



Commercial Application Package Checklist

(Note: Incomplete Applications/Submittals will not be accepted for review)

COMMERCIAL PERMIT APPLICATION- Must be completely filled out and signed to include all of the following:

Please Contact the Nueces County Water District #3 at (361)387-4549 will require approval letter:

- Name of Project
- Project address (Include the suite number, when applicable), Subdivision Name, Lot and Block.
(Street address to be assigned by Robstown 911 Addressing Agent Jerry Velasco (361) 387-4589.
- Is property platted? _____ Yes _____ No
- Adequate Fire Protection (Fire Hydrant)
- Type of Business (Specific description)
- Construction Type (per IBC)
- Occupancy Type (per IBC)
- Detailed Description of work
- TDLR # (Architectural Barrier Registration from the Texas Department of Licensing & Regulation) for all projects valued at \$50,000 or greater. Refer to: <http://www.licence.state.tx.us/ab/ab.htm>
- Total square Footage-If foundation is 500 SQ or more, it will require it to be sealed by a Texas Licensed Engineer.
- Total Project Valuation-including breakdown of Building, Mechanical, Electrical, Plumbing, and Site Work.
- General Contractor, Applicant, Owner/Tenant, Architect, Engineer: Company Name, Address, City, State, Zip Code, Telephone Number and E-Mail Address; Please Signify Contact Person for each capacity.

ALL PERMIT SUBMITTALS SHALL BE COMPLIANT WITH THE FOLLOWING CODES, RELATED MUNICIPAL ORDINANCES, AMENDEMENTS, AND REQUIREMENTS:

- 2018 IBC ● 2018 IPC ● 2018 IFC ● 2018 IFGC
- 2012 IMC ● 2017 NEC ● 2018 IECC ● Texas Food Establishments Rules (Food Service)

Required Documents:

- Asbestos Survey- Required for alterations, remodel, and demolitions of existing Structures.
- WPI-1 completed by State Approved Engineer
- Signed COM-CHECK Energy Analysis or Prescriptive Energy Analysis
- FEMA Elevation Certificate-Required for all Construction in an A or V Zone.
- Preliminary- FEMA Elevation Certificate-Final FEMA Elevation Certificate done prior to building final will be required.
- Water Meter Sizing Form
- SWQMP, SWPPP, Construction Site Notice or NOI as appropriate.

DRAWINGS:

- Cover Sheet containing Code Compliance & Code year, Project Analysis, Location Site & Map.
- Site Plan for New building partial shell, finish-out, or alteration projects. (Must be accompanied by an area site plan indicating which building is involved and location of the tenant suite within that building as applicable).
- Architectural Plans- *sealed & signed by Architect per State Flow Charts.*



- Engineered Plans-*sealed & signed by Engineer per State Flow Charts (Structural & MEP's).*
- Structural Plans (design loads, & details)
- Mechanical Plans (Equipment schedules, & details)
- Electrical Plans (Must include riser diagram, panel schedule that provides total load calculations & details)
- Plumbing Plans (Must include riser diagram and fixture schedule, & details and Backflow Assembly Requirements)
- Windstorm Plans (If applicable)- *Sealed & Signed by Certified Windstorm Engineer.*
- Utility Plan (All taps within the state TOW require UIR permit through, TXDOT), **SEAL & SIGNED BY ENGINEER, Licensed with the State**
- Public Improvements-Needs to be submitted separately to Bob Mata Street & Drainage Director.**
- Paving, Grading and Drainage Plan- (Include grading elevations and contour, 25 feet beyond all property boundaries from adjacent property and lots. Drainage to the State ROW requires a state drainage approval) *Sealed & Signed by Engineer, Licensed with the State.*

Plan Revisions- ("Complete" set of plans with revisions clouded).

- Subcontractor's permit application to be submitted after building permit issuances:
- Contractor's registration required to be valid/current with the City of Robstown
- Mechanical permit application -Completely filled out & signed by applicant.
- Electrical permit application – Completely filled out & signed by applicant.
- Plumbing permit & TAP Application - Completely filled out & signed by applicant.

I have reviewed the above minimum Commercial Plan Submission requirements and certify that the plan submission contains all required information and documents necessary for review. I acknowledge upon review of the application, additional information, documents or permits may be required.

Authorized Applicant (Print Name)

Company Name

Signature

Date

City of Robstown

Plan Review Submittal



Plans and specifications for the initial plan review should be complete at the time of submittal. Use this guide as a check-list when submitting your plans for review. Please submit four (4) full size (24X36) signed and sealed sets of plans, four (4) full size if it is a good establishment.

Code Information

2018 International Building Code

2018 International Mechanical Code

2018 International Plumbing Code

2017 National Electrical Code

2018 International Fire Code

2018 Energy Conservation Code

2018 International Fuel & Gas Code

Texas Food Establishment Rules (Food Service)

For more information, please contact Department of Planning & Development Services

At (361)387-4589 OPT. 3, or visit our website www.cityofrobstown.com

Development Plan Reviews

Your submittal package should consist of **four** full size sets(24 in x36 in) of the design documents and **one** full set of the specifications unless your project includes **the repair, alternation or construction of a new kitchen or dining facility**, in which case **four complete full size of the design documents and one full set of the specifications** will be required. For **planning purposes**, our review will normally take 2 weeks, except for larger projects where a more detailed review is needed. **We will return incomplete packages without action.** If we require additional information for the review, we will immediately contact you.

