



## Commercial Construction Plan Review Checklist

Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Address: \_\_\_\_\_

Received by: \_\_\_\_\_

Attached	Not Applicable	
		<b>Permit Application Form</b> with original signatures
		<b>Approved* Site Plan (3)</b>
		<b>Energy Code Compliance Report (3)</b> RES Check Required in color†
		<b>Foundation Plans (3)</b>
		<b>Construction Plans (3)</b>
		<b>Grading and Drainage Plans (3)</b>
		<b>TDLR# - Architectural Barriers Registration</b>

**Approved**

**Denied** – Reason: \_\_\_\_\_

Please submit your \$150.00 application fee, checklist, and building application at the same time.

\*Approved Site Plan – Site plan must be approved by The City of Troup before a permit will be issued.

†-Additional \$100 fee if City must obtain

1 copy of each set of plans will go to: Health Department/ Fire Marshall/ City

(Itemized descriptions on following page)

**Site Plans:** Legal description (Lot, Block, Subdivision)  
Property Lines and Lot Dimensions  
Proposed Structures and all Existing Buildings  
All easements, accesses and driveways  
Electrical service entry location, pad mounted transformer or utility pole  
Water connection and shut off locations  
Sanitary Sewer connection location  
Septic system location including distribution field  
North Arrow and Scale  
Fire Lane, Knox Box location

**Energy Code Compliance Report:**  
(COMCheck – 2006 IECC) – Including Lighting Compliance, Mechanical Compliance and Building Envelope, as applicable.

**Foundation Plans:**  
Engineered Plans – All foundation designs shall state that the foundation was designed for the soil conditions of that particular lot and that the design criteria of the applicable codes (2006 IBC) have been met.

**Construction Plans:**  
Floor Plan  
Exterior elevations  
Roof Plans  
MEP Plans (including riser diagrams)  
Construction details  
Window/door schedule  
Wall sections  
Fire suppression system and fire alarm system details  
Fire lane construction details  
Knox box application details

**Grading and Drainage Plans:**  
Topographical information (contours at 1' intervals), all drainage structures including underground structures, and drainage arrows to indicate flow patterns.

**TDLR# - Architectural Barriers Registration:**  
Required for projects over \$50,000 in value. Contact Texas Department of Licensing and Regulation, 1-800-803-9202 [www.license.state.tx.us](http://www.license.state.tx.us)

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

The City of Troup will designate approval or denial within a 10 working day period of receipt of Commercial Construction Plan Review Checklist

# COMMERCIAL DISTRICT 1 & 2 GUIDELINES

1. Survey and/or Plat
2. If all requirements for these districts are met:
  - Electrical Permits must be purchased by a certified Electrician
  - Plumbing Permits must be purchased by a certified plumber
  - Gas Permits must be purchased by a certified Plumber
3. If city services has never been established on the property:
  - Water tap  $\frac{3}{4}$ "            \$750.00
  - Waste Water tap 4"    \$750.00
4. Each water meter is required to have a meter deposit:
  - Meter Deposit            \$100.00

**All permits and inspections are handled through Troup City Hall  
903-842-3128**



CITY OF TROUP  
PO BOX 637  
TROUP, TEXAS 75789  
PH#903-842-3128

# APPLICATION FOR

# PERMIT

Enter what Type of Permit you are requesting -- Alcohol, Building, Specific Use, Variance or Zoning Change

## OFFICE USE ONLY

CASE NUMBER \_\_\_\_\_ SUBMITTAL DATE \_\_\_\_\_

NON-REFUNDABLE FEE OF \$150.00 COLLECTED & RECEIVED BY \_\_\_\_\_

SITE PERMIT# \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

## DESCRIPTION OF PROPERTY

LOT NUMBER \_\_\_\_\_ BLOCK NUMBER \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT SIZE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

GENERAL LOCATION \_\_\_\_\_

Attach a current survey plat delineating the subject property or a meets and bounds description and survey if land is currently un-platted.

## APPLICANT INFORMATION

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ EXPIRES \_\_\_\_\_

## OWNER INFORMATION

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ EXPIRES \_\_\_\_\_



*CITY OF TROUP  
PO BOX 637  
TROUP, TEXAS 75789  
PH#903-842-3128*

**DESIGNATION OF AGENT FORM**

I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing and the representation of this request. The designated agent shall be the principal contact person with the City of Troup (and vice versa) in processing and responding to requirements, information requests or other issues relative to this request.

