



Commercial Building Requirements

200 South Main
Blue Ridge, Texas 75424
972-752-5791

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Council Approval

All NEW CONSTRUCTION in the City Limits of the City of Blue Ridge requires approval from the Blue Ridge City Council. Below are the instructions to assist you in obtaining approval. This process allows the Council the ability to verify that all City requirements, such as setbacks, zoning, and deed restrictions have been met prior to the start of construction. If you have any questions or concerns regarding the process, please contact City Hall at (972) 752-5791.

1. Return the City Council Meeting Request form to City Hall by the last Tuesday of the Month to be considered for the next City Council Meeting. All Request Forms will be submitted to the Mayor for approval.
2. Provide a copy of all items listed on the Permit Check List of this packet.
3. Attend the Council Meeting in which your project is listed on the agenda. City Council meets in Regular Session on the 1st Tuesday of each Month.
4. You will address City Council with your request to build and answer any questions they may have regarding your project.
5. Once approved, a letter of approval will be issued from City Hall within 7 business days from the meeting.

Building Codes

The City of Blue Ridge, Texas, has adopted the following codes regulating building construction.

2012 International Building Code
2012 International Plumbing Code
2014 National Electrical Code
2012 International Fuel Gas Code

2012 International Residential Code
2012 International Mechanical Code
2012 International Fire Code
2012 International Energy Conservation Code

Building Permit

Permits are required when constructing, remodeling, enlarging a building and various other improvements to your property. Projects that are cosmetic such as painting, wallpapering, carpeting, cabinets and trim work do not require a permit. Permits are not required when replacing fixtures on existing wiring or fixtures to existing plumbing.

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Inspection Department. Approved

permits must be picked up at the City Hall prior to work beginning and retained on site during construction.

A permit fee must be paid upon submission of the building permit application for all commercial construction. All permit fees are non-refundable.

Permit becomes void if construction does not commence within 90 days from date of application.

All Contactors performing work within the City of Blue Ridge's jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required has started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspections

All inspection requests received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

A Certificate of Occupancy must be approved prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



200 S. Main Blue Ridge, Texas 75424
 Phone: (972) 752-5791 Fax: (972) 752-9160

Commercial Permit Application

Project Name: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Project Description: New <input type="checkbox"/>		Addition <input type="checkbox"/>	
Remodel <input type="checkbox"/>		Finishout <input type="checkbox"/>	
Sign <input type="checkbox"/>		Plumbing <input type="checkbox"/>	
Mechanical <input type="checkbox"/>		Electrical <input type="checkbox"/>	
Other <input type="checkbox"/>		Scope of Work: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____		Mobile #: _____	Email: _____

Engineer	Contact Person	Phone Number	Email:
Architect	Contact Person	Phone Number	Email:
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, 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.

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.

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.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Total Permit Fees: _____

Received By: _____

Date: _____

BV Project #: _____



Commercial Plan Review Checklist

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Project Address: _____ **Project Name:** _____

Prior to permit issuance, all properties must have an approved plat and site plan. Permit Application with an original signature must be complete and submitted with the following information:

_____ **(3) Site Plans to include:** (Must submit a filed plat of lot)
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North area and scale, Proposed structure and all existing buildings
Existing and proposed location of utility poles, pad mounted transformers

_____ **(3) Landscape Site Plan**

_____ **(3) Parking lot layout plans**

_____ **(3) Grading plans**

_____ **Flood Plain Certificate, if applicable**

_____ **(2) Commercial Energy Code Compliance - (2012 IECC)**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

_____ **(3) Sets of 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)

_____ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)

_____ **Asbestos Survey** (if demo or remodel)

_____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**



Commercial Submittal Requirements

200 South Main
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CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings

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)
12. Asbestos Survey (for renovation or demolition permits) ^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information ^(d)

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.org
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



Bureau Veritas Contact Information

200 South Main
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Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Contractor Registration Form

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Today's Date _____

Contractors Select Only One:

\$75.00 Registration Fee

- | | | | | |
|---|---------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Alarm Provider | <input type="checkbox"/> Electrical | <input type="checkbox"/> Foundation | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Backflow | <input type="checkbox"/> Energy Insp. | <input type="checkbox"/> General Cont. | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Well Drilling |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Fence | <input type="checkbox"/> Home Builder | <input type="checkbox"/> Pool | <input type="checkbox"/> Other |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire Sup | <input type="checkbox"/> HVAC | <input type="checkbox"/> Roofing | |

COMPANY INFORMATION:

Company Name:			
Company Address:			
City:	State:	Co. Fax:	Zip:
Co. Phone Number:		Co. Fax:	
Email Address:			
Authorized Signature:			
Print Name:			

LICENSE INFORMATION

Name:			
Address:			
City:	State:	Co. Fax:	Zip:
Phone Number:		Email:	
License Type:		License Number:	
Expiration Date:			

INDIVIDUALS PERMITTED TO PULL PERMITS

(Name & DL #)

(Plumbers excluded from fee)

All applicants must provide the following at time of submittal:

- A legible copy of a Texas state trade license and valid Texas Driver's License or Photo ID.
- Proof of general liability insurance.
- Registration fee or renewal fee is \$75.00. Not Transferable. Fees are not pro-rated.
- Registration for Plumbers, Electricians and HVAC contractors will expire same date as Master License.
- Inspections will not be performed and permits **will not** be issued to any individuals or companies who do not have a current registration with the Blue Ridge.



Council Agenda Request

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Form must be completely filled out. Return to City Hall by the last Tuesday of the Month to be considered for the next City Council Meeting.

Name: _____ Date: _____

Address: _____

Phone: _____ Cell: _____

Property Address: _____

Company / Organization: _____

Agenda Request: _____

Date of meeting you wish to attend: _____

Will representative be present at meeting: Yes No

Do you have material that will need to be handed out prior to the meeting: Yes No
(Please provide to City Secretary)

I understand that this a request to be placed on the requested agenda to go before the City Council of the City of Blue Ridge . This is not a guarantee that I will be placed on the requested agenda.

Applicants Signature

Date