At your request, we can subdivide the Plan Review process into two separate phases. It is impractical to split up a project design beyond that given the integration of the various building subsystem within a complete building design. We ask that you please identify your desires up front and clearly show that in your project summary information. The two submittal phases are:

Phase I is for an initial Site Plan and covers all of the items listed under the Phase I checklist. Phase II, III, IV and V will not be processed without Phase I being complete. *Full site plans will not be accepted at this time.*

Phase II is for a Development Plan and covers all of the items listed under the Phase II checklist.

Phase III is for the purpose of obtaining a partial permit for the footings and foundations. This phase is only used if the builder is seeking a partial permit for this work. In summary, we will require an approved site plan and all the information relating to the project summary, sealed and stamped structural drawings and calculations, geotechnical report, general building plans to include elevations as identified in these corresponding checklist.

Phase IV is for obtaining the balance of a building permit. Please review and complete the remaining checklists, not provided under Phase I, prior to submitting your design package for review.

Phase V is for shop drawings. This phase is not always necessary, however it provides us with an opportunity to identify and agree with the submittal of show drawings for specific building items or systems after the normal plan review has been accomplished. Submit shop drawings after design approval and issuance of building permits but before any work actually starts on these specific work areas or systems. Examples of these would be the sprinkler piping shop drawings, lightning protection shop drawings, steel supported systems, etc.

Note: All references to "sealed" shall mean signed and sealed by a registered Architect or Professional Engineer currently licensed by the State of Texas and in good standing.



City of Robstown
Plan Requirements
For Residential/Commercial
Construction

CITY OF ROBSTOWN
BUILDING INSPECTION DEPARTMENT
REQUIREMENTS FOR RESIDENTIAL BUILDING PERMIT
(NEW CONSTRUCTION)

- 1) Property must be platted.
- 2) Must provide adequate fire protection
- 3) Provide a Preliminary Elevation Certificate.
- 4) Completed Application Form
 - *Must include: Complete names, addresses, and phone numbers of property owner and contractor; address of project with legal description if known; complete description of project; complete costs of project; signature and I.D. of person applying for the permit.
- 5) Two full sets of standard size blueprints
 - *Each full set should include: Site plan showing property lines, dimensions, and relationship of proposed project to those lines; complete accurate floor plan with all necessary dimensions and labels; elevation and framing detail plan; description of materials and finishes; foundation plan. Foundation plans for projects having 500 or more square feet of area must be engineered, and the plan must have the original stamp and signature of the designing engineer.

The above required items are necessary for the efficient processing of permits and inspections. Failure to provide them as requested may result in the delay of permit issuance or requested inspection.

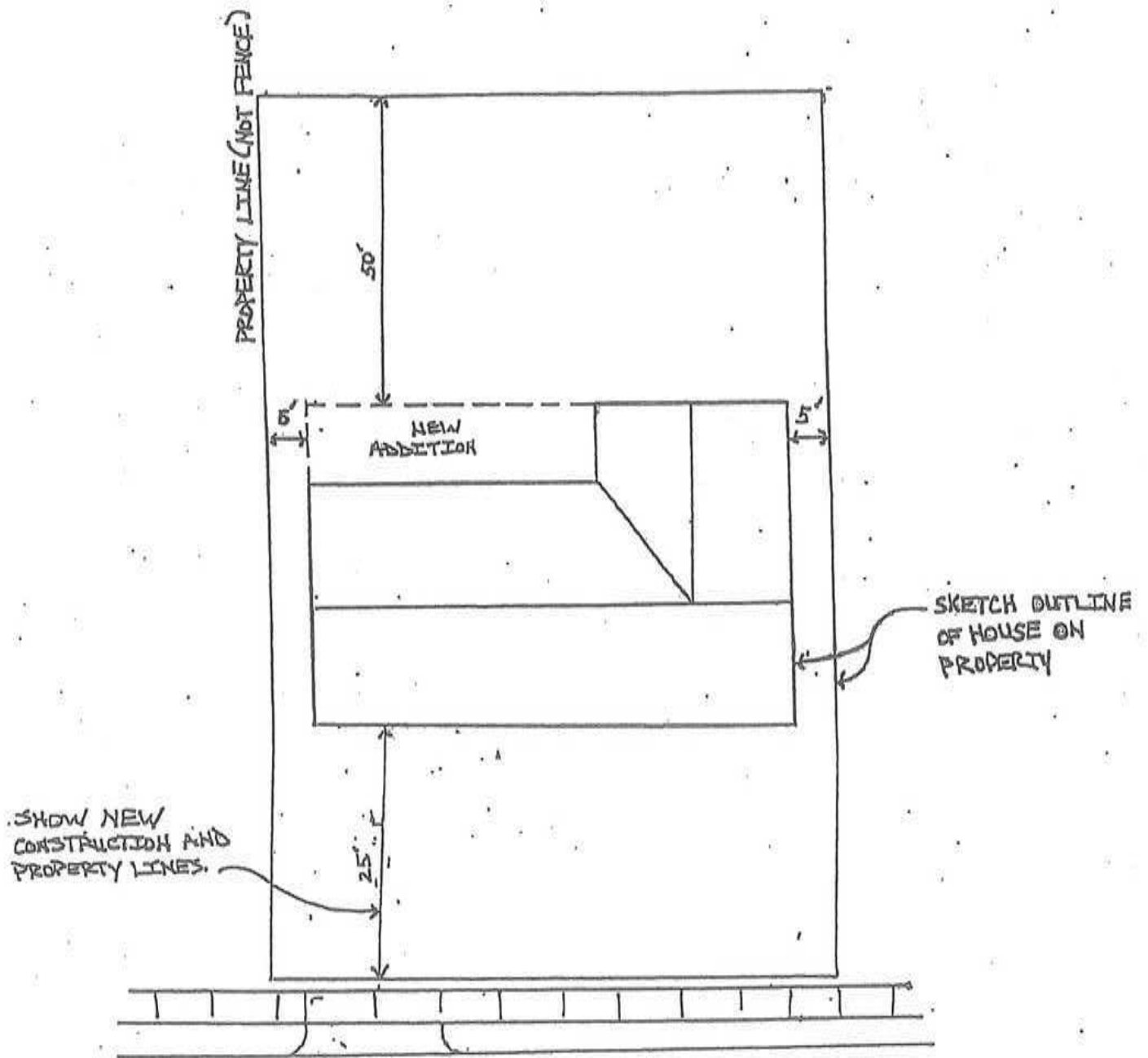
*Projects such as roofing with no structural changes, or general repairs to existing structures may not require drawings but will still require proof of compliance with T.D.I. requirements as outlined above. Ask to speak with the Building Official if you have any questions.

