



City of Ingram
230 Hwy 39
Ingram, Texas 78025
830-367-5115

Permit for New/Remodel Commercial Plan Review

Project Address: _____ Project Name: _____

New Commercial Building Construction

Permit Application with original signature must be complete and submitted with following information:

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

1. Site Plan-Legal description and address of lot. Plans showing lot dimensions, footprint of building and distance from building to property lines, plated building lines, driveways, all easements
2. Set of plans must include:
 - i) Floor plans -all dimensions, room names, size and type of windows, doors, cabinets, fixtures and ceiling heights.
 - ii) Exterior Elevation plans must show exterior materials, windows, doors, roof slopes, chimneys and overhangs.
 - iii) Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams.
 - iv) Foundation Plans must show all dimensions, location, spacing of beams, location of post-tensioning cables (if applicable) location and sizes of rebar (if applicable) concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable) and other notes required by Engineer. (Must be sealed by a State of Texas License Engineer or Foundation Detail)
 - v) Engineer Foundation design letters-Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code.
 - vi) Engineered Wind Bracing Plans must comply with current adopted City Codes.
 - vii) Masonry on Wood Details (If applicable) must be sealed by a State Licensed Engineer.
 - viii) Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
 - ix) Plumbing Plans (may be combined with floor plan) must show location of fixtures, water heaters and gas outlets.
 - x) Mechanical Plans (may be combined with floor plan) must include engineering calculations, diagrams, location and nature and extent of the work proposed.
 - xi) Energy Compliance Report (A form survey sealed by a state of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection)
 - xii) Parking Lot plans, if applicable; Grading Plans if applicable.
 - xiii) Fire lane location, plans and details. Fire suppression system plans and documents; fire alarm system plans.
 - xiv) Driveway approaches and draining culverts-Engineered plans (Driveways accessing State Highways require TXDOT permit) Flowable fill is required on all road cuts. Culvert installation is Right of Way may be required, city will determine.
3. Flood Plain survey is required

New Commercial Building

Application

Site plan

Foundation Plan

Framing Plan

Floor Plan(s)

Life / Safety Egress Plan

MEP Plans

Energy Compliance reports

TDLR Tabs Registration if Valuation over \$50,000

Commercial Alteration / Addition

Application

Site Plan

Narrative of Work

Asbestos Report

Existing vs. New Floor Plan

Framing Plan

Foundation Plan

Life/Safety Egress Plan

MEP Plans

Energy Compliance Reports

TDLR Tabs Registration if Valuation over \$50,000

(If necessary for scope of work)

To better assist the plan review staff, please provide the following information on the plans

**Total Square footage

**Occupancy Classification

**Construction Type

**Occupant Load

**Codes used for Construction

**Sprinkler or Non Sprinklered

**Fire Alarm or No Fire Alarm

**Occupancy Calculations should be provided



City of Ingram

Phone: (830) 367-5115

Fax: (830) 367-3175

230 Hwy 39

Ingram, Texas 78025

Commercial Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Square Foot: _____	
Project Address: _____		Legal Desc: _____	
Project Description:			
New ☐	Addition ☐	Remodel ☐	Finishout ☐
Sign ☐	Plumbing ☐	Mechanical ☐	Electrical ☐
Moving/Temporary ☐	Foundation/Driveway/Flatwork ☐	Other: _____	Fencing ☐
Scope of Work: _____			
Is property located in an identified flood hazard area: Yes ☐ No ☐ (If yes, a Development Permit Application is required)			

Owner Information:	
Name: _____	Contact Person: _____
Address: _____	Phone Number: _____
Email: _____	Fax Number: _____
	Mobile Number: _____

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number ☐
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Electrical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number ☐

A permit becomes null and void if work or construction authorized is not commenced within 60 days from the date of issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Violations of the terms and conditions of City Ordinance and/or Codes adopted by the City can result in a criminal or civil penalty.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set

OFFICE USE ONLY / BUREAU VERITAS

Date Submitted to BV: _____ BV Project #: _____

Plan Review Fee: \$ _____ Permit Fee: \$ _____

911 Address Verification: Yes ☐ No ☐ Floodplain Review/Permit: _____

TxDOT Permit #: _____ KCEH Permit #: _____

BV Approval Date: _____ Approved By: _____