



**RICHMOND**  
EST. **TEXAS** 1837

## City of Richmond Building Department

600 Morton St. Richmond, TX 77469

PHONE 281-232-6871 • FAX 281-238-1215

# Commercial Building Projects

## Plan Submittal Requirements and General Information

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### 1. **State Requirements:**

- a. **Asbestos:** In accordance with state law, Texas Administration Code – Title 25 – Part 1 - Texas Asbestos Health Protection Rules the City may not issue a construction permit for renovating or demolishing a public or commercial building without first an asbestos survey or engineers' report (proof of) being provided. More information may be found at the Texas Department of Health Services website : <http://www.dshs.state.tx.us/asbestos/rules.shtm>
- b. **Texas Architectural Barriers, Texas Accessibility Standards Compliance (ADA):** Prior to accepting an application for a construction permit for a non-residential project that will cost in excess of \$50,000, to verify that the building or facility has been registered with the Texas Department of Licensing and Regulation (TDLR) for compliance with Texas Accessibility Standards, please submit proof of registration. More information may be found at the Texas Department of Licensing and Regulation website: <http://www.license.state.tx.us/ab/ab.htm>
- c. **Is an engineer required to prepare the plans?** In accordance with State Law, Texas Occupation Code, Title 6. The Texas Engineering Practice Act; certain projects will require an engineer licensed in the State of Texas to prepare the plans and specifications. We cannot adequately include all the requirements of this law within the scope of this document but, generally, commercial buildings having a floor area of 5,000 or more square feet and/or any unsupported spans greater than 24 feet are required to be engineered. The City will comply with the State Law in determining if a registered engineer is required. More information may be found at the Texas Board of Professional Engineers' website: [http://engineers.texas.gov/eng\\_req.htm](http://engineers.texas.gov/eng_req.htm)
- d. **Licensed contractors required:** As required by state law, Electrical, Plumbing, Mechanical, Irrigation, Fire Alarm, and Fire Sprinkler Contractors must be registered and possess a valid license from the State of Texas. Only licensed contractors may be issued permits for these trades.

2. **Code Information:** City of Richmond's Current Codes:

- International Building Code 2012
- International Residential Code 2012
- International Plumbing Code 2012
- International Mechanical Code 2012
- International Fuel Gas Code 2012
- International Fire Code 2012
- International Energy Code 2015
- National Electrical Code 2017 NFPA 70

3. **Insurance Requirements:** As a condition to the issuance of any permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

4. **Plan Requirements, General:** ALL DRAWINGS should be drawn with sufficient clarity and details to indicate the dimensions, distances, and the nature and character of the work.

- a. Four **bound** sets of legible and fully-dimensioned plans, drawn to a standard scale and 1 thumb drive.
- b. All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 36" x 48"; and
- c. A maximum of 24" x 36" for civil engineering plans; and
- d. A maximum for architectural plans of 36" x 48", "E" size.
- e. Final construction documents shall be provided in electronic PDF format.

5. **SITE and CIVIL PLANS:** Four copies of site plans. Shall be drawn to standard scale and fully dimensioned and show:

- All property lines.
- Footprint (outline) of all structures, including all projections beyond the foundation line, showing location on the property, and front, side and rear yard setbacks.
- Location of all easements and platted building lines.
- Location of gas, water, sewer lines, and underground electrical (if applicable).
- Location of proposed driveway, drive approach, city sidewalks and fire lanes.
- Location of all fire hydrants.
- Location of permanent fences and gates.
- Parking analysis and calculation in accordance with Unified Development Code.
- Parking lot layout including striping and location of accessible parking.
- Legal property survey with topographical information.
- Complete civil site plans of utilities, drainage, and paving prepared by an engineer.
- Texas Department of Transportation (TXDOT) approvals, if applicable.

- Tree survey identifying any protected trees within 50 ft. of any construction related activity. Tree Removable Permit required before removal of listed trees per Unified Development Code.
  - Finished Floor Elevation (FFE)
  - Landscape Plan if applicable.
  - Storm Water Pollution Prevention Plan. (If the project is disturbing more than 5 acres of land, per the City of Richmond details.)
6. **Building Plans:** Four sets of legible and fully-dimensioned building plans of the following drawn to a standard scale with:
- a. Design professional seals and signatures where required.
  - b. Foundation plans and other engineered structural plans. Structures shall be designed to meet 130 MPH-3 second gust wind speed.
    - i. Complete set of architectural plans to include, but not limited to: A code analysis declaring the occupancy type(s), construction type(s), area and height determinations as compared to the limitations, egress calculations, and travel distances.
    - ii. Floor plans, means of egress, elevations, wall sections, area separation wall locations and fire ratings, occupancy separation locations and fire ratings, equipment and furniture layout plan (if applicable), door and window schedules, wall, floor, ceiling coverings schedule, and shaft locations and fire rating.
  - c. A complete set of plans will include details of all trades such as; Electrical, Plumbing, Fire Protection, and Mechanical.
7. **Building Permits:**
- a. Building Permit Applications shall be completed along with two sets of approved plans or drawings, depending on the project additional sets of plans or drawings may be required.
  - b. After plans or drawings are approved, one set will be returned to the contractor to remain on the job site. Final construction documents should be in electronic PDF format.
  - c. Most projects will be processed within 10 business days. Larger projects may be handled on a scheduled basis. Plan review times vary with the size and complexity of the project and quality of the submittal.
  - d. Applications not issued within 90 days become invalid and all documents will be destroyed.
  - e. Permits expire in 180 days if the project is dormant or abandon.
  - f. All contact information should be completed on the permit application.
  - g. Building Permit Fees are due at the time the permit is issued.

8. **Inspection Request Process & Inspection Scheduling:** All inspections should be scheduled through the permit office by:
- a. Email: [inspectionrequest@richmondfd.com](mailto:inspectionrequest@richmondfd.com)
  - b. Fax: 281-238-1215
  - c. Office: Fill out inspection form at our office

**Inspection requests made prior to 3:00 p.m.** will be processed for the next business day. After 3:00 p.m. will be 2 business days. Same day Inspections will be reviewed upon request.