CITY OF ROBSTOWN
BUILDING INSPECTION DEPARTMENT
REQUIREMENTS FOR RESIDENTIAL BUILDING PERMIT
(ADDITIONS, REMODELS, ACCESSORY STRUCTURES)

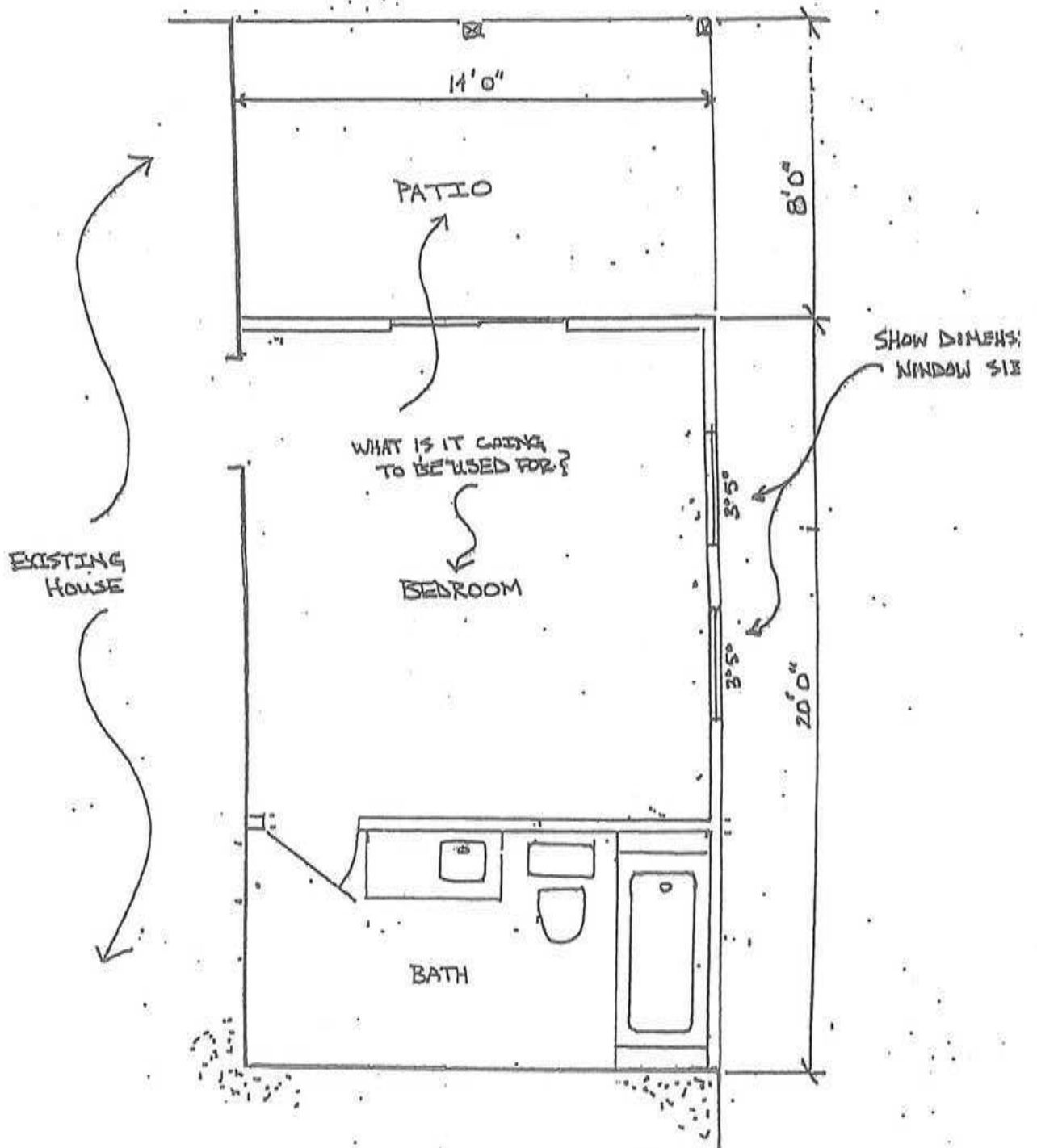
- 1) Proof of intent to Comply with T.D.I Code.
May be in the form of a W.P.I-1 form filled out and stamped "received" by the T.D.I office, or it can be a letter from a T.D.I.-approved engineer stating that he will be performing the inspections and submitting the paperwork for T.D.I.
- 2) Completed Application Form
Must include: Complete name, address, and phone number of property owner and contractor (if different); address of the project (with legal description if known); complete description of project; complete costs of project; signature and I.D. of person applying for the permit.
- 3) Two copies of all necessary drawings*
Drawing should include; Site plan showing property lines, dimensions, and relationship of proposed project to those lines; complete accurate floor plan with all necessary dimensions and labels; elevation and framing detail plan; description of materials and finishes; foundation plan. Foundation plans for projects having 500 or more square feet of area must be engineered, and the plan must have the original stamp and signature of the designing engineer.

The above required items are necessary for the efficient processing of permits and inspections. Failure to provide them as requested may result in the delay of permit issuance or requested inspection.

*Project such as roofing with no structural changes, or general repairs to existing structures may not require drawings but will still require proof of compliance with T.D.I. requirements as outlined above. Ask to speak with the Building Official if you have any questions.



SITE PLAN (EXAMPLE)



FLOOR PLAN (EXAMPLE)

2X RAFTERS O.C.

FLAT ROOF
1/2" DECK (MIN.)

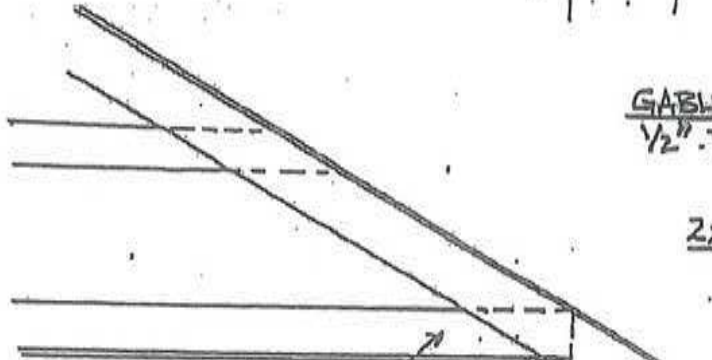


(2) 2X BEAM

ROOFING
APPLIED TO MANUFACTURER'S
SPECS. FOR HIGH WIND AREA.

GABLE / HIP ROOF
1/2" DECK (MIN.)

1X6 COLLAR
TIE - 48" O.C.



2X RAFTERS

2X JOISTS AT O.C.

VENTS

DOUBLE TOP PLATE

2X STUDS AT O.C.

STRAP BOTTOM - TOP
PLATES TO STUDS
YEL. PINE / DOUG. FIR - 16" O.C.

2X JOISTS AT O.C.

