



Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and remodel/additions for Commercial projects. Have applicant submit the following:

1. Permit Application
2. (3) Sets of plans
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.
5. Asbestos Report or declaration (if remodel or demo)

Send complete permit package to Bureau Veritas, Fort Worth office, via Fed Ex # _____.

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Application Suite.
2. Verification of all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed in pending revisions status until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for return to city.

City Staff

City issues permit in BV Application Suite.

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign