



Commercial Building Permit Application

All projects must comply with City of Oak Ridge North land use and zoning requirements. Construction plans must be designed in accordance with the City of Oak Ridge North adopted codes. Two paper copies and one PDF digital copy of the plans and all supporting documents, must accompany the application. If new water and/or sewer taps are required, please include the water and sewer tap application. If a new driveway is proposed, please include the driveway application.

Plan review and permit fees are based on the building valuation. The Building Official reserves the right to make the valuation determination. If the project cost is \geq \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) Architectural Barriers. The plan review fee is 1/2 of the permit fee and is required at time of submittal. The remaining fees are due at permit issuance. Permit fees may be found on our Fee Schedule.

Please complete and submit the application and all necessary accompanying forms to the permit office located in City Hall at the address located at the bottom of this page. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City’s written comments, and notification of any additional requirements, within 10 business days.

- **ALL INSPECTIONS MUST BE CALLED IN 24 HOURS IN ADVANCE.**
- **INSPECTION REQUEST LINE. (832)381-3298.**

SUBMITTAL CHECKLIST

Please make sure all of the following information is included on the plans or addressed in the submittal. “N” denotes information required for most new construction. (Additional information may be required.) “R” denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N,R	Is the property legally platted or subdivided? A permit may not be issued if the parcel where the building permit is required is part of another lot or tract of record.			
N,R	Is the property in a floodplain? If yes, elevation certificates will be required.			
R	Asbestos survey (Required on all additions to, or alterations, of existing commercial buildings.			
N,R	Architectural Barriers # if project cost is \geq \$50,000 or engineer’s cost estimate. (Reference page1)			
N	Civil drawings (Site plan, utility plan, grading and drainage, SWPPP, etc.)			
N,R	Code data sheet showing construction type, occupancy type, codes used, occupant load, and area increase calculations if required.			
N,R	Occupant load calculation determined by the 2009 version of the International Building Code.			
N	Plot plan of proposed and existing structures with easements, driveways and set-backs shown.			
N	Structural plans designed for 110mph wind load, certified by an engineer licensed by the State of Texas.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed construction with wall details.			
N	Finish floor elevations shown.			
N,R	Floor plan showing the location and type of fire extinguishers.			
N	Energy code compliance (COMcheck) as published on the U.S. Dept of Energy website (www.energycodes.gov).			
N,R	Plumbing and mechanical plans with details and specifications.			
N,R	Electrical Plans with details and specifications including emergency lighting.			
N	Water and Sewer Tap Application (if applicable).			

City of Oak Ridge North

27424 Robinson Road • Oak Ridge North, Texas 77385

(832)381-3301 • Fax (281) 367-7729

N,R	Mechanical plans with details and specifications			
N	Driveway Application (if applicable).			
N,R	Parking requirements (reference Appendix A, Oak Ridge North Code of Ordinances.)			

PROJECT				
911 Assigned Address:				
Subdivision:			Lot:	Blk:
PROJECT				
New Construction		Addition/Remodel		Demolition
Other:				
Number of stories:		Bldg Valuation:		Architectural Barriers EABPRJ#
Area 1st Floor:		Area 2 nd Floor		Total Area:
Brief Description of Work:				
OWNER				
Name:			Phone:	Fax:
Address:				
Email:				
CONTRACTOR				
Name:			Phone:	Fax:
Address:				
Email:				
POINT OF CONTACT INFORMATION				
Name:			Phone:	Fax:
Title:				
Address:				
Email:				

I _____ (**applicant's name**) hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being renovated/demolished.

The undersigned Owner/ Agent/ Contractor, has read all of the information contained in this application, agrees to conform to all applicable Federal, State, and local laws, and certifies the information provided herein is true and correct.

Signature of Applicant

Printed Name

Date

How do you prefer to receive correspondence? Please circle one.

Mail, E-Mail, Fax, Pick-up.

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Commercial Work Exempt From Permit

Building

1. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
2. Retaining walls not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.
3. Oil derricks.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
5. Temporary motion picture, television, and theater stage sets and scenery
6. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
2. Prefabricated swimming pools that are less than 24 inches deep.
3. Swings and other playground equipment.

Electrical

1. The replacement of lamps, or the connection of portable electrical equipment to suitable permanently installed receptacles.
2. The installation, alteration, or repair of electrical equipment for the operation of signals or for the transmission of intelligence by wire by a communication agency.
3. The installation, alteration or repair of electrical equipment installed by or for an electrical supply agency for the use of such agency in the generation transmission and distribution of electricity.

Plumbing and Gas

1. The stopping of leaks in drains, water, soil, waste, or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained.
2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
3. Portable heating appliance.
4. Replacement of any minor part that does not alter the approval of equipment or make such equipment unsafe.

Mechanical

1. Portable heating appliances, portable cooling units, and portable evaporative coolers.
2. Portable ventilation equipment.
3. Steam, hot- or chilled- water piping within any heating or cooling equipment regulated by the 2009 International Mechanical Code.
4. Replacement of any minor part that does not alter the approval of equipment or make such equipment unsafe.
5. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.

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