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.
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.

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Email Inspection requests: permits@cityofbaycity.org
REQUESTS MUST BE RECEIVED BY 3:30 PM FOR NEXT DAY INSPECTION
For Questions: 979-323-1659, option 1

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

<table>
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<tr>
<th>Requestor's Name:</th>
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<td>Requestor's Email Address:</td>
<td>Company:</td>
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<td>Project Address:</td>
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<td>City &amp; County of Project(s):</td>
<td>Subdivision:</td>
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<td>Permit #:</td>
<td>Date Needed:</td>
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# Commercial Inspection Record

This record must remain on site until project completion.

**Project Address:**

**Permit #:**

---

**Do Not Cover Work Until Approved**

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Comments:

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Requests must be received by 3:30 P.M. for next day inspection.

**Email:** permits@cityofbaycity.org

**Phone:** 979-323-1659, option 1
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.

---

LOCAL OR COLLECTOR STREET

---

A 6" TYPE A, GRADE 2 CRUSHED LIMESTONE PER TxDOT ITEM 247. MATERIAL SHALL BE PLACED IN MAXIMUM 6" COMPACTED LIFTS AND COMPACTED TO 85% MODIFIED PROCTOR DENSITY (ASTM D1557) AT A MOISTURE CONTENT OF ±2% OF OPTIMUM

---

#3 BARS @ 12" O.C.E.W.
5" THICK, CLASS A, 3000 PSI CONCRETE PER TxDOT ITEM 421

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PRIME AND SINGLE COURSE SURFACE TREATMENT

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CONCRETE PAVEMENT

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ASPHALT PAVEMENT

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RESIDENTIAL DRIVEWAY
(CONNECTING TO LOCAL OR COLLECTOR)

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<th>STANDARD CONSTRUCTION DETAILS</th>
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<td>DATE: 11/22/19</td>
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<td>REVISED DATE: 11/22/19</td>
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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
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.

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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)

STANDARD CONSTRUCTION DETAILS

ALLOWABLE DRIVEWAY GRADE
(RESIDENTIAL OR COMMERCIAL)

DATE: 11/22/19        REVISED DATE: 11/22/19

PAV - 15
NOTE: ANY DRIVEWAY THAT WILL ACCESS A STATE HIGHWAY FALLS UNDER THE JURISDICTION OF THE TEXAS DEPARTMENT OF TRANSPORATION 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
City of Bay City

Water Tap Request

Name
Address

Phone Number
Address of requested tap  □ Commercial  □ Residential  □ Irrigation
Reason for requested tap

Signature  Date

*Please note that all tap requests are good for 30 days after the quote has been given*

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<tr>
<th>Date Surveyed</th>
<th>Amount</th>
<th>Date Quoted</th>
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<td>Backflow Prevention Device Required</td>
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<td>Location of tap  □ FRONT  □ REAR</td>
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<td>Water Tap Service Agreement Completed</td>
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NOTES

Approval of Tap Request/Fees: __________________________

UTILITIES FOREMAN

UTILITIES SUPERINTENDENT  PUBLIC WORKS ASST DIRECTOR/DIRECTOR
City of Bay City

Sewer Tap Request

Name
Address

Phone Number
Address of requested tap □ Commercial □ Residential

Reason for requested tap

Signature Date

*Please note that all tap requests are good for 30 days after the quote has been given*

For Office Use Only

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Location of tap □ FRONT □ REAR Employee

NOTES

Approval of Tap Request/Fees: ____________________________

UTILITIES FOREMAN

UTILITIES 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 that 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