



New/Remodel Commercial Building Plan Review Checklist

Project Address: _____ Project Name: _____

City: _____ State: _____ Zip Code: _____

Note: Incomplete permit applications will delay the plan review and permit approval processes

Permit Application shall be completed in full and include applicant's name, phone number and email address with an original signature and submitted electronically with the following information:

_____ **Site Plans to include:**

_____ Legal Description (lot, block, subdivision)

_____ Property lines and lot dimensions

_____ Proposed structure and all existing buildings

_____ All easements, including Utility Easements

_____ North arrow and scale

_____ Existing and proposed location of utility poles, pad mounted transformers

_____ **Parking lot layout plans**

_____ **Grading plans**

_____ **Commercial Energy Code Compliance**

To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

_____ **Construction plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.

_____ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**

_____ **Driveway approaches and drainage culverts – Engineered plans**
(Driveways accessing State Highways require TXDOT permit)



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. Permit Application shall be included in full and include applicant name, phone #, email address and address for project / work. Note: Incomplete permit applications will delay the plan review and permit approval processes.

- An additional set of plans will be required for buildings with fire sprinklers
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall 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.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan ^{a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report ^{b}

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov



Typical Commercial Inspections and Request Form

BV Task Management System has the ability to add other department approvals to the list of required inspections, as requested by the city.

- | | |
|---|---|
| <input type="checkbox"/> Utility Storm Sewer
<input type="checkbox"/> Utility Sanitary Sewer
<input type="checkbox"/> Utility Water Service
<input type="checkbox"/> Utility Fire Water Service
<input type="checkbox"/> Electrical Underground (Concrete Encased Grounding Electrode/UFER Ground)
<input type="checkbox"/> Electrical Underground – electrical conduits
<input type="checkbox"/> Plumbing Rough – Building

<input type="checkbox"/> Water Service – Building
<input type="checkbox"/> Yard Sewer – Building
<input type="checkbox"/> Grease Trap
<input type="checkbox"/> Pier/Footing
<input type="checkbox"/> Grade Beam
<input type="checkbox"/> Foundation
<input type="checkbox"/> Electrical Rough
<input type="checkbox"/> Mechanical Rough
<input type="checkbox"/> Gas Rough Pressure Test
<input type="checkbox"/> Plumbing Top-Out
<input type="checkbox"/> Tilt Panel
<input type="checkbox"/> Framing

<input type="checkbox"/> Veneer / Wall Ties / Brick Ties | <input type="checkbox"/> Insulation (energy)
<input type="checkbox"/> Drywall
<input type="checkbox"/> Above Ceiling Electrical
<input type="checkbox"/> Above Ceiling Mechanical
<input type="checkbox"/> Above Ceiling Plumbing

<input type="checkbox"/> Grease Duct
<input type="checkbox"/> Type I Commercial Kitchen Hood after Grease Duct
<input type="checkbox"/> Electrical Final
<input type="checkbox"/> Mechanical Final
<input type="checkbox"/> Gas Final
<input type="checkbox"/> Gas Meter Release
<input type="checkbox"/> Plumbing Final
<input type="checkbox"/> Customer Svc. Insp. Form
<input type="checkbox"/> Energy Final
<input type="checkbox"/> Building Final
<input type="checkbox"/> Temporary Power Pole
<input type="checkbox"/> Construction Electric – Electric Meter Release
<input type="checkbox"/> Retaining Wall
<input type="checkbox"/> Landscape Irrigation Backflow Prevention Device |
|---|---|

Email Inspection requests: permits@cityofbaycity.org
 REQUESTS MUST BE RECEIVED BY 3:30 PM FOR NEXT DAY INSPECTION
 For Questions: 979-323-1173

Prior to scheduling an inspection, please be sure all subcontractors have obtained permits, if applicable.

Requestor's Name:	Requestor's Phone:
Requestor's Email Address:	Company:
Project Address:	
City & County of Project(s):	Subdivision:
Permit #:	Date Needed:



**BUREAU
VERITAS**

COMMERCIAL INSPECTION RECORD

This record must remain on site until project completion

PROJECT ADDRESS _____ PERMIT# _____

DO NOT COVER WORK UNTIL APPROVED

Approved

		Inspection	Date	Inspector	Comments
UNDERGROUND		T-Pole			
		Plumbing Rough			
		Water Service			
		Building Sewer			
		Form Survey			
		Electric Underground			
		Mechanical Underground			
		Gas Underground			
FDTN		Pier			
		Footing			
		Grade Beam			
		Foundation			
ROUGH / MISC	WALLS	Electric Rough			
		Plumbing Top-Out			
		Gas Rough Piping Test			
		Mechanical Rough			
		Duct Rough			
		Grease Duct Rough			
		Framing			
		Energy Insulation			
	SPEC. CEILING	Mechanical Rough Ceiling			
		Electric Rough Ceiling			
		Hydronic Piping			
		Drywall			
FINALS		Mechanical Final			
		Electrical Final			
		Plumbing Final			
		Gas Final			
		Energy Final			
		Building Final			

Comments: _____

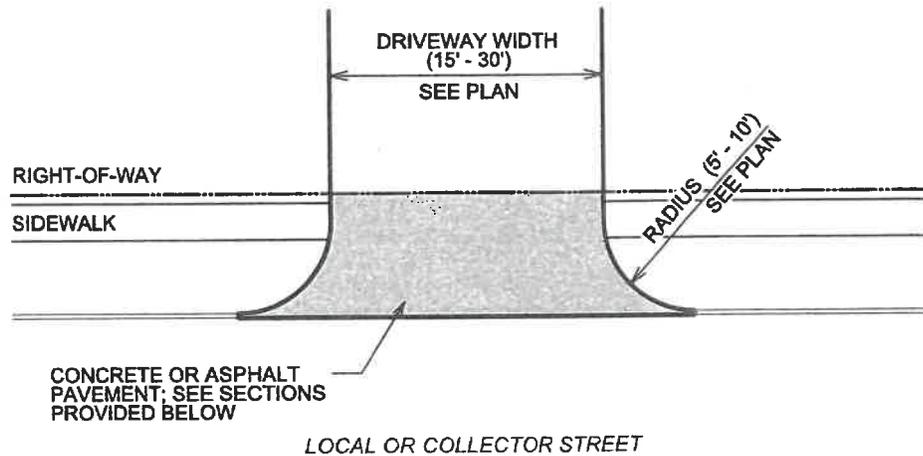
REQUESTS MUST BE RECEIVED BY 3:30 P.M. FOR NEXT DAY INSPECTION

Email: permits@cityofbaycity.org

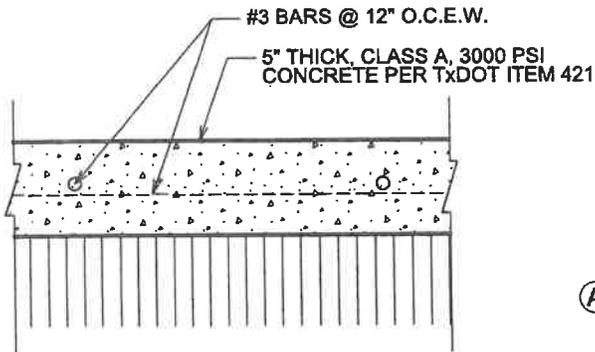
Phone: 979-323-1173

GENERAL NOTES

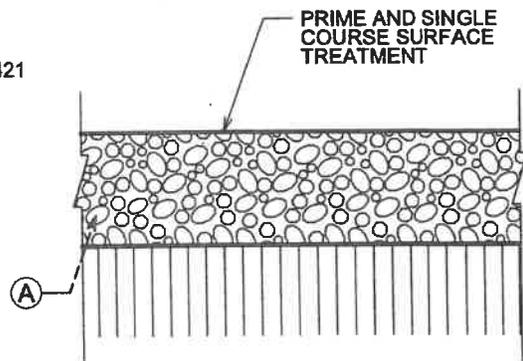
1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.
2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.
3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.
4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.



