

CITY OF MESQUITE, TEXAS
APPLICATION SUBMITTAL REQUIREMENTS
FOR BUILDING PERMITS

Effective Date: September 1, 2005

A building permit application shall be accepted only after the applicant has provided the following information. An application lacking any of the required information shall be deemed “incomplete” and refused for processing. Incomplete applications shall be returned to the applicant.

Sequence Application Form & Content

Step 1. Planning Division approvals must accompany permit application submittal.

Commercial	Residential
Address assignment	
Zoning approval for proposed uses(s)	
Platting is approved	
Site plan is approved	
Address approval	
Authorized signature from the Planning Division	

Step 2. Engineering Division (Public Works Department) approval, if applicable, must accompany permit application submittal.

- City Engineer signature of engineering civil design released / subdivision approval for construction.

Step 3. Commercial only: Traffic Division (Public Works Department) approval, if applicable, must accompany permit application submittal.

Step 4. A completed Permit Application Form must accompany each permit application submittal. The application shall include the following information, if applicable:

Commercial	Residential
Construction site address	
Application date	
Lot and Block and Subdivision description	
Applicant name and contact phone number	
Name of general contractor and contact phone number	
Description of proposed structure	
Size and square footage of proposed structure	
Estimated cost of construction	
Applicant’s signature and date	

Step 5. Project plans must accompany permit application submittal.

Commercial		Residential
4 sets of plans per submittal application Plans set to include:		1 set of plans per submittal application Plans set to include:
Architectural drawings		Architectural drawings (24 x 36)
Structural (signed by engineer/architect)		
MEP's (signed by Engineer/Architect)		MEP's drawings included
Civil Drawings	If applicable	2 – 11 x 17 foundation plan (engineer sealed)
Landscape Plan		Elevation drawings / brick calculations (11 x 17 sheet)
Soils Report		Narrow wall engineer design
TDLR #		2 – Plot plans (8 ½ x 11)
		2 Engineer foundation letters signed/sealed
ComCheck calculations		ResCheck calculations
Asbestos Survey (if remodel)		1 Floor plan (11 x 17) for DCAD

Step 6. Plan Review Fee, if applicable. A fee shall not be accepted until the application is complete in all other respects.

CITY OF MESQUITE
Building Inspection Division
Impact Fee Regulations

In order to determine the exact cost of Impact Fees please contact the Planning Division at 972-216-6216.

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CITY OF MESQUITE

Commercial Inspection Requests

- 1) All requests for commercial inspections must be directed to the Inspection Request Line. Press 2 for commercial or go online to www.cityofmesquite.com. “Online Services”
- 2) Requests must be made by the **general contractor** or **superintendent** by 4:00 p.m. on the working day **prior** to the day you need your inspection.
- 3) Inspections **cannot** be scheduled for morning or afternoon.
- 4) Requests should be made when the job or phase is complete and ready for inspection.
- 5) The inspector will make only one inspection per day per job site.
- 6) The inspectors are in the office Monday through Friday, from 8:00 to 8:30 a.m. and from 4:30 to 5:00 p.m. depending on work load.

All of the above information has been compiled to assist you, the contractor or owner, with commercial inspection request procedures in the City of Mesquite. We appreciate your cooperation.

CITY OF MESQUITE

CERTIFICATE OF OCCUPANCY REQUIREMENTS

A **Certificate of Occupancy** is required for all commercial properties. The items listed below must be completed prior to the occupancy of any commercial building. Please contact each division to arrange for an inspection.

NEW CONSTRUCTION

1. A Certificate of Occupancy Application must be submitted to Building Inspection for approval by several different departments depending upon the type of business.
2. Zoning approval is required by Planning and Zoning.
3. Building Inspection finals required on building, plumbing, electrical, mechanical and energy.
4. Fire Department requires final inspection. (Contact Fire Marshal's Office for information.)
5. Final inspection by Engineering on all drainage, water and sewer mains with:
 - a) Bond received
 - b) As-built plans
 - c) Letter of quantities
 - d) Chlorinated and pressure tested

"SHELL"

Acceptance of site must be approved by the following divisions prior to tenant occupancy:

1. Building Inspection - Shell building approved, sidewalk, parking lot striping and dumpster.
2. Fire Department - Fire lanes and fire hydrants in place and operational.
3. Planning and Zoning - Landscaping, screening walls and final plat if applicable.
4. Engineering
 - a) Bond received
 - b) Letters of quantities
 - c) As-built plans
 - d) Chlorinated and pressure tested
 - e) Acceptance of drainage, water and sewer

INTERIOR FINISH

Prior to occupancy of interior lease spaces, a shell Certificate of Occupancy must be completed and on file.

