



COMMERCIAL BUILDING PERMITS PROCESS AND GUIDE

The City of Mansfield has adopted building codes to ensure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the *minimum* regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

ADOPTED CODES (with City Amendments)

2006 INTERNATIONAL BUILDING CODE
2009 INTERNATIONAL ENERGY CONSERVATION CODE
2006 INTERNATIONAL PLUMBING CODE
2006 INTERNATIONAL MECHANICAL CODE
2006 INTERNATIONAL FUEL GAS CODE
2006 INTERNATIONAL FIRE CODE
2005 NATIONAL ELECTRICAL CODE

Amendments to all codes and the Zoning Ordinance are available online.

**Development Services Department
1200 East Broad Street
Mansfield, Texas 76063
Phone: 817-276-4200
Fax: (817) 477-1416
<http://mansfield-tx.gov/>**

Introduction

In order to process and review, permit applications in a timely fashion, the documents and document descriptions listed in this guide are the minimum requirements necessary for permit submittal and review. The more information supplied, the easier and faster the approval process will be for the project.

State Law requires the following:

1. Per SB 484, Projects with a construction value exceeding \$50,000 must provide a TDLR registration number upon submittal of application. For additional information visit Texas Department of Licensing and regulations www.license.state.tx.us.
2. All remodel, renovation and demolitions shall conduct an asbestos survey in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. For additional information visit Texas Department of Health at www.tdh.state.tx.us/beh/asbestos.

To ensure a timely permit review; plans and information submitted must be complete, clearly describing scope of work and method of compliance with the adopted codes and ordinances.

If you should have any questions regarding the minimum requirements of submittal, please contact the Development Services Department or visit our web site @ <http://www.mansfield-tx.gov> prior to permit submittal.

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COMMERCIAL BUILDING PERMIT GENERAL INFORMATION

DESIGN CRITERIA

Snow:	5 psf Roof Snow Load – see 2006 IBC Figure 1608.2
Wind:	90 mph 3 Sec Gust Wind Speed – see 2006 IBC Figure 1609
Wind Exposure:	Main Exposure B.
Seismic:	In accordance with 2006 IBC Section 1613 or ASCE 7
Design Frost Depth:	6 inches
Rain fall	4.0 inches per hour 2006 IPC Appendix B & Figure 1106.1
Weathering for concrete	Moderate – 2006 IBC Figure 1904.2.2
Termite	Very Heavy
Decay	Slight to Moderate
Interior Design	Maximum of 72°F for heating and minimum of 75°F for cooling

PERMITS REQUIRED

To verify construction conformance with the City's building codes, permits and inspections are required for all work involving structures or buildings. Listed below are examples of work or activities for which permits are required. Please note that this list is not all-inclusive. We suggest that you call the Development Services Department when in doubt.

1. Building alterations, both interior and exterior.
2. Building additions.
3. New construction and/or site improvements.
4. Work involving electrical, plumbing, heating, ventilation, air conditioning and ductwork.
5. Foundation, walls and excavations for the same.
6. Relocating or adding partition walls (bearing or non-bearing).
7. Installation of any building equipment such as air conditioners, signs, etc.
8. Furnace and water heater replacement.
9. Pools, spas and hot tubs. or
10. Changing the use of a building may require a building permit to bring the building into compliance. In all cases the tenant is required to submit a Certificate of Occupancy Application accompanied with a legible, labeled and dimensioned floor plan and site plan to be approved by the Planning Department, Fire Department and Development Services Department.

ADDITIONAL PERMITS NOT INCLUDED WITH BUILDING PERMIT:

1. Daycare establishments, sprinkler systems, fire alarms, and kitchen hoods are permitted through the Fire Department.
2. Signs are permitted through the Planning Department.
3. Food and drinking related establishments, public pools, septic tanks and day care establishments in addition to building permit are required to submit to Tarrant County Health Department.
4. Electrical and plumbing permits, as applicable, are required for commercial construction trailers.

DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING:

Developers and contractors may set up a meeting with the Development Review Committee (DRC) for assistance and advice on City policies, codes, ordinances and regulations. A meeting with the DRC is not a mandatory requirement of the permit application process however, it is highly recommended. The DRC meets every Wednesday morning beginning at 9 AM on a first come, first scheduled basis. The committee is made up of representatives from the Planning, Engineering, Fire, Development Services Departments and the Mansfield Economic Development Corporation (MEDC). Information on the DRC is available on our web site www.mansfield-tx.gov/departments/planning/.

QUESTIONS AND WHAT CITY DEPARTMENT TO CONTACT 817-276-4200

▶ The Planning Department:

- ✓ Verify that the property is platted. If the property is not platted discuss the platting process
- ✓ Verify that your property is zoned to allow your proposed use and discuss zoning change if the proposed use is not permitted under the current zoning
- ✓ Discuss the project address
- ✓ Establish the required off-street parking and loading requirements
- ✓ Determine bulk standards such as height, size and setback restrictions
- ✓ Determine landscape requirements
- ✓ Determine conditions, restrictions and/or requirements for building materials, screening, architectural design and other requirements
- ✓ Determine if the proposed site is regulated by the residential adjacency requirements

▶ The Engineering Department:

- ✓ Verify drainage and grading requirements for the proposed site
- ✓ Verify the location of existing water, sewer, and storm water locations

▶ The Fire Department:

- ✓ Verify life safety requirements and Fire Code related questions
- ✓ Verify fire hydrant and fire lane requirements
- ✓ Verify sprinkler systems, fire alarms, and kitchen hoods permitting process

▶ The Development Services Department:

- ✓ Answer Building Code(s) related questions
- ✓ Answer submittal requirement questions

QUESTIONS AND CONTACTS OTHER THAN CITY DEPARTMENTS

▶ The Tarrant County Health Department: (817) 321-4960

- ✓ Food establishment health permits
- ✓ Septic system requirements and submittal

▶ Texas Department of Licencing and Regulations (800) 803-9202

- ✓ Texas Accessibility Standards (TAS)
- ✓ Elevators
- ✓ Boilers
- ✓ Tow Trucks, Operators and Vehicle Storage Facilities

▶ Texas Department of Heath Services (888) 963-7111

- ✓ The Asbestos Program and requirements

▶ Department of Housing and Urban Development www.hud.gov/groups/disabilities.cfm

- ✓ Multi family and housing rights of people with disabilities and the responsibilities of housing providers and building and design professionals under federal law.

▶ Access Board (202) 272-0012 <http://www.access-board.gov/>

- ✓ Design standards used to enforce the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA).