- (A) 6" TYPE A, GRADE 2 CRUSHED LIMESTONE PER TxDOT ITEM 247. MATERIAL SHALL BE PLACED IN MAXIMUM 6" COMPACTED LIFTS AND COMPACTED TO 95% MODIFIED PROCTOR DENSITY (ASTM D1557) AT A MOISTURE CONTENT OF $\pm 2\%$ OF OPTIMUM



CONCRETE PAVEMENT



ASPHALT PAVEMENT



RESIDENTIAL DRIVEWAY (CONNECTING TO LOCAL OR COLLECTOR)

STANDARD CONSTRUCTION DETAILS

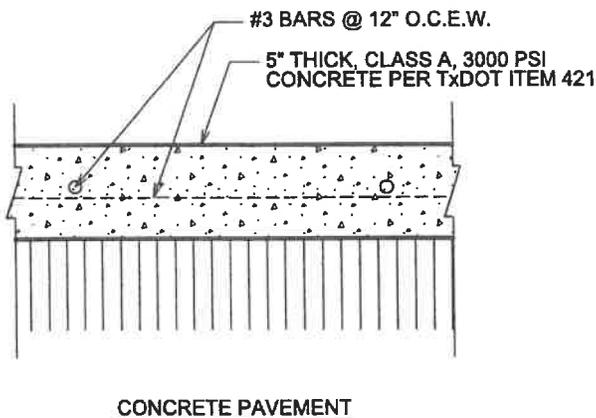
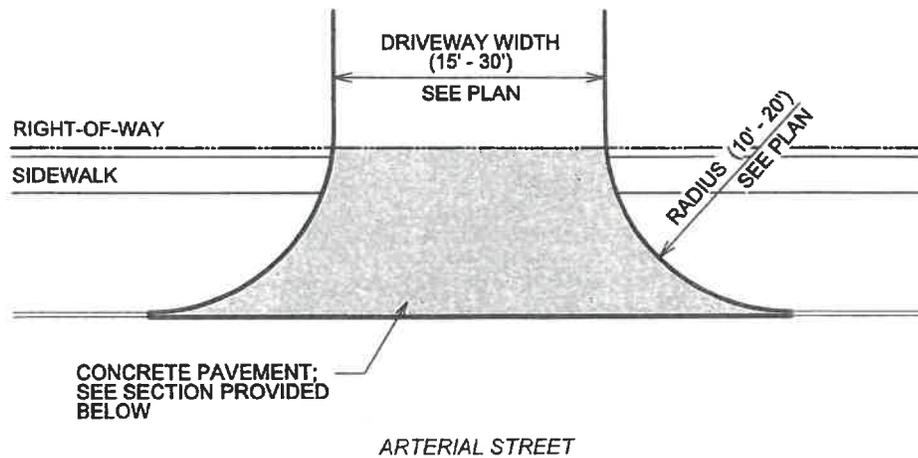
DATE: 11/22/19

REVISED
DATE: 11/22/19

PAV - 11

GENERAL NOTES

1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.
2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.
3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.
4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.



RESIDENTIAL DRIVEWAY (CONNECTING TO ARTERIAL)