1. Certificate of Occupancy Application must be completed by the tenant and submitted to Building Inspection for approval by Planning and Zoning.
2. Building Inspection finals required on building lease spaces, plumbing, electrical, mechanical and energy.
3. Fire Department requires final inspection for each lease space.

PLANNING & ZONING DIVISION

Revised Landscape Requirements

Ordinance #3129, approved December 16, 1996, revised the minimum amount of landscaping required for projects developed in the City of Mesquite. The ordinance now requires a minimum of **10%** of the building area to be landscaped. Other changes were also made regarding type and quantity of plant materials, screening and buffering, irrigation requirements, etc.

Copies of the Landscaping Ordinance are available in the Planning and Zoning Division office, 1515 N. Galloway Avenue, Mesquite, TX, or by calling **972/216-6216**. Thank you.

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Proof of Submission to Texas Department of Licensing and Regulations

TITLE 132A—TEXAS DEPARTMENT OF LICENSING AND REGULATION

Art. 9102. Architectural barriers

Policy

Sec. 1. The provisions of this article are to further the policy of the State of Texas to encourage and promote the rehabilitation of persons with disabilities and to eliminate, insofar as possible, unnecessary barriers encountered by persons with disabilities, whose ability to engage in gainful occupations or to achieve maximum personal independence is needlessly restricted.

Application

Sec. 2. (a) The standards adopted under this article apply to:

(4) a privately funded building or facility defined as a "public accommodation" by Section 301(7) of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12181), and its subsequent amendments, that is constructed or renovated, modified, or altered on or after January 1, 1992; and

(5) a privately funded building or facility defined as a "commercial facility" by Section 301, Americans with Disabilities Act of 1990 (42 U.S.C. Section 12181), and its subsequent amendments, that is constructed or renovated, modified, or altered on or after September 1, 1993.

(j) All plans and specifications for construction or for the substantial renovation, modification, or alteration of a building or facility **that has an estimated construction cost of \$50,000 or more** and that is subject to the provisions of this article shall be submitted to the department for review and approval.

(k) Plans and specifications related to the building or facility shall be submitted to the department by the architect, interior designer, landscape architect, or engineer who has overall responsibility for the design of the constructed or reconstructed building or facility. The architect, interior designer, landscape architect, or engineer shall submit the plans and specifications to the department not later than the fifth day after the date on which the architect, interior designer, landscape architect, or engineer, as appropriate, places the applicable professional seal on the plans and specifications. If there is no architect, interior designer, landscape architect, or engineer with that responsibility, the owner shall submit the plans and specifications to the department at least 30 days within the date the construction or renovation, modification, or alteration on the building or facility begins. **On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the department under this article.**

(l) Any substantial modification of approved plans shall be resubmitted to the department for review and approval.

(m) If an architect, interior designer, landscape architect, or engineer required to submit or resubmit plans and specifications to the department fails to do so in a timely manner, the commission shall report the fact to the Texas Board of Architectural Examiners, the State Board of Registration for Professional Engineers, or a licensing authority that regulates the individual, as appropriate.

(22)

July 22, 2005

Dear Commercial Contractors:

The 2003 International Building, Plumbing, Mechanical and Energy Conservation Codes as well as the 2005 National Electrical Code become effective August 1, 2005. The provisions will apply to all commercial permits requested after that date. Amendments to these codes are available through the Building Inspection office located at 1515 N. Galloway Avenue or on the web under www.cityofmesquite.com. Click on Departments, then Building Inspection, then Adopted Codes.

The Department of Energy will provide a free commercial computer program called COMcheck that may be used with the Component Performance Approach that simplifies the code compliance process. The COMcheck software may be downloaded from their website at www.energycode.org. All commercial permit applicants must submit a COMcheck approved design and inspector's checklist with each set of submitted plans for review. Any changes to the original approved design must be re-submitted by the architect or original designer.

