



COMMERCIAL PROJECT PERMIT APPLICATION AND PLAN REVIEW PROCESS

The following is a general overview of the procedures and requirements for obtaining a commercial building permit with the City of Bonham. To allow us to process your building permit request in a timely manner, it is essential that you provide all information requested.

Our goal is to maintain a cooperative and positive relationship with the construction community. If we can assist you in any way, please do not hesitate to contact the Building Official at (903) 583-7555 X113

The Bonham Fire Marshal may have requirements that could impact the design of your project. We suggest contacting him directly at (903) 583-7555 X 107 for more information.

To obtain a permit for construction follow the steps outlined below.

Step 1: OBTAIN SITE PLAN APPROVAL

- The Planning and Development Department, Public Works Department and other City Staff (as applicable) must approve all site plans prior to submittal of building plans for review. All conditions of site plan approval must be satisfied prior to issuance of any building permit.
- Contact the Planning Division at (903) 583-7555 X 108 if you have questions regarding the site plan approval process.

Step 2: SUBMIT PLANS

- Plans must be designed to the latest versions of the construction codes adopted by the City of Bonham:

International Building Code
International Mechanical Code
International Plumbing Code
International Energy Conservation Code
International Fire Code
National Electric Code
Local Amendments

- Drawings containing a label such as "**NOT FOR CONSTRUCTION**" or "**FOR PRICING ONLY**" will **not** be accepted for permit application.
- Submit two (2) complete bound sets of building plans and a site plan
- If the building is to be protected by a fire suppression system, submit fire sprinkler/ fire

suppression plans directly to the Building Department.

- Use the attached check sheet to verify that all data required has been included in the submittal.
- Drawings and documents must be sealed, signed, and dated by a State of Texas Registered Architect or Registered Engineer as required by the State of Texas Engineering and Architecture Practice Act. Plans must be drawn to scale and dimensioned. **Drawings may be 11" x 17" or 24" x 36" for alterations of existing buildings, and shall be 24" x 36" for new construction**

Step 2A: COMPLETE BUILDING PERMIT APPLICATION

- The permit submittal checklist is completed and submitted with the appropriate paperwork attached along with the building construction plans. A staff member will review the application information with the applicant, notifying the applicant at that time if anything is missing or incorrect.
- Building permit fees are not accepted until the permit is actually issued.
- Sign and fence permits are permitted separately from the building permit.

PLAN REVIEW

Plan review time will vary according to:

1. The specific project
 2. Additional data or revisions required
 3. The internal workload
 - For new construction (including additions to existing buildings), applicants should plan on an average of 3 to 6 weeks from the date the completed permit application is processed to the date of permit issuance.
 - For alterations (including lease space finish-outs), applicants should plan on an average of 10 working days (not including holidays and weekends) from the date the complete permit application is processed to the date of permit issuance.
- Plans will be reviewed by the following departments or divisions. You will be contacted if additional information or revisions are needed.

Departmental Responsibilities

- ***Building Official***
 - Reviews building construction plans (including electrical, plumbing, and mechanical) for compliance with current codes and ordinances
 - Computes building permit fees
 - Reviews and approves Architectural Standards submittal
 - Verifies TDLR Registration Submittal to the State
 - Verifies submittal of the Asbestos Survey Certification Form
 - Verifies receipt of certification that plans comply with the International Energy Conservation Code
 - Coordinates review comments from other departments or divisions
 - Approves permit issuance when all requirements have been met
- ***Planning Division***
 - Verifies approval of site plan in accordance with City zoning boundaries

- ***Fire Marshal***

- Reviews site plan for Fire lanes and fire hydrant locations
- Reviews site plan for location of building(s) on property
- Reviews construction plans for Fire-extinguishing system and Fire Alarm System, if applicable; Smoke control system, if applicable; Standpipe system, if applicable; Automatic smoke and heat vents, if applicable.
- Other related requirements, based on occupancy type and use, as applicable.

- ***Public Works Department***

- Reviews water and sewer availability
- Reviews street construction and access
- Reviews curb and gutter requirements
- Reviews drainages issues

- ***Fannin County Health Department***

- If the project will be serving or selling food we will provide applicant with the Fannin County Health Department Retail Food Establishment Permit Application.

COMPLETE SUBCONTRACTOR VALIDATION

- The subcontractor validation form must be submitted and verified prior to permit issuance.

General Contractor (GC)

- The GC does not have to register; however, the general contractor's data will be filed for information purposes into Building Department's database as given on the form.

Electrical contractors

- Provide Texas State Electrical Contractor and Master Electrician licenses along with a state picture identification

Plumbing contractors

- Provide state license and picture identification

Mechanical contractors

- Provide state license and picture identification

Fire Protection Systems contractors

- Fire sprinkler underground
- Fire sprinkler overhead
- Fire alarm
- Automation suppression systems.

PERMIT ISSUANCE

You will be contacted when your permit is ready to be issued, and advised of the permit fee due. (Permit fees cannot be accepted prior to permit issuance.)

SUBMITTAL CHECKLIST

COMMERCIAL BUILDING PLANS

To process your application as quickly as possible, it is important that you submit complete and accurate information using forms and/or format as requested/provided. If you have code questions, please call the Building Official at (903) 583-7555X113 **Incomplete submittals cannot be processed.** (Contractor and Sub-contractor data and NOI or CSN may be submitted later but must be received and approved prior to any building permit issuance. All other data is required at the time of application submittal.)

- In accordance with State law, verification of the TDLR Registration must be provided by the applicant and verified by City staff prior to acceptance of an application for a construction project costing in excess of \$50,000. Therefore, a copy of the submittal form ([Project Street Address Required on the Form](#)) signed by the owner, architect or third party provider as applicable shall be provided for verification prior to acceptance of a building permit submittal. Along with the signature, the name shall be printed on the form. If using a third party provider, the company name and address shall be provided.**
- On September 1, 2001, Senate Bill 509 was passed into law, affecting permits issued on or after January 1, 2002. This requires verification that an asbestos survey has been conducted prior to issuance of a building permit for demolition or renovation for any public or commercial building. Where applicable, the attached Asbestos Survey Certification Form shall be completed and submitted prior to issuance of a building permit. The attached Asbestos Survey Certification information sheet explains this requirement and the required process.**
- To comply with State of Texas requirements, all permit application submittals received after September 1, 2002 must include certification that the building construction plans comply with the International Energy Conservation Code (i.e., copy of [COMcheck](#) report ([Project Street Address Required on the Form](#))). Certification shall be under the signature of the person qualified to perform such plan review and shall be provided at the time of plan submittal.**
- Construction Site Notice or Notice of Intent per TCEQ Regulations if you will be disturbing more than 1 acre of land.**
- Two Complete sets of building plans stamped by an architect or engineer**
- Sub-contractor Validation Sheet**
- Site Plan Approval signed by the Planning Department**