STANDARD CONSTRUCTION DETAILS

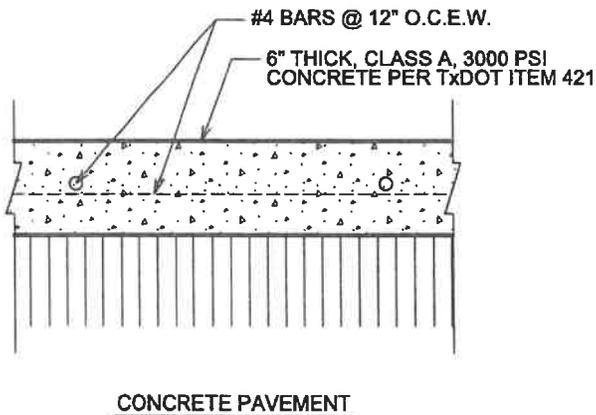
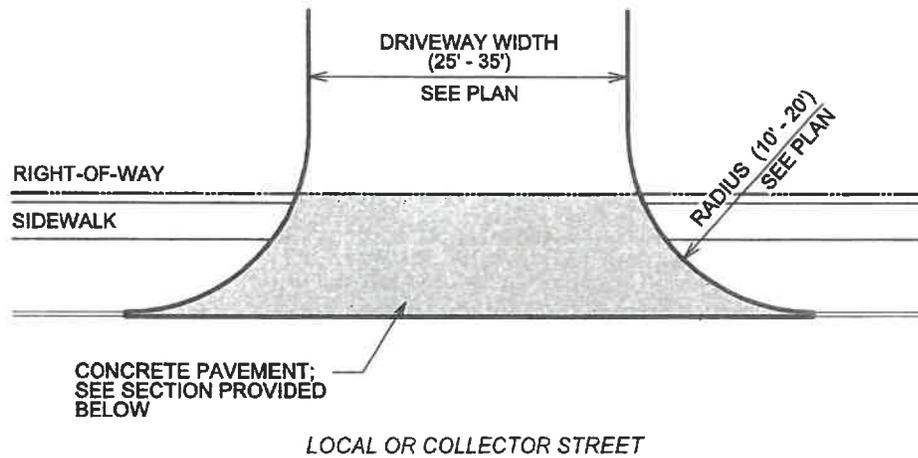
DATE: 11/22/19

REVISED
DATE: 11/22/19

PAV - 12

GENERAL NOTES

1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.
2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 60 IN ACCORDANCE WITH TxDOT ITEM 440.
3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.
4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.



COMMERCIAL DRIVEWAY (CONNECTING TO LOCAL OR COLLECTOR)

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19

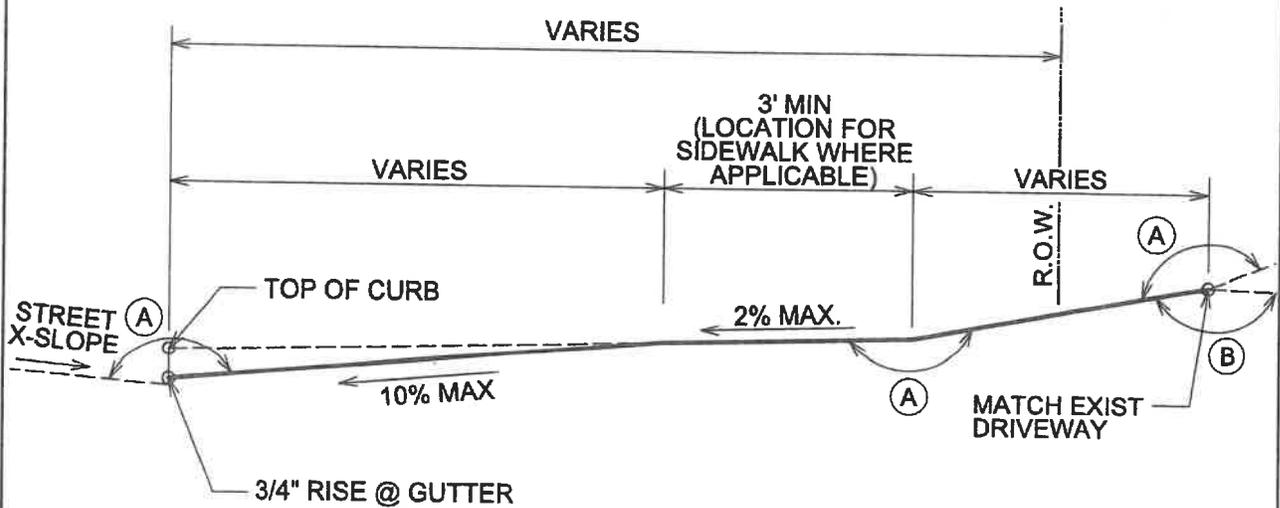
REVISED
DATE: 11/22/19

PAV - 13

GENERAL NOTES

1. DRIVEWAY GRADE MUST RISE TO TOP OF CURB ELEVATION TO CONTROL DRAINAGE IN STREET GUTTER.

- (A) 8% MAX CHANGE IN GRADE (SAG PI)
- (B) 12% MAX CHANGE IN GRADE (CREST PI)