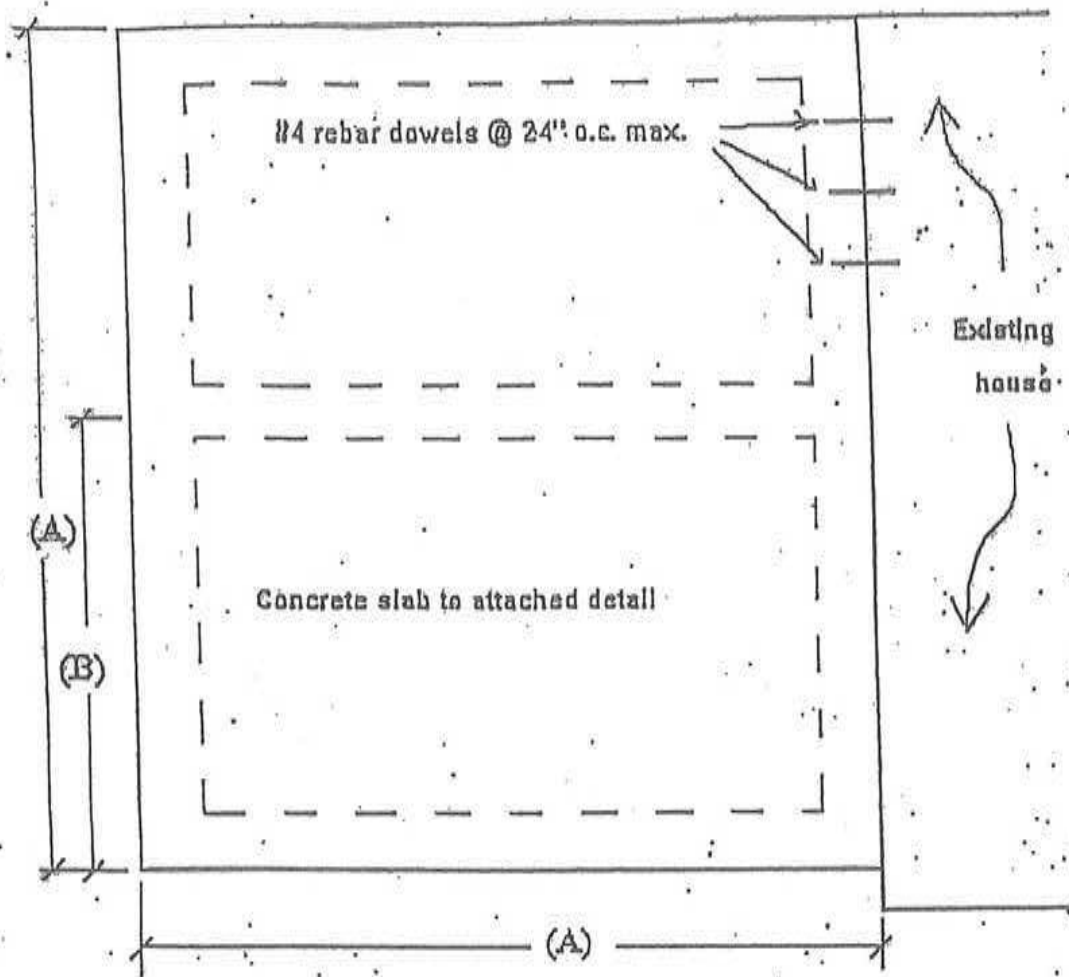
FOUNDATION

DOUBLE BEAM

SLOPE TO DRAIN

TYPICAL WALL SECTION
(FILL IN THE BLANKS!)





Sample Foundation Plan *

For an addition using a concrete slab foundation

- Notes: (A) Give outside dimension
 (B) Give distance to center of grade beam (no more than 20')

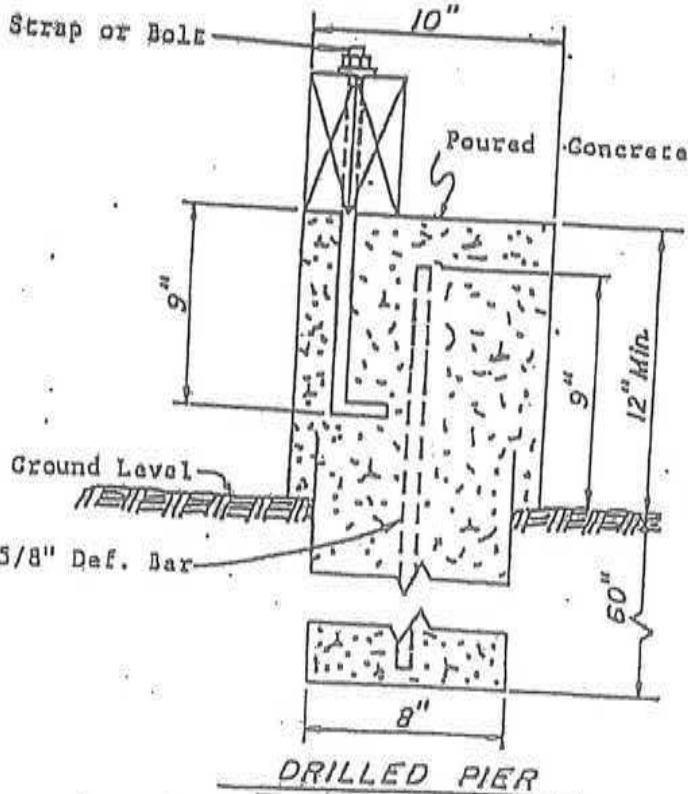
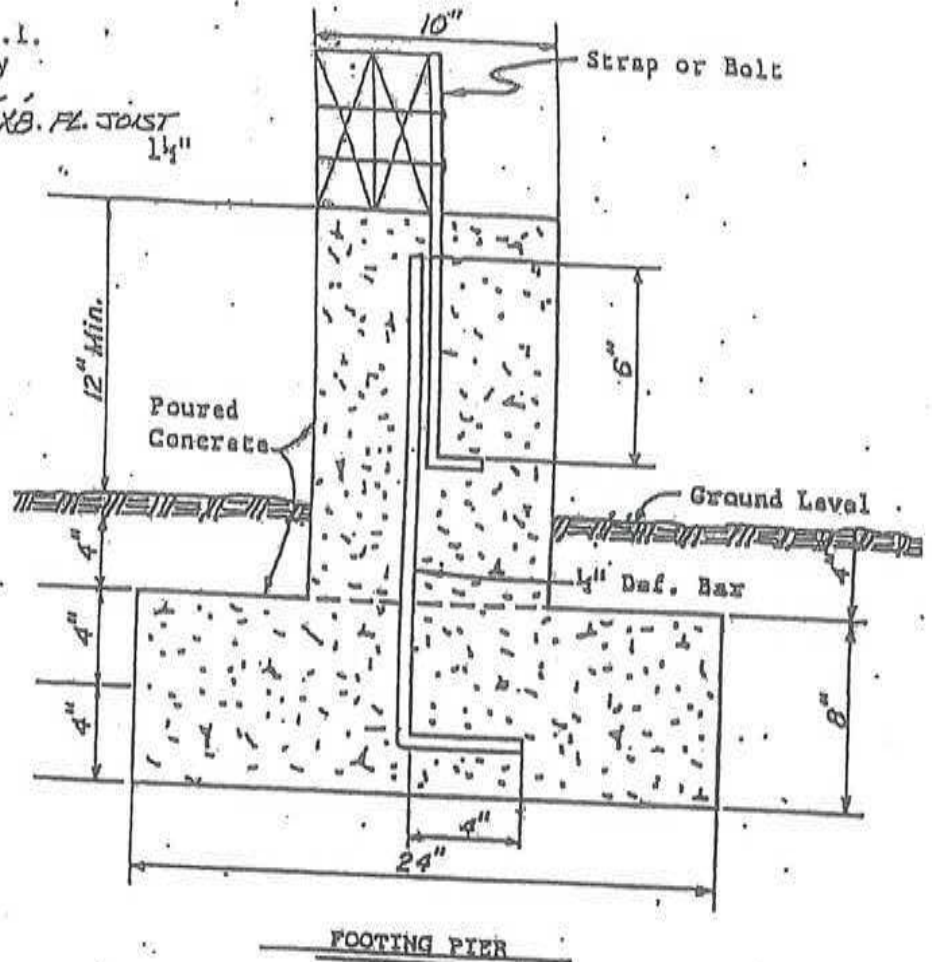
* Foundation plans must be stamped and signed by a Texas certified engineer if the floor area exceeds 500 square feet.