**PROPERTY OWNER**

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**APPLICANT**

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**DESIGNATED AGENT**

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Expires \_\_\_\_\_

# APPLICATION FOR BUILDING PERMIT

IN CITY OF TROUP, TEXAS

File with the Office of the City Secretary, at Troup City Hall, 106 E. Duval Troup, Texas 75789 or mail to PO Box 637 Troup, Texas 75789. All fees must be paid at the time the application is filed and are non-refundable. Failure to complete all information may cause a delay in processing of a permit. The City's processing of a permit could take up to 30 days from the date an application is filed.

Name of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

<u>CLASS OF BUILDING</u>	<u>CLASS OF ROOF</u>	<u>TYPE OF CONSTRUCTION</u>
<input type="checkbox"/> One Family Dwelling	<input type="checkbox"/> Comp. Shingle	<input type="checkbox"/> Frame <input type="checkbox"/> Concrete
<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Wood Shingle	<input type="checkbox"/> Brick <input type="checkbox"/> Iron Clad
<input type="checkbox"/> Apartment	<input type="checkbox"/> Built up Roof	<input type="checkbox"/> Stucco <input type="checkbox"/> Hollow Tile
<input type="checkbox"/> No. Apartments	<input type="checkbox"/> Roofing Paper	<input type="checkbox"/> Brick Ven.
<input type="checkbox"/> Local Retail	<input type="checkbox"/> Metal	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Tile	
<input type="checkbox"/> Central Business		<u>THICKNESS OF WALLS IN THE FIRE LIMITS</u> _____
<input type="checkbox"/> Wholesale	No. Flues to Ground	<u>TYPE OF ELECTRIC WIRING</u>
<input type="checkbox"/> Warehouse	No. Bracket Flues	<input type="checkbox"/> Knob & Tube
<input type="checkbox"/> Industrial	No. Chimneys	<input type="checkbox"/> Conduit
<input type="checkbox"/> Light Manufacturing	<u>FOUNDATION</u>	<input type="checkbox"/> Romex
<input type="checkbox"/> Heavy Manufacturing	<input type="checkbox"/> Stone	<u>PLUMBING CONNECTIONS</u>
<input type="checkbox"/> Repair to Building	<input type="checkbox"/> Brick	<input type="checkbox"/> Baths
<input type="checkbox"/> Addition to Building	<input type="checkbox"/> Concrete	<input type="checkbox"/> Sinks
<input type="checkbox"/> Private Garage	<input type="checkbox"/> Wood	<input type="checkbox"/> Commodes
<input type="checkbox"/> Outhouse	<input type="checkbox"/> Piers	<input type="checkbox"/> Lavatories

NUMBER OF ROOMS: \_\_\_\_\_ KIND OF HEAT TO BE USED: \_\_\_\_\_

ESTIMATED TIME FOR COMPLETION, (IN DAYS): \_\_\_\_\_ COST: \_\_\_\_\_

NAME OF CONTRACTORS: \_\_\_\_\_

## IMPORTANT

ALL APPLICATIONS FOR BUILDING PERMITS MUST BE ACCOMPANIED BY A PLAN SHOWING THE ACTUAL DIMENSIONS OF LOT, THE SIZE AND LOCATIONS OF BUILDING LOCATED ON THE LOT AT THE PRESENT TIME AND THE SIZE AND LOCATION OF BUILDING TO BE ERECTED; ALSO, GIVE DISTANCE OF ALL BUILDINGS FROM ALL PROPERTY LINES AND FROM OTHER BUILDINGS. THE PLAN MUST BE ATTACHED TO THIS APPLICATION. IF APPROVED PERMIT IS BASED OFF COST.

### DO WRITE IN THIS COLUMN

Date received: \_\_\_\_\_

Inspector's estimate: \_\_\_\_\_

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

Reason for rejection: \_\_\_\_\_

I hereby certify that the information on and attached to this application is true and correct.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Signature of CODE OFFICER/BUILDING INSPECTOR