**ALLOWABLE DRIVEWAY GRADE
(RESIDENTIAL OR
COMMERCIAL)**

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19

REVISED
DATE: 11/22/19

PAV - 15

City Of Bay City
Standards for Access Driveways to City Streets

NOTE: ANY DRIVEWAY THAT WILL ACCESS A STATE HIGHWAY FALLS UNDER THE JURISDICTION OF THE TEXAS DEPARTMENT OF TRANSPORTATION AND MUST MEET ALL STATE REGULATIONS.

Concrete Driveways Accessing City Streets MUST:

Obtain a building permit form the City Public Works Department. Complete and return along with a sketch of the layout with dimensions as close as possible to the Public Works Dept.

All drainage pipe type and size will be approved by the Public Works Department and can be installed by the owner/contractor or the Public Works Dept.

Driveways installed where there is a curb and gutter must have a valley drain that matches the flow design.

Where driveways meet at the shoulders of the street, it is the responsibility of the installer to make a gradual and smooth transition to prevent any traffic hazards.

These standards are only for driveways located in the city right of way. Any portion located on the owner's property will fall under the jurisdiction of the City Building Inspection Department.

Driveways must be a minimum of 12' wide

Concrete slab will be a minimum of 5" thick for residential use and 6" for commercial use.

All concrete shall be a class "A" 3000psi design mix.

All slabs will have a minimum of a 2" sand base.

All slabs will have a reinforcement mat containing #4 (1/2") rebar at 16" OC spacing each way max.

Slabs will have a bar running parallel with all edges of the forms with a clearance of no more than 3"

Mats will be supported with chairs to maintain as close to center of slab as possible.

Existing concrete road/street shall be doweled with #4 rebar 18" long @ 16" on center to a minimum depth of 6".

A Redwood expansion joint shall be used where the driveway meets the street and where driveway meets owner's property line and city right of way.

NOTE: When a concrete driveway will tie into an Asphalt road/street, ALL criteria applies EXCEPT no expansion joint is needed between driveway and road.

There shall be a 24hr notice given to the City Public Works Dept. prior to placing concrete in order to insure all requirements have been met.

Any questions or concerns can be addressed by the City Public Works Office at 979-323-1659



New Residential / Commercial Service Taps Request

1217 Avenue J, Bay City, TX 77414
(979) 323-1659

Name	
Address	
Phone Number	
Address of requested tap	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
Reason for requested tap	
Signature	Date

For Office Use Only					
Date Surveyed		Amount		Date Quoted	
Tap Size		Water Tap Service Agreement Completed		Receipt Number	Employee
Backflow Prevention Device Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Location of tap		<input type="checkbox"/> FRONT <input type="checkbox"/> REAR	

NOTES

Approval of Tap Request/Fees: _____

UTILITIES FOREMAN

UTILITIES MAINTENANCE
SUPERINTENDENT

PUBLIC WORKS ASST DIRECTOR/DIRECTOR

**CITY OF BAY CITY
WATER TAP SERVICE AGREEMENT**

- I. **PURPOSE.** The **CITY OF BAY CITY** is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the **CITY OF BAY CITY, UTILITY DEPT.**, will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
 - C. No connection which allows water to be returned to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the **CITY OF BAY CITY, UTILITY DEPT.** and _____ (Name of Customer).
- A. The Water System will maintain a copy of this agreement as long as the customer and/or the premises is connected to the Water System.
 - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the water System's normal business hours.
 - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
 - D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
 - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

Customer's Signature: _____

Date: _____

Rules and Regulations for PWSs: 30 TAC 290 Subchapter D

RG-346 ■ Revised February 2004