NOTES:

1. All Concrete must be 2500 p.s.i.
 2. Bolts or straps mandatory only exterior piers.
 3. Maximum pier spacing 8'-0" = 2XB. FL. JOIST on centers.
- FOR 6'-0" OC. 2XB FL. JOIST

RESIDENCES AND OTHER LIGHT FRAME STRUCTURES.

Pour Block and Pad together

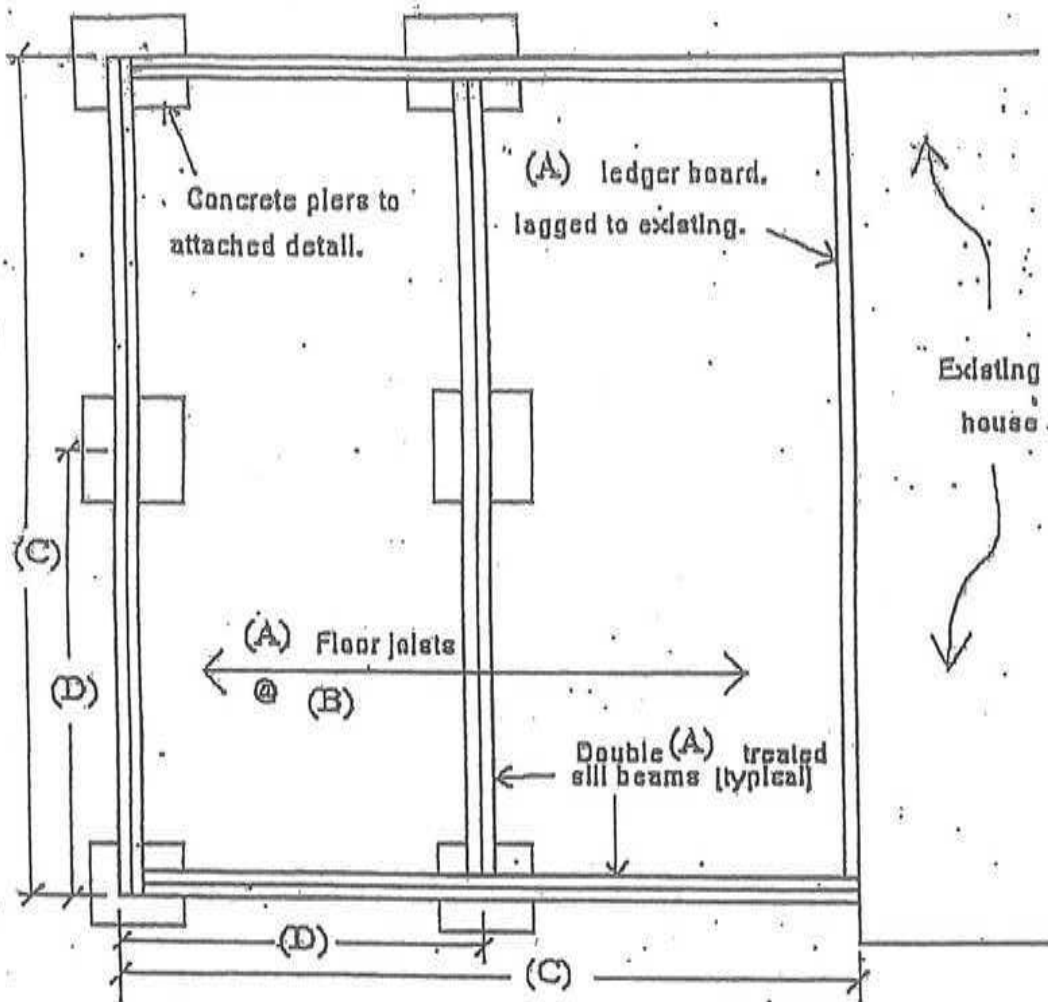


For One and Two Story Residences and Other Light Frame Structures

FIGURE 1312.3 (A)

TYPICAL PIER FOUNDATION
DETAILS

BUILDING INSPECTION DEPARTMENT.



Sample Foundation Plan *

For an addition using a Pier and Beam Foundation

- Notes:
- (A) Give lumber dimension (example: "2 x 8")
 - (B) Give spacing layout (example: "16 in. on center")
 - (C) Give outside dimension
 - (D) Give spacing (no more than 8' on center)

* Foundation plans must be stamped and signed by a Texas certified engineer if the floor area exceeds 500 square feet.



CONTRACTOR REGISTRATION

Building Inspections Department

101 E. Main Robstown, TX 78380 | Phone 361.387.4589 opt 5 | qc_hub@cityofrobstown.com

Date _____

New Registration

Renewal

License Holder Information:

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Company Information:

Company Name: _____

Business Location: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Contractor Type (select one):

General Contractor (\$75.00 Fee)

Copy of Driver's License

*A responsible contractor may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive building permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Mechanical Contractor (\$75.00 Fee)

Copy of drivers License

Copy of State Master License

Certificate of Liability (Must show City of Robstown as certificate holder)

*A person licensed as a Mechanical Contractor by the State of Texas may file an Affidavit with the Inspections department authorizing a designated agent to apply for and receive mechanical permits in said person's behalf, and affirming that said licensed person assumes all responsibility for any permit obtained by said agent.

Electrical Contractor (No Fee)

Copy of Driver's License

Copy of State Contractor's License

Copy of State Master License

Certificate of Liability (Must show City of Robstown as certificate holder)

*A responsible Master Electrician may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive electrical permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Plumbing Contractor (No Fee)

Copy of Drivers's License

Copy of State Plumbing License

*A responsible Master Plumber may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive plumbing permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

Irrigator License

Copy of Driver's License

Copy of State Irrigators License

*A responsible Irrigation contractor may file an Affidavit with the inspection department authorizing a designated agent to apply for and receive permits in said persons behalf, and affirming that said person assumes all responsibility for any building permit obtained by said agent

I Hereby affirm under the penalty of perjury that all of the acts, statements, and answers contained herein are true. My signature below is also a binding agreement to comply with all local, state, and federal ordinances as required by the City of Robstown

Printed Name: _____ Signature: _____

Processed by: _____ Date: _____



Building Permit Application

101 East Main St.
Robstown, Texas 78380
Phone (361) 387-4589 Opt.5

Building Inspection Department
P.O. Box 892
Robstown, Texas 78380
Email: qc_hub@cityofrobstown.com

Date _____ Owner _____ Phone _____
 (Check One) Residential Commercial (Check One) New Bldg. Existing Bldg.
 Address _____ Fire Zone _____
 Lot _____ Block _____ Subdivision _____
 Zoning _____ Platted (Y/N) _____ Lot Size (LxW) _____ Lot Sqft _____
 (Check One) New Construction Addition Remodel Pool/Spa
 Foundation Repair Patio/Carport Deck Detached Garage
 Solar Panels Shed/Storage Siding Other
 No. Baths _____ No. Bedrooms _____ No. of Stories _____ Bldg Height _____
 Distance from Property Line F. _____ L.S. _____ R.S. _____ Rear _____
 Foundation _____ Interior Walls _____ Floors _____
 Ceilings _____ Exterior Walls _____ Roof Type _____ Yrs _____

Scope of Work: (required):

NOTICE: THIS IS NOT AN ELECTRICAL OR PLUMBING PERMIT

Plumbing Cost \$ _____ Electrical Cost \$ _____
 Air Cond. & Heating Cost \$ _____ Total Building Cost \$ _____
 Public Water Supply Yes No Other Costs \$ _____
 Public Sewage Disposal Yes No
 Air Conditioning type _____
 NO OFF ST. PARKING _____
 Number of Elevators _____
 Owner: _____ Phone: _____
 Address: _____ Zip Code: _____
 Contractor: _____ Phone: _____
 Address: _____ Zip Code: _____
 Architect: _____ Phone: _____
 Address: _____ Zip Code: _____
 Time of Completion: _____

Upon obtaining such permit, I am agreeing to comply with OED.904, which states: All construction and debris will not be place in my property or City's right-of-way. I will dispose of such materials in a proper disposal site. The foregoing is a true and correct description of the improvement contemplated by undersigned applicant and the applicants states that he will have full authority over the construction of same and hereby agrees to comply with all ordinances of the city applicable to building and zoning and assumes all responsibility for such compliances. Permit valid for six months.