COMMERCIAL PERMIT PROCESS

INITIAL SUBMITTAL AND REVIEW: (Partial submittal may not be accepted or processed)

- ▶ Minimum submittal requirements:
 - A completed commercial building permit application;
 - Seven (7) complete sets of construction plans with original seal (see submittal requirement);
 - If applicable two (2) sets of specifications;
 - Copy of Texas Department of Licensing and Regulation (TDLR) Project Registration Confirmation Page, or hand completed form, signed by a Registered Accessibility Specialist;
 - An energy report (example, com check) prepared by a third party registered with the City of Mansfield;
 - Plan review fee non-refundable. (New construction: \$200 paid at time of plan submittal. Additions, remodels and/or interior finishes: \$45/hr minimum of one hour).
- ▶ Construction plans will be distributed to the appropriate departments;
- ▶ The departments will perform a plan review to ensure that the proposed development complies with the provisions of the applicable building codes, regulations and ordinances;
 - Note: Under normal circumstances the initial plan review will be completed within 10-15 working days of submittal.
- ▶ Development Services will fax, e-mail or send (based on information provided on application) a plan review letter to the applicant;

REVISIONS REVIEW AND PERMIT ISSUANCE:

- ▶ Response letter, complete sets of revised plans and a PDF file of the final complete set of plans to be maintained as the permanent record must be submitted to Development Services;
- ▶ Development Services will distribute revised plans to all departments;
- ▶ When the plans and documents comply with codes, ordinances, and approval has been secured from all departments involved in the review process, the plans are stamped as "reviewed for compliance" and the permit application will be approved;
- ▶ The applicant will be notified and will be given the permit fee which will include Roadway, Water and Sewer impact fees and any other fees as applicable;
- ▶ The contractor/applicant must pay fees due and pick-up stamped approved plans. Stamped plans and all required documentation must be kept at the job site.

INSPECTIONS AND FINAL:

- ▶ No work shall be concealed without prior inspection approval from the code-certified energy inspector and approval from the City of Mansfield. Certification paperwork from the code-certified inspector verifying final compliance shall be submitted to the Building Inspector at final inspection.
- ▶ To request an inspection, contact the Inspection Request Line at (817) 276-4269. Inspections called in before 3:00 pm will be made the next business day.
- ▶ Prior to requesting a building final inspection, it is the responsibility of the owner or his agent (contractor) to obtain the following items:
 - Planning & Zoning Department final approval is required for zoning and landscaping regulation compliance. Please contact Stevon Smith at (817) 276-4231.
 - Engineering Department final approval is required for the grading, drainage, and off-site utilities. Please contact Raymond Coffman (817) 276- 4238.
 - Fire Department final approval is required for all fire inspections including sprinkler, fire alarm, etc. Fire alarm systems shall be monitored. Please contact fire department at (817) 276-4790.
 - As applicable, Tarrant County Public Health approval, Third Party Energy Final, Backflow device(s) certification reports, and Special Inspections must be submitted to Building Inspector upon Final.
- ▶ The owner must submit a Certificate of Occupancy application prior to requesting final inspection.
- ▶ The tenant must submit a Certificate of Occupancy application for review and approval prior to occupancy.

Note: Tarrant County Health Department plan approval will be required prior to issuance of any food related permit.

**NEW CONSTRUCTION, ADDITIONS & MULTI FAMILY
SUBMITTAL REQUIREMENT CHECK SHEET**

Completed Commercial Building Permit Application (print legibly),

- Job Address as assigned by the Planning Department. Applicant must contact the Planning Department and secure an approved address prior to submittal.
- Owner, contact and contractor information include street address, city, zip code, phone and fax number.
- TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided.

Energy Compliance report prepared by an independent third party (registered with the City of Mansfield) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.

Seven (7) complete sets of building plans, Minimum page/sheet size is 18" X 24", maximum size 24"X 36". Plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act. Landscape plans shall be prepared by a Licensed Landscape Architect.

- Cover Sheet:** Provide address, legal description, code summary (including type of construction, total sq ft, allowable area calculations, occupant load, occupant group, see page 8 of this handout).
- Civil:** Scaled and dimensioned drawings showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, existing site grading, existing and proposed utilities, drainage areas and hydraulic calculations, grading and drainage plans, erosion control plans and storm water pollution prevention plans, as required.
- Architectural:** Scaled and dimensioned drawings showing floor plan (label all rooms), wall section details, roof details, floor/ceiling details, exiting system, door and window schedules, exterior elevations, stair details and accessibility details. (See Planning Department Information Sheet)
- Structural:** Foundation and structural plans of building shall be provided. Plans shall be designed and sealed by a registered professional engineer.
- MEP's:** Complete detailed plans showing mechanical details, electrical details (including load calculation and riser diagrams) and plumbing details (including riser diagrams gas, water, and sewer). Plans shall be designed and sealed by a registered professional engineer. Note: All interior finish-out permit applications are required to provide MEP plans prepared and sealed by a registered professional engineer.
- Landscaping and Irrigation:** Minimum submittal requirements are listed under Planning Department Information sheet in this handout.

Other helpful information

- Renovation or demolition to any public or commercial building requires an asbestos survey be conducted by a person licensed by the Texas Department of Health.
- The City of Mansfield requires an approved backflow preventer to be installed on the main domestic water line before it enters the building. If the building is a multi-tenant shell; an approved backflow device shall be installed on the main domestic water line of the building and at each water line that enters a tenant finish-out/suite.
- Unless submitted with the shell permit, new construction interior finish permits will not be issued until a final is approved for the shell and all site requirements are met.
- Record retention laws require us to maintain plans for the life of the building. A PDF file of the final complete set of plans must be submitted prior to permit issuance to be maintained as the permanent record.
- Prior to permit issuance one set with the original professional seals and stamps must be submitted and identified as an original. Note: the remaining sets can be copies.

REMODELS OR TENANT IMPROVEMENTS SUBMITTAL REQUIREMENT CHECK SHEET

- Completed Commercial Building Permit Application (print legibly),**
- Job address as assigned by the Planning Department.
 - Owner, contact and contractor information include street address, city, zip code, phone and fax number.
 - TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided.
 - Make sure to complete all other information: Job Valuation, type of building, work, building area, etc.
- Energy Compliance report prepared by an independent third party (registered with the City of Mansfield) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.**
- Renovation or demolition to any public or commercial building requires an asbestos survey conducted by a person licensed by the Texas Department of Health. Note on the permit application if an asbestos survey has been conducted.**
- Five (5) complete sets of building plans, Minimum page/sheet size is 18" X 24", maximum size 24" X 36". Plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act.**
- Code data:** Include on plans type of construction, area, occupant load, and occupant group.
 - Site plan:** Scaled and dimensioned indicating location of tenant space, adjacent tenants, parking spaces, accessible parking and route.
 - Floor plan:** Scaled and dimensioned indicating the area of the tenant space, existing walls to remain, walls to be demolished, walls to be constructed, new wall construction detail or description, each area labeled and use noted, restroom(s) layout, accessible restrooms, exits/egress doors, exit lights and emergency lights.
 - Structural and/or MEP plans:** As applicable, signed and sealed by a Licensed Professional Engineer.
 - Fixture plan and equipment layout:** If the proposed use will utilize equipment and/or fixtures that are critical to the operation; applicant shall provide a seating, fixture and/or equipment layout. Food/drinking establishment shall provide a seating and equipment layout.
 - Exterior elevation:** If modifications are to be made to the building exterior, Roof, or roof top equipment such as vents, and HVAC equipment.

Note:

- Other building code requirements may be applicable depending on the circumstances.
- Installations or modifications to the sprinkler system, fire alarms, and kitchen hoods are permitted through the Fire Department and are not part of building permit.
- Signs are permitted through the Planning Department and are not part of the building permit.
- Food-related and day care establishments must obtain approval from Tarrant County Health.
- If medical gas and vacuum systems will be installed; a floor plan and a riser prepared by a Texas Licensed Professional Engineer must be submitted.
- Record retention laws require us to maintain plans for the life of the building. A PDF file of the final complete set of plans must be submitted prior to permit issuance to be maintained as the permanent record.
- Prior to permit issuance one set with the original professional seals and stamps must be submitted and identified as an original by a cover letter or marked and rolled separately. **Note:** The remaining sets can be copies.

CODE ANALYSIS AND ARCHITECTURAL PLAN SUBMITTAL INFORMATION

Code Data: design assumption analysis information is required on all commercial plans submitted for review and approval.

CODE DATA	CODE REFERENCES
1. Identify all Occupancy Group(s) Classification	2006 IBC Chapter 3 & 4
2. If applicable; show compliance with mixed occupancy provisions	2006 IBC Section 508
3. Actual Area vs. Allowable Area	2006 IBC Chapter 5
a. Floor area breakdown for each floor and use	
b. Include allowable area calculations (frontage increase, sprinkler increase)	
c. If applicable include mixed occupancy calculations	
4. Actual Height vs. Allowable Height	2006 IBC Chapter 5
a. If applicable, include any height increase and code Section used.	
5. Actual Stories vs. Allowable Stories	2006 IBC Chapter 5
a. If applicable, include any Story increase and code Section used.	
6. Type of Construction	2006 IBC Chapter 6
7. Identify fire-resistance rating of building elements	2006 IBC Table 601
8. Identify fire-resistance rating of exterior walls	2006 IBC Table 602
9. Identify fire protection rating for doors & windows	2006 IBC Table 715.4 & 715.5
10. Specify if a sprinkler system is provided and type of system	2006 IBC Chapter 9
11. Occupant Load calculations for each area and the total for building	2006 IBC Section 1004 & Table 1004.1.1
12. Exit width and exits required vs. exit width and exits provided	2006 IBC Section 1004
13. Exits required / Exits provided	2006 IBC Section 1019
14. If Multi-Family type & number of units required and provided.	2006 IBC Chapter 11
15. Identify Special Inspection(s) Required	2006 IBC Chapter 17

Architectural Plans must include the following information:

Cover Sheet: Provide design criteria clearly identifying Occupancy Classification, Type of Construction, Type of Sprinkle System (if required, existing or installed), Building Height and Area (actual vs. allowable), Number of Stories, Occupant Load and Egress Calculations, Fire Resistive Construction as applicable and Code Edition used for design.

Site Plan: Clearly identify location and dimensions of property lines, all utilities, public or private easements, all proposed buildings, existing buildings, fences, retaining walls, trash enclosures, structures on site, mechanical equipment, fire lanes, parking lot lights, parking, ramps, accessible parking and accessible route of travel to the building and public right of way.

Floor Plan: Completely dimension and label the use of spaces, wall types, required fire-resistive walls, location of required signs, accessibility clear floor space, turn spaces, grab bars, counters, and furniture. For multi-family projects note on floor plan type of unit(s) per IBC Chapter 11.

Foundation Plan: Provide complete footing and foundation plan(s) with sections and details that include size and placement of reinforcing steel, anchor bolts size and location, and depth of footings. Any special inspections must also be clearly identified on plans.

Framing Plan: Must describe all structural elements including wall, floor and roof framing, posts, beams, headers, shear walls, hangers, spacing and span of framing members, connections and engineered truss designs as applicable.

Roof Plan: Indicates location of all equipment; size and location of all roof drains, overflow and scuppers.

Elevations and Sections: Provide elevations illustrating building height, materials, and tempered glass in hazardous location. Cross sections details that clearly reflect structural systems,

Fire Resistive Construction: All fire resistive construction must be clearly identified on floor plan, building sections and details keyed to an approved listing documentation that part of construction document. Opening and/or penetrations are required to be detailed on plans with listing documentation.

Miscellaneous: Provide plans and details for all light pole bases, retaining walls, curb ramps, ramps, landings, handicap parking stall signs, stairs, handrail, guard, shaft enclosure construction for Type I hoods.

Electrical Plans Building: Provide a single line riser diagram showing service, feeder wire, equipment grounds, service disconnects, etc. Panel schedule(s) and descriptions of circuits with connected loads and panel rating(s). Location of all panels, light fixtures, outlets, GFCI, smoke detectors, emergency power system, exit signs, exit illumination, equipment, and all required work clearances.

Mechanical Plans: Provide the layout, sizing, and classification of ductwork and location of exhaust systems, make-up air, and duct detectors. Show adequate ventilation indicating compliance. Identify locations and type(s) of dampers when required through fire or smoke rated assemblies. Indicate access and working space for all mechanical equipment.

Plumbing Plans: Must include an isometric diagram with pipe size and type for gas, water, drain waste, and vent piping. For gas piping, indicate the total developed length, the length of each branch, the demand for each appliance and the total demand calculations for gas piping. Show size and location of roof drains and overflows. Show type and location of all backflow prevention devices, grease and chemical interceptors with the standard City of Mansfield sample well detail.

