



CITY OF PRINCETON

COMMERCIAL BUILDING PERMIT APPLICATION

ALL INFORMATION MUST BE COMPLETED BEFORE PERMIT APPLICATION WILL BE ACCEPTED

Project name _____ **Address** _____
Owner _____ **phone** _____
Address _____
Cell # _____ **e-mail** _____
Address of project _____
Square footage of project _____ **Valuation** _____
Contact Person _____ **phone** _____
Address _____
Cell # _____ **e-mail** _____

Any commercial project 5,000 square feet or over requires a fire sprinkler system

Please circle type of project

New Remodel Finish out Plumbing Elect. Mech. Sign Other _____

Scope of work to be preformed _____

Contractors:

Engineer _____ Contact Person _____ Phone _____

Architect _____ Contact Person _____ Phone _____

G. C. _____ Contact Person _____ Phone _____

Mech _____ Contact Person _____ Phone _____

Elect _____ Contact Person _____ Phone _____

Plumbing _____ Contact Person _____ Phone _____

Energy Insp _____ Contact Person _____ Phone _____

Fire Line _____ Contact Person _____ Phone _____

Fire Sprinkler _____ Contact Person _____ Phone _____

City of Princeton
306 Main Street
Princeton, TX 75407
972-736-6169

Fire Alarm _____ Contact Person _____ Phone _____

Underground Utility _____ Contact Person _____
Phone _____

Paving _____ Contact Person _____ Phone _____

A permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. All permits require a series of inspections. A certificate of occupancy by the Chief Building Official and the Fire Marshall must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____ Date _____

Princeton Fire Marshal	469-525-2777
Developmental Services (Collin County)	972-424-1460 ex 7
Texas Department of Health, Asbestos	1-512-834-6600
Texas Department of Licensing and Regulation	1-800-803-9202

DEVELOPMENT FEE SCHEDULE

Preliminary Plat	\$200.00, plus \$12.00 per acre
Final Plat/Construction Plans	\$325.00, plus \$25.00 per acre
Amended/Minor Plat	\$200.00
Land Study or Site Plan	\$400.00, plus \$1.00 per acre
Zoning/rezoning	\$325.00 plus \$15.00 per acre up to 250 acres and \$8.00 per acre over 250 acres
Special Use Permit	\$325.00
Excavation Permit Fee	\$100.00
Streetlight Electrical Cost, one-month actual electricity cost x 24 months, per streetlight in new developments	
Street Improvement Fee (new development) as per subdivision ordinance	
Consultant Services required for Development Not Indicated above or in the City of Princeton Ordinances (Legal, Engineering, Planning) are the <u>Actual Costs</u> charged to the City of Princeton by the third party consultant	
Pro-rata, based on specific project development agreement	
Pro-rata collection processing fee, five (5) percent of amount collected	
Development construction observation fee, three (3) percent of construction cost (water/sewer/paving/drainage) An escrow account must be setup—based on contractors/developers/builders estimated cost at time of permitting; Final cost based on submission of copy of contractors/developers/builders Final Pay Invoice.	
Water Impact Fee, \$2,033.00 based on ¾" water meter	
Wastewater Impact Fee, \$1,251.00 based on ¾" water meter	

CONTACT INFORMATION:

Development Department, Kathy Morris
City of Princeton
306 Main Street
Princeton, TX 75407
Phone: 972-736-6169 x 24
Fax: 972-734-2548
Email: kmorris@princetontx.us

City of Princeton * 306 Main Street, Princeton, TX 75407
Office 972-736-6169 x24 * Fax 972-734-2548

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

Permit Application:

- Three (3) copies of plot plans with Texas professional seal showing existing or proposed structure.
- Three (3) copies of completed construction documents, ie: energy report, asbestos survey, etc. .An additional set of plans will be required for fire sprinkled buildings (5,000 sq feet or over)
- Two (2) pdf files for Fire Department review; including Civil Plat and Floor Plans.
- Texas Department of Licensing and Regulation Architectural Barriers Project number (if over \$50,000.00 value.)
- Energy Report, to include Building Envelope, Lighting and Mechanical Compliance
- Asbestos Report or declaration (if remodel or demo)

For projects that require a health review, approval from the county must be received prior to the building permit being issued. (Developmental Services 972-424-1460 ex 7)

Note: 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. All construction to comply with all current building codes as adopted by the City of Princeton.

Required Drawings and Documents (Bureau Veritas’ Plan Review Department may request additional information if necessary) Drawings must be drawn to scale, dimensioned and of sufficient clarity.

- Site plan, Floor plans, roof plans, Exterior elevation, door, window, 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, including riser plans for plumbing and electrical,
- Letter from Texas Registered Engineer regarding structural compatibility of roof if mechanical equipment is being added to roof.
- Certified energy compliance report
- Asbestos Survey (for renovation or demolition permits)
- Texas Department of Licensing and Regulation Architectural Barriers Project registration number
- Letter from Texas registered Architect or Texas Professional Engineer stating that compliance with 2003 IBC Ch 10 regarding egress and Ch 11 regarding accessibility will be adhered to

TYPICAL COMMERCIAL INSPECTIONS
CALL (817) 335-8111 FOR INSPECTIONS

TEMPORARY POWER POLE
YARD SEWER / WATER SERVICE
PLUMBING ROUGH
GAS WRAP
CUSTOMER SERVICE INSP FORM
FOUNDATION / PIER/FOOTING
RETAINING WALL
SPRINKLER DOUBLE CHECK / BACKFLOW
FRAMING / PLUMBING TOP OUT
GAS ROUGH PRESSURE TEST
MECHANICAL ROUGH
INSULATION (ENERGY) *PERFORMED BY A THIRD PARTY INSPECTOR*
DRYWALL
ELECTRICAL UNDERGROUND
GAS IN SLAB / GAS UNDERGROUND
GREASE DUCT
MECHANICAL UNDERGROUND
TILT PANEL
GRADE BEAM
VENEER
SLAB ADD ON
CONSTRUCTION ELECTRIC
GAS FINAL
MECHANICAL FINAL / PLUMBING FINAL / ELECTRICAL FINAL
ENERGY FINAL *BY THIRD PARTY*
BUILDING FINAL
FIRE INSPECTIONS AS NEEDED BY THE FIRE MARSHALL (SEE ATTACHED)

COMMERCIAL REMODEL OR NEW CONSTRUCTION PLAN REVIEW

CHECK LIST

GENERAL CONTRACTOR _____

ADDRESS OF PROJECT _____

COST OF PROJECT _____

SQUARE FOOTAGE _____

REQUIRED TO BE SPRINKLED ____ YES ____ NO

- Permit Application
- Three (3) copies of completed constructions documents
- Two (2) pdf files for Fire Department review; including Civil Plat and Building/Floor Plans.
- Texas Department of Licensing and Regulation Architectural Barriers Project (if over \$50,000.00 value)
- Asbestos Survey (for renovation or demolition permits)
- Energy Report to include Building Envelope, Lighting and Mechanical compliance
- An additional set of plans will be required for fire sprinkled buildings
- Approval from Collin County Health Services for projects which require a health permit for operation.
- Site plan
- Floor plans and roof plans
- Exterior elevation
- Door, window, 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, including riser plans for plumbing and electrical,
- Letter from Texas Registered Engineer regarding structural compatibility of roof if mechanical equipment is being added to roof.
- Letter from Texas registered Architect or Texas Professional Engineer stating that compliance with 2003 IBC Ch 10 regarding egress and Ch 11 regarding accessibility will be adhered to.
- Fire related documents—Fire Sprinkler Plans required at time of submission of Building/Floor Plans to City.