



COMMERCIAL LEASE SPACE FINISH-OUT AND REMODEL CONSTRUCTION PRE-PERMIT PACKET



This packet is intended as a basic information tool to acquaint owners and contractors with Palestine's building regulations, permit and plan review process. It is the owner's/contractor's responsibility to be familiar with Palestine's building regulations, which may or may not be similar to what you are accustomed to. Please review the material included here and direct any questions you may have to Development Services, 504 N. Queen Street Palestine, Tx. 75801, or by calling 903-731-8417.

This packet includes:

- Construction Plan Checklist
- List of Adopted Codes
- Inspection Process
- Commercial Building Permit Application

We hope this packet will assist you when designing your project and when you submit your plans and documents for review and permits.

CONSTRUCTION PLAN CHECKLIST (5 Copies of Plans)

1. Floor Plan:
 - (1) must be drawn to scale
 - (2) show all rooms
 - (3) show all exits
 - (4) show all fire rated walls and their rating (include details)
 - (5) Texas Accessibility Standards must be complied with
 - (6) If cost of project is \$50,000 or more, accessibility review number must accompany applications.

2. Electrical Plan:
 - (1) show all lighting (must comply with International Energy Code requirements)
 - (2) show one-line diagram
 - (3) panel schedules and locations
 - (4) load calculations may be required

3. Plumbing Plan:
 - (1) show location of all fixtures including water heater
 - (2) show size location of waste lines
 - (3) show location and size of gas lines (include BTU's of each appliance served)

4. HVAC Plan:
 - (1) show location of units and duct layout
 - (2) show how condensate will be discharged
 - (3) equipment schedule

5. Specialty Plans:
 - (1) Fire sprinkler protection plans must be submitted separately licensed companies in such systems are required.
 - (2) Food Service Establishments: equipment layout plans and equipment schedules must be submitted for Health authority review. Must include grease trap size and location and exhaust hood information.

INSPECTION PROCESS

REQUIRED INSPECTIONS:

Plumbing: ground rough-in, top-out, gas line, final
 Electrical: underground, rough-in within walls and ceilings, service, final
 HVAC: duct and condensate, final
 Structural: load and non-load bearing framing, structural steel
 Fire Partitions, Fire Walls and Fire Barriers
 Fire Sprinkler, Fire Alarm, other Fire System
 Health inspection if food service establishment
 Building final prior to occupancy

JOB CHECK INSPECTIONS:

Job check inspections will be performed by an inspector to verify compliance of codes that the contractor is not required to call specific inspections for. These would include but not be limited to: worker restrooms facility accessibility, site cleanliness and safety, posted address, posted permits, license checks, etc.

Note: It is a requirement that the set of plans marked as "contractor set" and stamped by the City of Palestine remain on the job site and accessible to the inspector until the project is completed. Inspection reports must also remain on the job site and remain accessible for inspector review.

BUILDING CODES

The City of Palestine has adopted the following documents related to building and construction:

- (1) International Building Code; International Code Council 2003
- (2) International Residential Code; International Code Council 2003
- (3) International Existing Building Code 2003
- (4) International Property Maintenance Code 2003
- (5) Appendix J-Grading IBC 2003
- (6) Appendix G Swimming Pools IRBC 2003
- (7) International Mechanical Code, International Code Council 2003
- (8) International Gas Code, International Code Council 2003
- (9) International Plumbing Code; International Code Council 2003
- (10) National Electrical Code; National Fire Protection Association (NFPA) 2005
- (11) International Fire Prevention Code; International Code Council 2003
- (12) International Energy Code 2003

The Development Service's approval of plans and specifications does not relieve the owner, designers, and contractors, nor their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes or other ordinances or state laws. This examination is not to be construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors in plans or construction.

- Development Permit Application Submitted
- Not Applicable

****Application will not be accepted unless COMPLETED.****

CITY OF PALESTINE
COMMERCIAL BUILDING PERMIT APPLICATION

Date Submitted: _____

Energy Code

Applicant: _____

Project Address: _____

See energy compliance report or

Legal Description: _____

Not Applicable

Owner Name: _____

Address: _____

City, State, Zip _____

REMODEL OR DEMOLITION

Phone: _____

Contractor: _____

Asbestos Report

Address: _____

Not Applicable

Phone: _____

City, State, Zip: _____

DEMOLITION

Engineer: _____

Architect: _____

State Notification

Cost of Project: \$ _____

Accessibility review number _____ (if project cost \$50,000 or more)

Applicant Signature

Date

FOR OFFICE USE ONLY

Use of Building: _____

Describe Work: _____

Special Conditions: _____

Type of Construction: _____

Occupancy Group: _____

Size of Building: _____

Number of Stories: _____

Maximum Occupancy: _____

Fire Sprinkler: _____