PLANNING DEPARTMENT INFORMATION SHEET NEW CONSTRUCTION, ADDITIONS & MULTI FAMILY

APPLICABLE ORDINANCES:

1. ZONING ORDINANCE available online at www.mansfield-tx.gov/departments/planning/ .
2. NATURAL RESOURCES MANAGEMENT ORDINANCE

GENERAL NOTES:

The Planning Department receives two sets of plans with all commercial or multi-family permit applications. One is reviewed by a planner for compliance with the Zoning Ordinance requirements and one set goes to the Landscape Administrator for review of the landscape plan, irrigation plan, tree survey and tree preservation. At a minimum, all information reviewed by the Planning Department should be contained on the site plan (SP), elevations (ELEV) and landscaping/irrigation plans (LP). The information that is expected to be shown on these documents when submitted for a building permit review is noted below.

- A vicinity map locating the property in relationship to existing major thoroughfares. **SP, LP**
- Title Block (lower right hand corner) including the following information: **ALL**
 - Name of Development
 - Address of the property
 - Legal Description, including lot and block numbers and subdivision name
- Acceptable scale: 1" = 20', 1" = 40', 1" = 100" or as approved. **ALL**
- Type size is legible at full scale and when reduced. **ALL**
- North arrow, graphic and written scale in close proximity. **ALL**
- Name, address, phone and fax of owner/developer and the firm preparing the plan. **ALL**
- The dimensions of the entire lot and the setbacks noted. **SP, LP**
- Adjacent or surrounding streets, drainage facilities and other existing or proposed off-site improvements, sufficient to demonstrate the relationship and compatibility of the site to the surrounding properties, uses and facilities. **SP, LP**
- The location and size of all streets, alleys, parking lots and parking spaces, loading areas or other areas to be used for vehicular traffic and the proposed access and connection to existing or proposed streets adjacent to the plan area. Include a chart indicating the number of required parking spaces by use, the method of calculation and the number of proposed parking spaces. **SP, LP**
- The types and thickness of surfacing, such as paving (e.g. concrete, brick, turf, sidewalks, etc.) to be used at the various locations. **SP, LP**
- The location and size of all fire lanes with all curb radii adjacent to the fire lane labeled. The nearest fire hydrant dimensioned to the property corner and all proposed fire hydrants. **SP**
- The location, height, setbacks and minimum floor areas for all buildings, and if non-residential, the floor area ratio. Include the following building details for non single-family developments:
 - Entrance and exits to the building with sizes noted. **SP, LP**
 - Architectural renderings or elevations of proposed structures with all exterior materials for roofs, awnings, walls etc. labeled. All recesses and projections on a building or along a roof line should be dimensioned. **ELEV**
 - Label all colors of paints or finishes. **ELEV**
 - Calculations of the masonry content on each façade and in total for each building. (Example: Area of front façade = h x l, percent masonry = 80%) **ELEV**
 - Distance between buildings and distance from building to property lines. **SP**
 - Roof-mounted equipment should be shown with a dashed line to indicate the location on the roof. Vents, vent-a-hoods should be noted. **SP, ELEV**
 - HVAC, gas meters, transformers, and all ground mounted equipment shall be noted. **SP**
 - Exposed conduit, ladders, utility boxes, stack pipes and drain spouts should be shown and finish noted. The following note should be on the plans: *Exposed conduit, ladders, utility boxes, stack pipes and drain spouts should be painted to match the primary color or color sequence to aid in blending with the color of the building.* **SP, ELEV**
- The location of all on-site facilities for liquid waste or method of temporary storage pending disposal, including existing or proposed septic fields. **SP, LP**

- The location, size and type of each outside facility for waste or trash disposal. Provide construction details for the enclosure. If no facility is shown, provide a note indicating method of disposal and removal. **SP**
- The location, size, type and purpose of any outside storage or outside display and method of screening. Indicate the percentage of outside storage as compared to the building square footage. **SP, LP**
- All new utilities must be placed underground. Indicate the type and location of power source (transformer, power pole, etc.) and whether it is new or existing. **SP**
- Provide construction details for exterior lighting on buildings to include height, size, and proposed wattage for lighting attached to the building or free-standing. A photometric study may be required for commercial development adjacent to residential. **SP**
- A tree survey locating all protected trees by species, size and condition a printed and electronic format, as requirement by the Landscape Administrator, and mitigation plan, if required by the city's Natural Resources Management Ordinance. (Refer to the Tree Preservation Application as found on the city's website.) **SEPARATE SUBMITTAL REQUIREMENTS & SHOW ON LP**
- A landscape plan showing all landscape setbacks and buffers; parking lot landscaping; and any additional landscaping and screening proposed. Charts as provided in Chapter 7300 of the Zoning Ordinance (attached). **LP**
- The approximate location and size of greenbelt, open, common, or recreation areas, the proposed use of such areas, and whether they are to be used for public or private use. If private, indicate the proposed ownership. **SP, LP**
- The location, type, and size of all fences, berms, or screening features. Include construction details for retaining walls, screening walls or other similar structures. **SP, LP**
- The location, size and type of all pedestrian areas, bike paths and sidewalks. **SP, LP**
- Landscape Plan Summary Charts (Zoning Ordinance Section 7300 FF) shall be completed and provided on every landscape plan submittal.

LANDSCAPE PLAN SUMMARY CHARTS:

These three charts shall be completed with information and provided on every landscape submittal. They represent the minimum amount of information required.

Chart-1

SUMMARY CHART – BUFFER YARDS / SETBACKS							
LOCATION OF BUFFER YARD OR SETBACK	REQUIRED/ PROVIDED	LENGTH	BUFFER YARD OR SETBACK WIDTH/TYPE	CANOPY TREES	ORNAMENTAL TREES	SHRUBS	SCREENING WALL/DEVICE HEIGHT & MATERIAL
North	Required						
	Provided						
East	Required						
	Provided						
South	Required						
	Provided						
West	Required						
	Provided						
*Note any credits used in calculations:							
a.							
Other Comments:							
1.							
2.							
3.							

Chart-2

SUMMARY CHART – INTERIOR LANDSCAPE						
	Landscape Area (in Sq Ft)	% of Landscape Area	Canopy Trees	Ornamental Trees	Shrubs	Ground Cover (in Sq Ft)
Required						
Provided						
*Note any credits used in calculations: a.						
Other Comments: 1. 2. 3.						

