

Commercial New Building

MyGovernmentonline.org

Please complete the application and answer all question on the application correctly before submitting it to the Jurisdiction. After answering all the questions please upload the following documents for and easy review process.

Note: For sites with MORE THAN ONE BUILDING, one application per building is required. Each application shall include the corresponding set of plans and documents for that specific building, except for multi-family.

All documents needed for a Commercial New Building Permit will need to be in a PDF format.

- [Water Utility Application](#)
- [Contractor Registration Form](#)

The City has adopted the Following Codes

2018 IRC International Residential Code	2018 IMC International Mechanical Code
2018 IBC International Building Code	2018 IPC International Plumbing Code
2018 IECC International Energy Conservation Code	2018 ISPSC International Swimming pool and Spa Code
2018 IEBC International Existing Building Code	2018 IFC International Fire Code
2018 IPMC International Property Maintenance Code	2020 NEC National Electric Code

Site/Plot Plan

- North Arrow, scale and plan date
- Property size and dimensions
- Dimensioned building footprint and total building area
- Building height, number of stories
- Building setbacks to property lines
- Existing and proposed dumpster locations and enclosure
- Existing and ground mounted equipment and screening method
- Existing and proposed utilities & fire hydrants (on-site and adjacent)
- Existing and proposed sidewalks ADA compliance (on-site and adjacent)
- Location of parking, number of spaces required and provided
- Abutting alley and streets, including street name and surface type
- Existing and proposed driveway on adjacent properties
- Compliance to Mont Belvieu Right-of-way requirements including sight triangles
- Exterior lighting
- Floodplain/Floodway information (if applicable)

Architect Seal, Signature and date on all Architectural drawings

- Key plan identifying the location of the proposed work
- Code analysis and Life Safety Plan
- Use Group (required) with mixed use option (if applicable)
- Construction Type
- Total area of building- include open perimeter, height and area calculations
- Occupant load for all rooms and spaces on dimensioned floor plan
- Building elevations (complete building) including mechanical equipment and screening for roof and ground mounted equipment.
- Fire suppression and fire alarm requirements, fire extinguisher size and location
- Sections with construction details for all proposed foundations, floors, columns, beams, walls, partitions, ceilings and roofs

- All fire rated assemblies with UL or other agency design number and locations and fire resistance ratings of all fire doors, fire shutters, fire windows and fire dampers
- Firestop systems/ devices for all penetrations and joints of fire resistance rated assemblies
- Ceiling plan and material information
- Door, door hardware and window schedule
- Glazing information
- Exiting information including travel distance, exit signs and emergency lighting
- Stair and/or ramp details including guardrail and handrail details
- Accessibility details including exterior and interior accessible routes, parking, use group requirements, features and facilities
- Information pertinent to the structural design (live, dead, snow, wind, concentrated, impact, combination, special loads)
- Special Inspections Schedule and reports submittal information (if applicable)
- Energy Code compliance information and commissioning plan
- Wind Storm requirement 140mph 3 second gust with specific address, designed and sealed by a license professional engineer

Construction Storm Water Pollution Prevention Plan

- Site Layout indication locations of control methods (i.e.; silt fence, site entrance)
- Required control method types
- Maintenance inspection requirements

Civil

- Drainage & Grading Plans
- R.O.W Improvements (separate submittal)
- Utility Plans
- Detention and Impervious Cover plan (pre-and post- construction)

Solid Waste

- Contact Mont Belvieu Public Works during preliminary planning, for waste disposal, contact person: Sharon Brittain (281) 576-2213 Extension 2351
- Indicate proposed location of solid waste containers

Mechanical Plans and Details

- Duct layout
- Ventilation air requirements
- Equipment sizing
- Duct Detectors
- Energy Code compliance information and commissioning plan

Electrical Plans and Details

- Layout
- Service information and location
- Riser Diagram
- Load study
- Energy Code compliance information and commissioning

Plumbing Plans and Details

- Layout
- Underground plumbing and riser diagram including venting
- Water distribution diagram including all backflow prevention devices
- Fixture layout and information
- Gas meter location and piping layout
- Energy Code compliance information and commissioning plan

IF applicable:

- Project manual
- Soils Report
- Asbestos Survey/ Certification Form
- Hazard Materials Inventory

Landscaping

- Project Description: Project name and location, Designer name and phone number
- Site Elements: North arrow, Scale, Structure location, Parking Location, Property lines, Setback lines, Existing plant material and tree location, Proposed plant material and tree location
- Landscape Legend: Plant material/ tree name, Plant material/tree symbol, Plant material/ tree caliper, Plant material/tree quality
- Landscape Ordinance Compliance Schedule: Total lot are, Total area of building footprint, Total area required to be landscaped with plant material, total area that will be landscaped with plant material, total length of street frontage, Total number of trees required per street frontage, Total number of trees provided per street frontage, Total number of parking spaces, total number of tress required per parking spaces.

Note: Additional Permit's needed through the [My Government Online](#).

Irrigation Plan

- All backflow devices must have a "[Backflow Prevention Assembly Test](#)" performed by State Licensed Backflow Prevention Assembly Tester prior to issuance of any Certificates of Occupancy.
- Irrigation plans shall be submitted showing fixtures, connection points, and irrigation lines.
- License Irrigator must apply.

Sign Plan

- Sign shall comply to Mont Belvieu sign ordinance Chapter 28 Signs.