



COMMERCIAL BUILDERS PACKAGE

CITY OF PRINCETON

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INSPECTION REQUEST

972-736-6169 X4 by 4:00pm for next day inspection

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.

BUILDING CODES

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Princeton has adopted the following codes regulating building construction with city amendments.

2009 International Building Code
2009 International Residential Code
2009 International Fire Code
2009 International Plumbing Code
2009 International Mechanical Code
2009 International Energy Conservation Code
2009 International Fuel and Gas Code
2011 National Electrical Code
City of Princeton Zoning Ordinance 2009-06-09

COMMERCIAL BUILDING PERMIT

To apply for a permit, provide **three (3) sets** of plans with diagrams, computations, specifications, and other data as may be required by the Building Official. Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Princeton and all applicable fees paid to the City. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application.

All Contractors performing work within the City's jurisdiction must be registered with the City and provide proof of liability insurance. (HVAC, Electric, Plumbing, Irrigator, Backflow Tester, Third Party Energy Provider)

Construction or building without a permit is subject to a fine double the permit fee. Signs require a separate building permit.

Properties with drive access onto a U.S. Highway (380) or a Farm to Market Road (FM) will require a Texas Department of Transportation (TXDOT) Driveway Permit. A \$500.00 Commercial Permit Fee is required for filing the TXDOT Application through our Engineering Staff with TXDOT's permit system

PLAN SUBMITTAL

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.

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.

(3) Site Plans - The Plat must be approved and the Site plan must be released by the Planning or Engineering Department before a permit will be issued.

- Legal Description (lot, block, subdivision and phase)
- Property lines and lot dimension
- Proposed structure and all existing buildings
- All easements
- Existing and proposed location of utility poles, pad mounted transformers
- Existing and proposed fire hydrant locations, and size of water lines

(3) Parking lot layout plans and Grading plans

(3) Commercial Energy Code Compliance - (2009 IECC) To include Lighting Compliance, Mechanical Compliance and Building Envelope (if applicable).

(3) Sets of building plans.

- Floor plans and roof plans
- Exterior elevation
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedules
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
- Mechanical, electrical and plumbing site plans and schedules
- Plumbing plans (including riser diagram)
- Mechanical plans
- Electrical plans (including riser diagrams)
- Elevation drawings must clearly state that the structure meets the exterior requirements set forth by the City of Princeton.
- A Brick Calculation Chart must be included showing the percentage (%) of brick coverage for front, right, left and rear elevations including a Total Brick Coverage Percentage (%). All drawings must be legible and show proper square footage for A/C and total building areas.

(3) Sets of Fire plans

- Fire lane location and construction plans and details,
- Underground Fire Line plans (NFPA 24)
- Fire suppression system plans to include fire sprinkler (NFPA 13)
- Kitchen suppression systems and documents (NFPA 17, 17A as applicable)
- Fire alarm system plans (NFPA 72)
- Emergency access plans

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

Asbestos Survey or Compliance Statement (if demo or remodel)

CONSTRUCTION SITE STANDARDS

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all commercial building sites in the city. City ordinance requires that these systems remain in place and in good repair for the duration of the project. Due to variances in site elevations or grade, some sites may have modified standards in order to meet the requirements of established ordinances. Modifications, if any, will be reviewed and approved by the Chief Building Official on a case-by-case basis.

The following items are required:

1. **PORTA-LET:** All commercial sites are required to have one porta-let for every 10 persons on the site. The porta-let may be removed only when a *working* toilet is properly installed in the structure for the use of the workers.
2. **TRASH BIN:** An industrial refuse container is required for the duration of the project
3. **DEBRIS FENCE/BARRIERS:** All sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site For all sites: debris fence may be removed when project is ready for final inspection.
4. **ADDRESS AND SIGN:** All sites must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on curb are not acceptable. It is highly recommended that independent and private builders include a contact phone.

5. **EROSION CONTROL SYSTEMS:** Systems must be maintained as per the city approved erosion control plan submitted with project package.

SILT FENCE

- Steel posts, which support the silt fence, shall be installed on a slight angle toward the anticipated runoff source. Post must be embedded a minimum of one (1) foot.
- The toe of the silt fence shall be trenched in with a spade or mechanical trencher so that the downslope face of the trench is flat and perpendicular to the line of flow. Where the fence cannot be trenched in (e.g., pavement), weight the fabric flap with rock on the uphill side to prevent flow from seeping under the fence.
- The trench must be a minimum of six (6) inches deep and six (6) inches wide to allow the silt fence fabric to be laid in the ground and backfilled with compacted material.
- Silt fence should be securely fastened to each steel support post or to woven wire, which is in turn attached to the steel fence post. There shall be a three (3) foot overlap that is securely fastened where ends of fabric meet.
- Inspection shall be made weekly and after each rainfall. Repair or replacement shall be made promptly as needed.
- Silt fence shall be removed when the site is completely stabilized so as not to block or impede storm flow or drainage.
- Accumulated silt shall be removed when it reaches a depth of half the height of the fence. The silt shall be disposed of at an approved site and in such a manner as to not contribute to additional siltation.

ROCK BERM

- Use only open graded rock four to eight (4-8) inches in diameter for stream flow condition. Use open graded rock three to five (3-5) inches in diameter for other conditions.
- The rock berm shall be secured with a woven wire sheathing having a maximum opening of one (1) inch and a minimum wire size of twenty (20) gauge and shall be buried in a trench approximately three to four (3-4) inches deep.
- The rock berm shall be inspected weekly or after each rain event and shall be replaced when the structure ceases to function as intended due to silt accumulation among the rocks, washout construction traffic damage, etc.
- When silt reaches a depth equal to one-third (1/3) of the height of the berm or the height of one foot, whichever is less, the silt shall be removed and disposed of properly.
- When the site is completely stabilized, the berm and accumulated silt shall be removed and disposed of in an approved manner.
- Rock berm should be used as check dams for concentrated flow and are not intended for use in perimeter protection.

INSPECTIONS

The experience, expertise, and judgment of the inspector will hold sway because no two situations are ever exactly the same.

REQUESTS: The General Contractor should call in inspection requests for work done on private property at 972-736-6169 x 4. Any inspection properly called in before 4 pm will be scheduled for the next business workday.

CANCELLATIONS: All cancellations must be called in to 972-736-6169 x 4.

RE-INSPECTION POLICY: There will be no re-inspection fee for the first failed inspection. A re-inspection fee of \$50.00 per failed inspection will result thereafter. Re-inspection fees must be paid before the re-inspection will be performed.

PLACEMENT OF INSPECTION REPORTS: All inspection reports are to remain with the builder packet at each stage of construction.

INSPECTION REPORTS: If at any time inspection reports are missing for re-inspection, paper-work for each required inspection is missing, or if inspection reports are not put back in places designated in this memo, a \$50.00 re-inspection fee will automatically be charged and no inspection will be made.

REMEMBER: *Erosion controls, debris control, trash bins, and port-a-potties are always inspection points*