All **new commercial energy inspections** are to be conducted by a third party inspection agency. The inspector that physically conducts the energy inspection shall furnish proof of their certification in the International Energy Conservation Code before final inspection is approved. All building element requirements related to Solar Heat Gain Coefficients (SHGC), U-Factors and R-Values shall be designed according to City Ordinance #3479 and Chapter 8 of the International Energy Conservation Code. All materials and equipment information must be identified on the submitted plans. There will also be a Commercial Energy Compliance Form made available in the upcoming months that will list all paths of compliance available to commercial construction. Once available this compliance form will be required with each permit submittal.

Enclosed in this packet is a detailed list of plan submittal requirements that must be incorporated with each set of plans submitted for a commercial permit. The City of Mesquite wants your building experience to be both productive and cost effective. The entire Building Inspection staff looks forward to assisting you in every way we can.

Sincerely,

Larry D. King, C.B.O.
Building Official

LDK/br

Enclosure

HANDOUTS/COMMERCIAL/ENERGYCODECOMPLTR-7-22-05

Frequently Asked Questions Concerning Verification of Asbestos Surveys Before Issuing Building Permits

1. Why do we need Senate Bill 509?

Each year, many asbestos removal jobs in Texas are done in violation of state and federal safety laws that require protection of construction workers and the public from exposure to dangerous levels of asbestos fibers.

Verifying that an asbestos survey was done prior to a renovation or demolition will educate building owners who are unaware of the requirements and make it harder for building owners and contractors to claim ignorance of the asbestos laws.

The Austin-American Statesman published a special report on widespread illegal asbestos removal projects on January 7, 2001, entitled "Death in the Air." Copies of this article are available from Austin Texas Department of Health Asbestos Programs Branch (1-800-572-5548 or 512-834-6610) or on line at <http://www.austin360.com/local/partners/aas/>.

2. What kind of "permit" triggers the duty to check for an asbestos survey?

"Permit" means a license certificate, approval, registration, consent, permit or other form of authorization issued by a municipality for renovation or demolition of a public or commercial building, that a person is required by law, rule, regulation, order or ordinance to obtain to perform an action, or to initiate, continue or complete a project, for which the authorization is sought.

3. What is a public or commercial building?

There are many different types of public and commercial buildings. A general rule of thumb is that non-residential buildings and apartment complexes larger than four-plexes, are either public or commercial. The demolition or renovation of a single residence (four-plex or smaller) does not require an asbestos survey if the property continues to be used as a single residence after the demolition or renovation.

4. After what year can a building be built when no asbestos survey is required?

Asbestos surveys are required on **all** buildings regardless of the year of construction. For newer buildings, there is an alternative to a survey as listed in the before-mentioned cover letter.

5. How extensive does the survey verification have to be?

There needs to be "evidence acceptable to the municipality" that an asbestos survey, as required by state and federal laws, of all parts of the building affected by the planned renovation or demolition has been completed by a person that is appropriately licensed or trained to perform a survey.

6. Do the asbestos surveys need to be turned into the Texas Department of Health?

No. The asbestos survey needs to be kept at the project site and available to the Texas Department of Health upon request.

7. How do building owners or operators get these surveys?

The asbestos surveys need to be conducted by an individual licensed by the Texas Department of Health, if the work is done in a public building, or an EPA-accredited person, if work is done in a commercial building. The Texas Department of Health can provide a list of licensees in your area to contact.

8. How much do asbestos surveys cost?

The average survey costs from \$250 to \$500 for small projects and up to \$5,000 to \$10,000 for a 100,000-square-foot building.

9. Is asbestos still manufactured?

Yes. In 1989 the Environmental Protection Agency imposed a ban to phase out asbestos products; however, the United States Supreme Court overturned this ban in October 1991. Asbestos products such as floor tiles, adhesives (mastic) and roofing materials can still be purchased.

10. If asbestos is still manufactured, is it all right to install it in a public building?

No. House Bill 1927 signed by Governor Rick Perry on May 28, 2001, prohibits the installation of asbestos containing material in public buildings unless there is not other alternative material. To verify if a building material contains asbestos, you must obtain a Material Safety Data Sheet (MSDS) and make sure that the asbestos material is less than 1%.

11. Who do I call if I have any questions?

You may contact your Texas Department of Health regional office or telephone the Texas Department of Health's Asbestos Program in Austin, Texas, at 1-800-572-5548 or 512-834-6610. You may also visit our website at www.tdh.state.tx.us/beh/asbestos.