



## APPLICATION FOR A COMMERCIAL CONSTRUCTION PERMIT

### PROJECT INFORMATION

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_  
The undersigned in accordance with the Palestine City Code, hereby applies for a permit for the construction, alteration or addition of a building/structure at:

Project Address: \_\_\_\_\_ Palestine, TX. 75 \_\_\_\_\_

Project Address:  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Zoning: \_\_\_\_\_ Square Footage \_\_\_\_\_

Estimated Cost of project: \$ \_\_\_\_\_ No. of Stories \_\_\_\_\_

All projects over \$50,000 must be submitted to the Texas Department of Licensing and Regulation for an Americans with Disability Act (ADA) review. We cannot accept any plans without a "Proof of Submission Form" from a State Licensed Registered Accessibility Specialist.

TAS Permit Number: \_\_\_\_\_

Building Use: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Construction: New  Addition  Other  \_\_\_\_\_  
\* Remodel  Shell   Tenant Finish-Out

If remodel, addition or other, will there be any demolition involved in project? \_\_\_\_\_

Briefly describe work to be done:

\_\_\_\_\_  
\_\_\_\_\_

**\*Note: Commercial remodel and demolition work are required to have an asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP). We cannot accept any plans without the results of the asbestos survey.**

### OWNER/CONTRACTOR INFORMATION

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Registration No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Applicant shall comply with the provisions of all Building, Zoning, Fire and Health Laws governing the construction of the above described building, whether specified herein or not.**

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



## COMMERCIAL PLAN REVIEW CHECKLIST

### COMMERCIAL BUILDING PERMIT REQUIREMENTS:

To process and expedite your Commercial Building Permit, the following items are required to be provided with your Permit Application. Please mark appropriate box for each line:

Yes No N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Commercial Building Permit Application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Current and valid address of property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Three full sets of plans (architectural, civil/site, MEP and landscape)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans must be minimum 11" by 17" and drawn to scale   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> A "Proof of Submission" form from a State Licensed Registered Accessibility Specialist and a TAS permit number for total project valuations exceeding \$50,000 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Current asbestos survey results for <u>any</u> remodel or demolition   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> COMcheck Energy Compliance Certificate for new construction  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Building size of 5,000 sq. ft. and greater, requires a P.E stamp and signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Building with spans of 24' or greater requires a P.E stamp and signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Retaining walls over 4', wall details requires a P.E stamp and signature   |

**If any of the above items are marked NO, plan submittal is incomplete and will not be processed.**

Plans will not be processed until **all** NO marks are resolved. This sheet is intended as a guide and may not be inclusive of all requirements. Additional items may be required based on your site and proposed improvements.

### SITE PLAN REQUIREMENTS:

**The following items must be included on your site plan.**

- Must show address of property
- Square footage of proposed building
- Plans must be drawn to scale on minimum 11" x 17" paper.
- Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
- North direction arrow must be provided.
- All existing and proposed structures must be shown with building dimensions and distances from property lines.
- Access driveways, ramps and sidewalks must be shown with dimensions, shape and location
- All recorded public easements; (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
- Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.



**COMMERCIAL PLAN REVIEW CHECKLIST**

**CONTACT:**

This checklist is intended as a basic information tool to acquaint owners and developers with the City of Palestine codes, regulations and plan checking process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. Please reviews the material included here and direct any questions to the Development Services Department, 504 N. Queen St., Palestine, TX, 75701, or by calling 903-731-8495. Please return the completed checklist and application, along with the required plan sheets. For new development projects, please contact Development Services for additional requirements.

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**For Office Use Only**

Designated Palestine Historical Landmark? Yes\_\_\_\_ No\_\_\_\_

Located in Designated Historical District? Yes\_\_\_\_ No\_\_\_\_ What District?\_\_\_\_\_

Zoning Approval:\_\_\_\_\_ Date: \_\_\_\_\_

Building Dept. Approval:\_\_\_\_\_ Date: \_\_\_\_\_