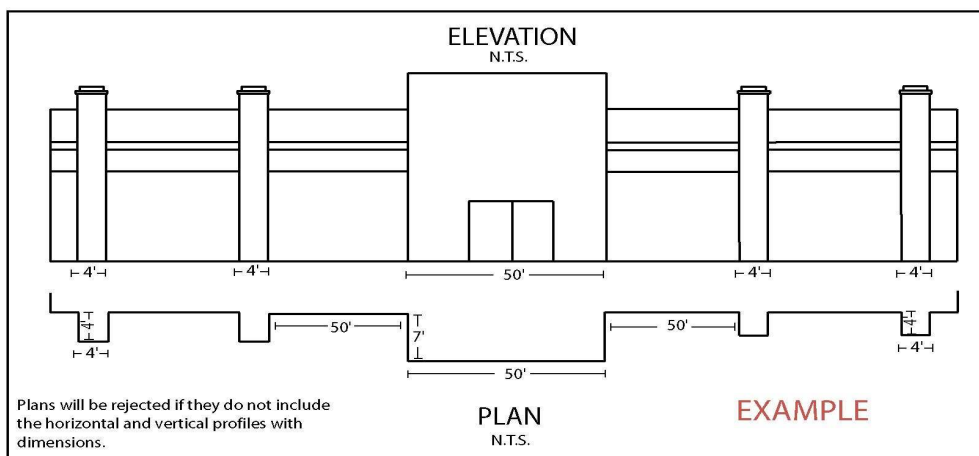
Chart-3

SUMMARY CHART – INTERIOR PARKING LOT LANDSCAPING	
Number of Parking Spaces required	
Number of Parking Spaces Provided	
Number of Tree Islands Provided	
*Note any credits used in calculations: a.	
Other Comments: 1. 2.	

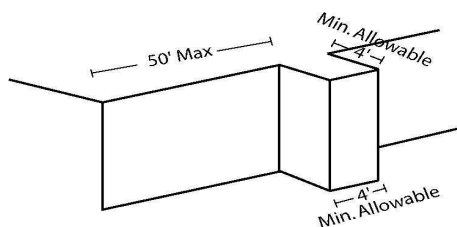
ARTICULATION EXAMPLES:

Articulation examples are intended to show how articulations are to be represented on plans, they are for reference only. Plans will be rejected if they do not include the horizontal and vertical profile with dimensions. Please refer to the Zoning Ordinance Section 4600 for further guideline.

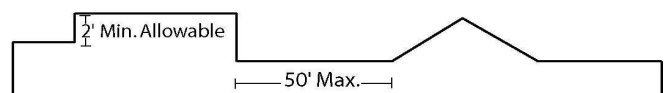
ARTICULATION REQUIREMENT EXAMPLES



EXAMPLE 1: Horizontal Articulation



EXAMPLE 2: Vertical Articulation

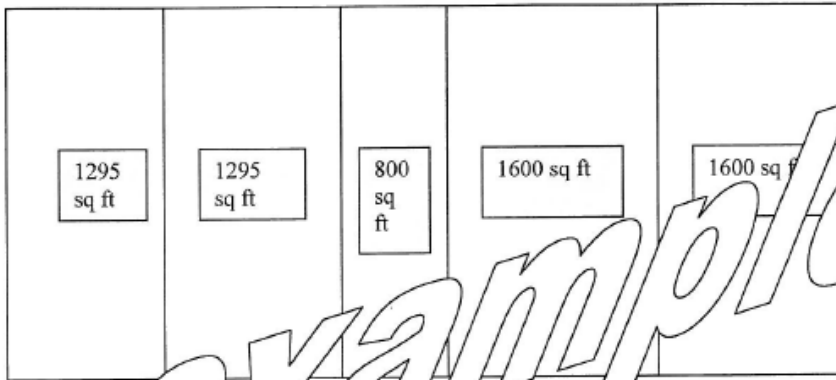


MULTI-TENANT CENTER (more than one potential tenant)

Provide a layout of the suites, compartments or lease areas to show the maximum number of tenants that could occupy this shell building. Suite numbers are assigned on an odd/even system based on your primary lot address. Where there are multiple buildings on a single lot we may have to assign building numbers, as well. The post office does not accept letters for suite numbers. The City will assign the addresses based on your drawing. If you provide suite numbers on any drawing, they are not valid until you receive confirmation from the City. The permit will not be issued until this information is provided to the City. It is recommended that you keep the approved suite numbering plan on file with your records.

EXAMPLE:

SITE & BUILDING INFORMATION					
BUILDING AREA _____		PROPOSED NUMBER OF TENANT SPACES _____		PROPOSED PARKING SPACES _____	
SUITE _____	AREA <u>1295</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1295</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>800</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1600</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1600</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA _____	SUITE _____	AREA _____	SUITE _____	AREA _____



Insert site plan diagram in this area and supply the square footage for proposed suites (any changes will need to be reported to city)

<p>APPLICANT INFORMATION:</p>	<p>NEW SHELL AT</p> <p>MANSFIELD TX 76063</p> <p><small>**any change in square footage must be reported and approved for updates</small></p>	<p>ADDRESSING PLAN</p> <p>DATE:</p> <p>APPROVED BY:</p> <p>REF CASE # :</p>
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**FIRE DEPARTMENT INFORMATION SHEET
NEW CONSTRUCTION, ADDITIONS & MULTI FAMILY**

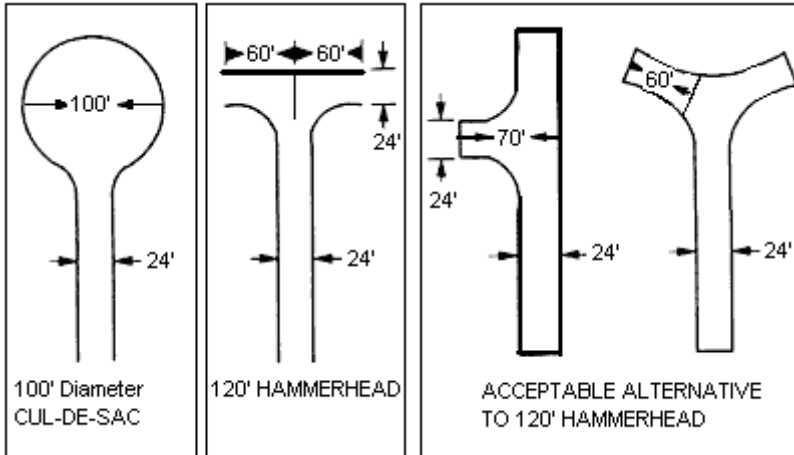
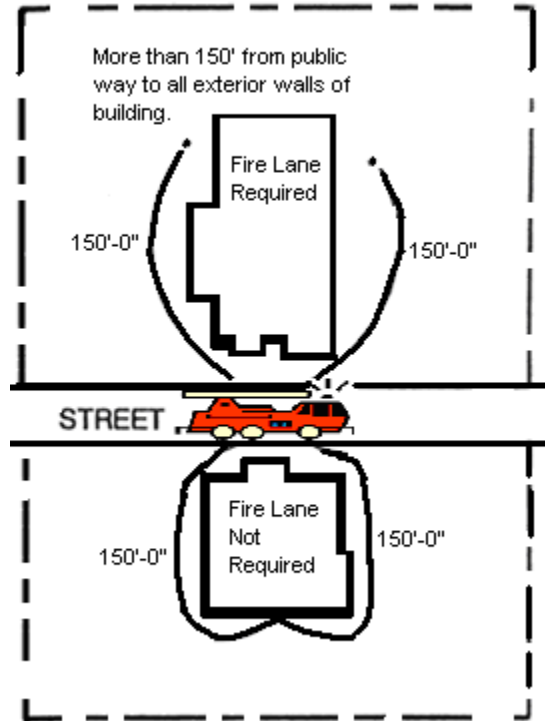
FIRE DEPARTMENT ACCESS TO PUBLIC BUILDINGS AND FIRE LANE REQUIREMENTS:

