Residential Pre-fabricated Accessory Structure (Without Utilities)
\$100 (over 120sq ft)	Commercial Pre-fabricated Structure (Storage Building, Mobile Food Vendor, Modular and Manufactured structures).
\$25	Residential Re-roof (Non-structural i.e. removal and replacement of shingles or roof material.
\$100	Commercial Re-roof (Non-structural i.e. removal and replacement of shingles or roof material.
	*Structural roof alterations or repairs and utility installation on pre-fabricated buildings or structures shall be assessed using the valuation-based tables above based on the estimated cost of the work performed.

Demolition..... \$25.00 Sec. A4.003  
 Moving a Structure..... \$25.00 Sec. A4.004

Police Escort..... \$10.00 Sec. A4.005  
Fence..... Permit required, NO charge for permit

Other fees that may apply depending on the project: Sec. A7.000

Sewer tap \$675.00  
¾” water tap \$675.00  
1” water tap \$775.00  
Larger than 1” tap.....determined by Utility Dept.  
Electric Line Extension.....determined by Utility Dept.  
Cutting street in order to tap.....determined by Utility Dept.  
Boring in order to tap.....determined by Utility Dept.  
Electric pole & Installation.....determined by Utility Dept.

Electric Deposit: Commercial –set by Utility Billing Office

Water Deposit: Commercial –set by Utility Billing Office

\*The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the ICC Building Valuation Data table, first update of each calendar year. Valuations will be determined at the time of permit application.

\*\*Fee schedule subject to change without notice.

**BUILDING CODES AND ORDINANCES**

The City of Flatonia is currently using the 2015 International Building Code and the 2017 National Electric Code. Copies of the city ordinances and the adopted building code books are available at City Hall for your review during normal business hours. A complete list of city ordinances pertaining to building construction requirements may be viewed by visiting the city website [www.flatoniatx.gov](http://www.flatoniatx.gov) and clicking the City Code link under the City tab. If you have city or building code questions the building department will try to help you. Their job is not to design the project for you or tell you the best way to do your project. They are there to help you interpret what is required by the code and to insure that work that is done meets code.

**TEXAS DEPARTMENT OF LICENSING AND REGISTRATION**

Some projects are required to go through licensing with the State. It is the responsibility of the applicant and/or property owner to investigate and determine if their project is required to be registered with the State. This information can be obtained by going to this site <https://www.tdlr.texas.gov/ab/ab.htm>. Texas Department of Licensing and Registration can be reached at 800-803-9202.