Owner or Agent _____ PRINT: _____
 Approved for Issuance: _____ Disapproved: _____
 Permit Fee \$ _____ Issued By: _____

TYPES OF PAYMENT: CHECK OR MONEY ORDER ONLY
Building Permits are valid for 6 Months, and require all inspections before completed



Electrical Permit Application

Permit for Installation of Electric Wiring and Electrical Equipment

101 East Main St.
 Robstown, Texas 78380
 Phone (361) 387-4589 Opt.5

Building Inspection Department
 P.O. Box 892
 Robstown, Texas 78380
 Email: qc_hub@cityofrobstown.com

Date _____

(Check One) Residential Commercial (Check One) New Bldg. Existing Bldg.

Owner of Property _____ Address _____

Phone _____ Lot _____ Block _____ Subdivision _____

Location of Work at building site: _____

Scope of Work: (required):

Name of Business _____

Master Electrician _____ Phone _____

State Master License # _____ exp date: _____

Contractor Email _____

Minimum Permit Fee	<u>\$9.00</u>	<u>\$9.00</u>
Single Pole Circuits (over 1@ .75)	_____	\$ _____
1 220 V Circuits 1 or 3 phase	_____	\$ _____
Outlets (over 5 at .75)	_____	\$ _____
Meter Loop	_____	\$ _____
Motors (Fractional H.P.)	_____	\$ _____
Motors Horsepower or ton of A/C	_____	\$ _____
Misc.	_____	\$ _____
Total Permit and Inspection Fee		\$ _____

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct.

FINAL INSPECTION REQUIRED TO CLOSE PERMIT

License Holder/Owner Signature _____ Date _____

License Holder/Owner Print Name _____

Electrical Inspector _____ Date _____



Plumbing Permit Application

101 East Main St.
 Robstown, Texas 78380
 Phone (361) 387-4589 Opt.5

Building Inspection Department
 P.O. Box 892
 Robstown, Texas 78380
 Email: qc_hub@cityofrobstown.com

Date _____

(Check One) Residential Commercial (Check One) New Bldg. Existing Bldg.

Owner of Property _____ Address _____

Phone _____ Lot _____ Block _____ Subdivision _____

Scope of Work: (required):

Name of Business _____

Master Plumber _____ Phone _____

State License # _____ exp date _____

_____ Water Closets	_____ Water Heaters	_____ Showers
_____ Grease Trap	_____ Baths	_____ Urinals
_____ Sumps	_____ Mud Trap	_____ Lavatories
_____ Floor Drains	_____ Laundry Trays	_____ Air Conditioners
_____ Sinks	_____ Slop Sinks	_____ Foundation
_____ Addition	_____ Misc.	

Fixture Fee	\$ _____	No. of Fixtures _____
Sewer Connection	\$ _____	
Gas Fee	\$ _____	Tap in (Street) (Easement) (Extension) (Cess Pool)
Water Service	\$ _____	Number of Meter loops _____
		Gas Outlets _____ Furnaces _____
Total	\$ _____	

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct

Grease interceptors, sand trap/oil sand separator and storm drains require shop drawings- Intake 1 day review

FINAL INSPECTION REQUIRED TO CLOSE PERMIT

License Holder/Owner Signature _____ Date _____

License Holder/Owner Print _____

Plumbing Inspector _____ Date _____



Mechanical Permit Application

Application for permit to install air conditioning-refrigeration heating or duct work

101 East Main St.
 Robstown, Texas 78380
 Phone (361) 387-4589 Opt.5

Building Inspection Department
 P.O. Box 892
 Robstown, Texas 78380
 Email: qc_hub@cityofrobstown.com

Date _____
 (Check One) Residential Commercial (Check one) New Bldg. Existing Bldg.
 Owner of Property _____ Address _____
 Phone _____ Lot _____ Block _____ Subdivision _____

Scope of work: (required):

Name of Business _____
 Mechanical Contractor _____ Phone _____
 State Contractor License # _____ exp date: _____

_____	Minimum Permit Fee	\$9.00	\$9.00
_____ Sq. ft	New Construction of 1 and 2- family and multifamily residence.	Three Cents (\$0.03) / sq. ft living area (Min. \$25.00)	\$ _____
_____ Sq. ft	Existing Dwelling – new installation	Four Cents (\$0.04) /sq. ft living Area (Min. \$25.00)	\$ _____
\$ _____	All other new commercial construction	\$30.00 plus \$2.00/\$10.00	\$ _____
_____	Repairs, alterations, and additions to an existing system (Residential or Commercial)	\$7.00	\$ _____
_____	Re-Inspection Fee	\$9.00	\$ _____
Total Fee			\$ _____

This application becomes a permit when accepted and signed by the inspector. Applicant hereby agrees that all air conditioning- refrigeration's, heating or duct work installed under this permit shall comply with the latest codes as adopted by The City of Robstown. I hereby accept all conditions herein above mentioned and certify the quantities and statements by me are true and correct.
Roof top unit replacements for commercial buildings are required to have a WPI-1 submitted with application
Type 1 or 2 hoods require shop drawings. Intake-1 day review

FINAL INSPECTION REQUIRED TO CLOSE PERMIT

License Holder/Owner Signature _____ Date _____
 License Holder/Owner Print Name _____
 Inspector _____ Date _____