Every building constructed more than 150 feet off a public way shall be accessible to Fire Department apparatus by means of an all weather access roadway (Fire Lane) not less than 24 feet of unobstructed width.

Fire lane shall:

1. Have a minimum vertical clearance of 14 feet,
2. Capable of supporting the imposed loads of fire apparatus (75,000 pounds),
3. Be marked to properly notify the public of the location of fire lane,
4. The minimum turning radius for all turns shall be 28 feet inside radius and 52 feet outside turning radius,
5. Have approved provisions for turning around as specified in the following table,

LENGTH	WIDTH	TURN AROUND REQUIRED
000-150 feet	24 feet	None required
151-500 feet	24 feet	100' diameter cul-de-sac 120' hammerhead
501-750 feet	24 feet	100' diameter cul-de-sac 120' hammerhead
Over 750		Special Approval required



ADDRESS:

Post the address on the building in a position to be plainly legible and visible from the street or as approved by the Fire Department. The minimum size of number shall be six inches (6") in height.

KNOX BOX

For emergency access, the City of Mansfield requires a Knox Box to be installed in close proximity to the front door. Application and complete purchase information can be obtained by contacting the Fire Marshal's Office.



FIRE HYDRANTS

Regardless of hydrant spacing, no structure should be further away, in a direct line, than 400 feet from a fire hydrant. Fire hydrants shall be installed so that each hydrant is not more than 300 feet in linear distant from the adjacent hydrant. Prior to any installation, contact must be made with the City Fire Department.

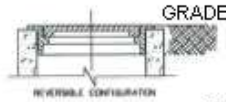
QUICK REFERENCES

CONTACT LIST

City of Mansfield	Questions Regarding	Contact Person	Phone
Engineering / Public Works	Surface drainage, water, sewer, floodplain, erosion control, lot grading, sidewalks, drive approach, existing and future right-of-ways		(817) 276-4243
Fire	Fire code, daycare, fire lanes, fire hydrants, sprinkler system and kitchen hood permits		(817) 276-4790
Planning	Zoning questions, sign ordinance, land use, platting,	Director of Planning Assistant Director of Planning Planner	(817) 276-4228 (817) 276-4227 (817) 276-4226
	Sign ordinance and permits	Planner	(817) 276-4287
	Landscape Ordinance	Landscape Administrator	(817) 276-4231
	Project Address Assignment	Planner	(817) 276-4259
Economic Development			(817) 453-1006
Development Services	General questions	Sr. Permit Tech. Inspection Line	(817) 276-4220 (817) 276-4269
	Inspections, and field related issues	Field Inspections Supervisor	(817) 276-4246
	Permit submittal requirements, building codes.	Plans Examiner Supervisor Senior Plans Examiner	(817) 276-4277 (817) 276-4230
Other Contacts	Questions Regarding	Contact Person	Phone
Tarrant County Health	Food Handling Permits, Health code, food establishments, daycare, public pools, Septic Tank permit		(817) 321-4960
Duncan Disposal	Trash container, collection vehicle approach and turn radius		(817) 317-2000
ATMOS Gas	New Construction/Service		(800) 460-3030
	Emergency		(800) 817-8090
TXU Electric	New Construction/Service		(888) 222-8045
	Work orders for Existing Service		(888) 313-6862
	Outage		(888) 313-4747
	Pool Site Plan Approval		(817) 861-7535
Information Regarding	Web Site	Phone	
City of Mansfield	http://mansfield-tx.gov/		(817) 276-4200
Texas Department of Licensing & Regulation-TDLR	www.license.state.tx.us		(800) 803-9202
Texas Department of Health - Asbestos Regulations	http://www.dshs.state.tx.us/asbestos/		(888) 963-7111
International Code Council- Code Books	http://www.iccsafe.org/		(800) 786-4452
Technical report for listing building materials, products, & systems	www.nateval.org		
Gypsum Association	http://www.gypsum.org/#		
Technical report for listing building materials, products, & systems	www.ul.com		

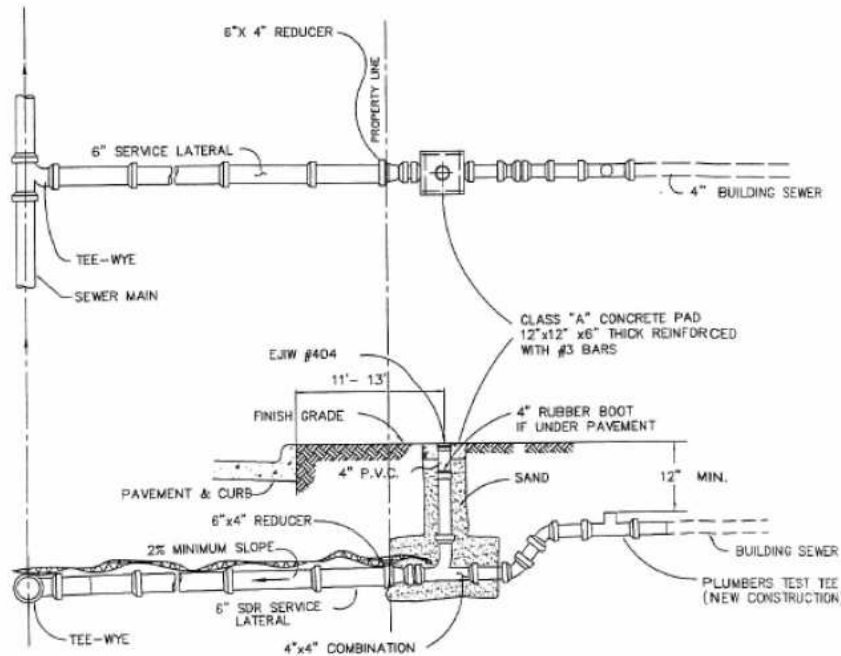
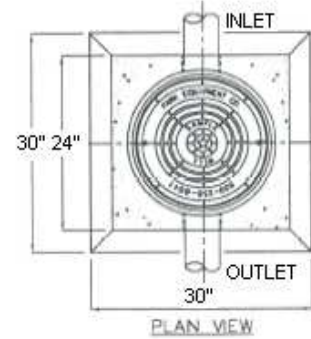
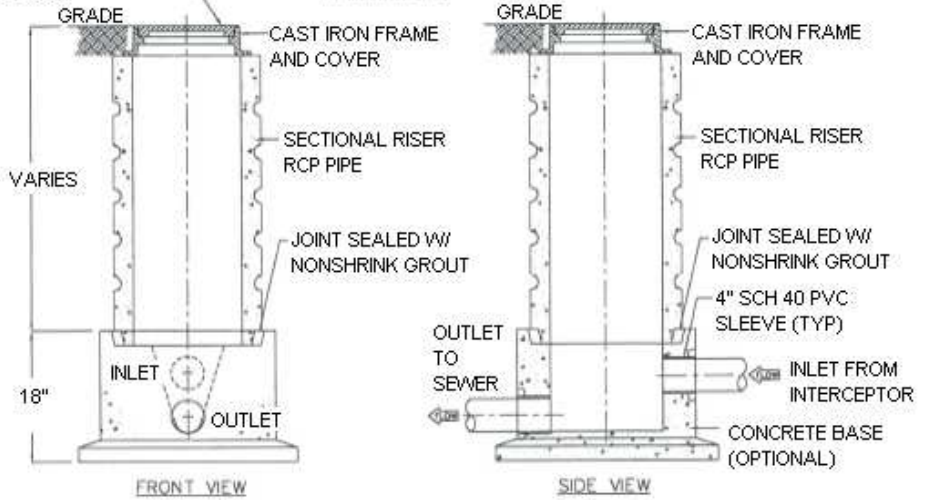
STANDARD SAMPLING WELL DETAIL FOR GREASE TRAPS AND OIL INTERCEPTORS

CAST IRON FRAMES AND GRATES
ASTM A48-76 CLASS 30, HEAVY-DUTY
AASHTO H-20 GREY IRON



NOTES:

1. USE 15" T&G R.C.P. FOR INSTALLATION 6'-0" DEEP AND LESS.
2. USE 24" T&G R.C.P. FOR INSTALLATION GREATER THAN 6'-0" DEEP (STD RING AND MH COVER REQUIRED).
3. SAMPLING WELL MUST BE SET IN A CIRCULAR OR SQUARE CONCRETE PAD (1'-0" GREATER THAN OUTSIDE DIAMETER OF PIPE).
4. INSTALLATION INSIDE BLDG MUST BE POURED IN PLACE (15" MIN), NO CONCRETE PIPE IS PERMITTED (AIR -TIGHT COVER REQUIRED).
5. LAWN INSTALLATION- MUST BE 4" ABOVE FINISHED GRADE.
6. DRIVE AND SIDEWALK INSTALLATION - MUST BE BROUGHT TO FINISHED GRADE.
7. MUST BE INSTALLED ON PRIVATE PROPERTY, IN AN ACCESSIBLE LOCATION TO CITY PERSONNEL.
8. CLASS C CONCRETE WITH A DESIGN STRANGTH OF 4500 PSI AT 28 DAYS. BASE UNIT IS OF MONOLITHIC CONSTRUCTION AT FLOOR AND FIRST STAGE OF WALL WITH SECTIONAL RISER TO REQUIRED DEPTH.

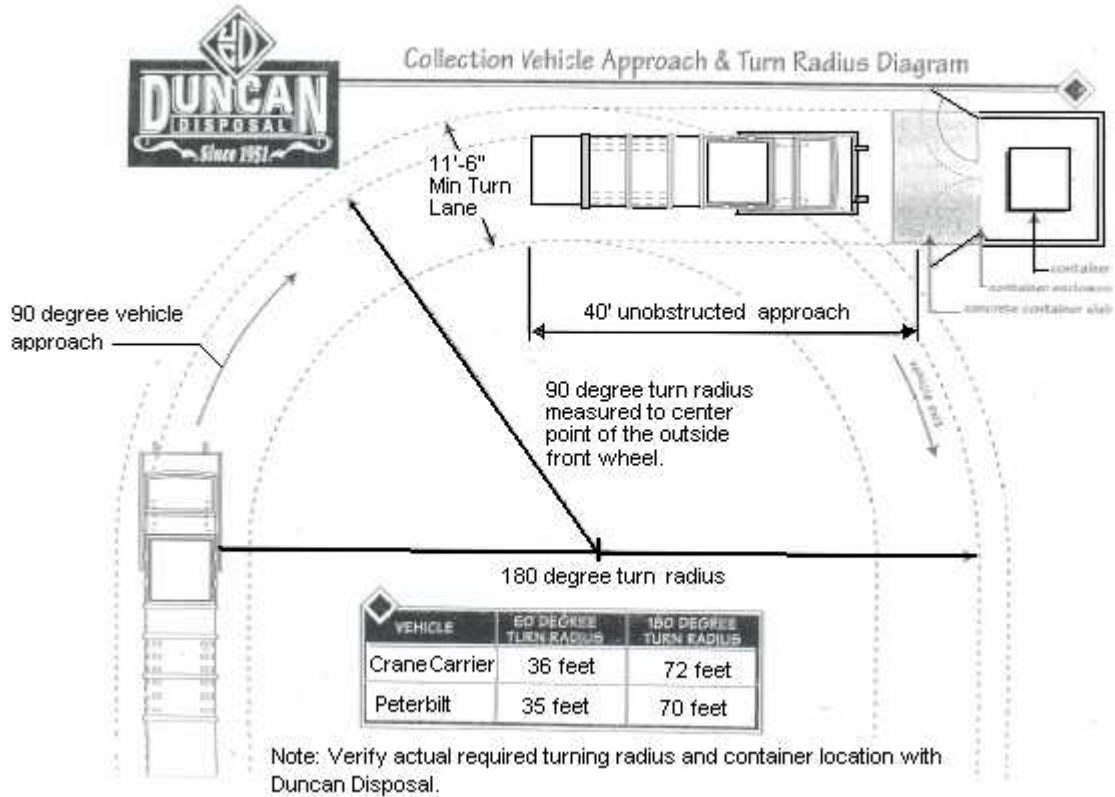


NOTES:

1. ALL PRIVATE FITTINGS MUST BE UPSTREAM OF 4"x4" COMBINATION, NO CONNECTION OR FITTINGS PERMITTED ON THE VERTICAL STACK.
2. FOR CLEANOUTS IN PAVEMENT, DRIVEWAYS, OR SIDEWALKS USE EJJW #404 CAST IRON CLEANOUT CAP. ALL OTHERS USE NDS #404 PLASTIC CLEANOUT CAP.

STANDARD SEWER SERVICE CONNECTION W/VERTICAL INSPECTION/CLEAN- OUT PORT

N.T.S. (PLUMBER CONNECTION OR CIP RECONSTRUCTION)





COMMERCIAL PERMIT APPLICATION

Complete front and back of this application

1. PROJECT INFORMATION

JOB ADDRESS:		SUITE NUMBER:		COUNTY:
LOT/ TRACT:	BLOCK:	SUBDIVISION/SURVEY:		
TDLR PROJECT # EABPRJ		SPRINKLERED: <input type="checkbox"/> YES <input type="checkbox"/> NO	LOT SIZE: (Sq. Ft.)	
VALUATION OF JOB: \$		TYPE OF CONSTRUCTION:	TYPE OF USE:	
TYPE OF WORK: <input type="checkbox"/> New <input type="checkbox"/> Finish-out <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move				
WATER SUPPLY: <input type="checkbox"/> CITY <input type="checkbox"/> WELL SIZE OF WATER SERVICE METER(S)=				
SANITARY SEWER: <input type="checkbox"/> CITY <input type="checkbox"/> SEPTIC, <i>If septic, attach perc test, proposed design of septic system and OSSF permit.</i>				
TOTAL BUILDING AREA:		CONSTRUCTION AREA :	NO. OF FLOORS	MAX. HEIGHT:
AMOUNT OF SQ. FEET:	1 ST Floor =	2 nd Floor =	3 rd Floor =	Other =
BUILDING FACADES: Total sq. ft. of all sides of building = Total sq. ft. of masonry on facades =				

An **asbestos survey** shall be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. Has an asbestos survey been conducted YES NO* _____ (Initial). * If answer is **NO** acknowledge sign and date statement on second page.

2. BUILDING OWNER INFORMATION

Name :		Address:		City, Zip
Phone:	Fax:	e-mail:		

3. PERMIT CONTACT INFORMATION

Name :		Address:		City, Zip
Phone:	Fax:	e-mail:		

4. CONTRACTOR INFORMATION

Name :		Address:		City, Zip
Phone:	Fax:	e-mail:		

5. PLEASE READ CAREFULLY

- Be advised incomplete submittals may be rejected, denied or cause permit processing delays.
- Separate permits are required for electrical, plumbing, mechanical and irrigation.
- This 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 is commenced.
- 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 granting of a 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: _____

Please Print Name: _____

THIS SECTION RESERVED FOR STAFF REVIEW

Department	Approved	Approved As Noted	Denied	Date
Development Services				
Planning and Zoning				
Landscape Administrator				
Engineering				
Environmental				
Fire Department				
Tarrant County Health				

COMMENTS:

Building Use:	Permit Type:	Zoning:	Floodplain F.F.:	Drainage Util:	Service Area:	Plan Review Fee:\$
FEES	Building Permit:\$	Water Impact:\$	Sewer Impact:\$	Roadway Impact:\$	Pro Rata:\$	Total:\$

ASBESTOS SURVEY ACKNOWLEDGMENT STATEMENT

Texas Asbestos Health Protection Rules (TAHPR) requires that an asbestos survey be conducted when non-residential buildings and apartment complexes larger than four-plexes are demolished or renovated. As the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to work commencing and prior to permit issuance by the City of Mansfield.

Printed Name of Owner/Operator

Signature of Owner/Operator

Date

COMMERCIAL APPLICATION CHECK SHEET

INCOMPLETE APPLICATIONS/SUBMITTALS WILL NOT BE ACCEPTED FOR PROCESSING

The following checklist is to be used for all commercial projects. Submittal of the information with a fully completed application is required in order to process the application for the Building Permit. Omission of any information may delay the review. Recorded submittal date will be the date when complete submittal occurs.

**** All of the items listed below are required at time of submittal.**

- All applications shall be accompanied with an address issued and approved by Planning Department.
- A Commercial Building Permit Application (print legibly) shall be completed in its entirety and shall accompany each submittal for review (minimum one (1) permit per building). This includes designating contractors, costs and TDLR# for all projects valued at \$50,000 or greater.
- New construction and additions \$200 plan review fee.
- Renovation or demolition to any public or commercial building requires an asbestos survey conducted by a person licensed by the Texas Department of Health.
- Energy Compliance report (COMcheck) prepared by an independent third party registered with the City.
- Complete and bound sets** of building plans (min. size 11"x17" - max. 24"x36") of building plans, plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act. Landscape plans shall be prepared by a Licensed Landscape Architect.

**** New construction and additions:** Seven (7) sets to include at minimum items 1 through 6.

**** Remodels and interior finish-outs:** Five (5) sets to include at a minimum a site plan and items 1, 4, and 6.

1. **Cover Sheet:** Provide address, legal description, code summary (including at minimum design criteria specifically but not limited to type of construction, total sq ft, allowable area calculations, occupant load, and occupant group).
2. **Civil:** Scaled and dimensioned drawings showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, existing site grading, existing and proposed utilities, drainage areas and hydraulic calculations, grading and drainage plans, erosion control plans and storm water pollution prevention plans, as required.
3. **Landscaping and Irrigation plans.**
4. **Architectural:** Scaled and dimensioned drawings showing floor plan (label all rooms), wall section details, roof details, floor/ceiling details, exiting system, door and window schedules, exterior elevations, stair details and accessibility details.
5. **Structural:** Foundation and structural plans of building shall be provided. Plans shall be designed and sealed by a registered professional engineer.
6. **MEP's:** Complete detailed plans showing mechanical details, electrical details (including load calculation and riser diagrams) and plumbing details (including riser diagrams gas, water, and sewer). Plans shall be designed and sealed by a registered professional engineer.

Note: All interior finish-out permit applications/submittals are required to provide MEP plans prepared and sealed by a registered professional engineer.

- Tarrant County Public Health approval if available for all food related occupancies, day care and/or septic systems.
- All submittals shall be compliant with the adopted codes and related amendments: Adopted Codes (with City Amendments) are 2006 IBC, 2009 IECC, 2006 IPC, 2006 IMC, 2006 IFGC, 2006 IFC, 2005 NEC.