

# City of Roanoke



## Commercial Permit Submittal Guidelines

These guidelines are for information purposes only.  
The contractor is obligated to comply with all adopted codes and ordinances

**BUILDING INSPECTIONS**  
**500 S. Oak Street, Roanoke, TX 76262**  
**817-491-2411**

### **CODES**

The following codes govern all work in Roanoke. The ordinances adopting these codes and any local amendments are available on the city website at [www.roanoketexas.com](http://www.roanoketexas.com)

### **BUILDING CODE**

Building construction shall comply with the 2015 International Building Code as adopted per Ordinance No. 2017-132. Please specifically note the following:

- Automatic Fire Sprinkler System is required in all buildings over 5,000 sf enclosed area.
- Automatic Fire Sprinkler System is required throughout all buildings having floors over 35 feet in height regardless of area or occupancy.
- Check the IBC for more sprinkler requirements based on occupancy.

### **ELECTRICAL CODE**

Electrical installations shall comply with the 2017 National Electrical Code as adopted per State of Texas requirements as adopted per Ordinance No. 2017-133.

### **ENERGY CODE**

Buildings shall comply with the 2015 International Energy Conservation Code as adopted by ordinance No. 2017-138. This code regulates the effective insulation of the building envelope, efficiency of water heating and HVAC systems, and design of electrical systems.

## **FIRE CODE**

The 2015 International Fire Code as adopted by Ordinance No. 2017-126 includes requirements for Fire Hydrants and Fire Lanes as well as fire protection systems within the buildings.

- Note that no construction may proceed above the ground level slab until fire hydrants and fire lanes are in place and approved by the fire marshal.

## **MECHANICAL CODE**

HVAC and other mechanical systems shall comply with the 2015 International Mechanical Code as adopted by Ordinance No. 2017-135.

## **PLUMBING AND FUEL GAS CODE**

Plumbing systems shall comply with the 2015 International Plumbing Code and the 2015 International Fuel Gas Code as adopted by ordinances 2017-134 and 2017-139 respectively.

**CREATION OF A BUILDING SITE.** Before a building application may be submitted, the property must be zoned for the use intended and platted. This can be verified at the Planning Department 817-491-6099. Civil Engineering plans are required for all new and most existing building sites. Civil plans shall include public utilities, water, sanitary sewer storm sewer, grading & drainage and erosion control plans and shall be submitted to Public Works Engineering for review and approval. Contact Public Works at 817-491-6099. **BUILDING PERMITS** cannot be issued before sufficient infrastructure is in place to support the structures and their intended use.

**PERMIT APPLICATIONS** and plans may be submitted online. Our goal is to complete plan review and return comments to applicant within ten working days excluding the day of submittal. Plan review will not begin until all submittal requirements are met. Upon approval, the applicant is notified that the permit is ready for pick up and informed of the exact amount of permit fees.

- When applicable, Impact Fees, Ft. Worth Impact Fees, Tap Fees and Park Fees are collected along with the Building Permit Fees.
- Any changes to approved plans will be charged \$50.00 per hour (minimum 2 hours) or portion thereof for additional plan review time.
- The water meter fee is separate. Contact Utility Billing at 817-491-2411 for information.
- Utility Construction in easements and Rights-of-way are not authorized by Building Permits. Such work is only authorized by Public Works. A Grading Permit is required before beginning any work on site. Erosion control measures are enforced under these permits.

## **NEW BUILDINGS (Includes new additions to existing buildings)**

The following items must be included with the online application. **Incomplete plans or applications may not be processed.** (Any approved plans not picked up within 45 days after notification will be considered abandoned and plan review fee assessed.) **One final set of paper plans must be submitted after digital approval. This set will be stamped for the field.**

- A. Permit Application. Must be completely filled out in order to submit online. **A separate permit application is required for each building, structure, and/or suite.** Subcontractors listed must be registered with the city. There is no fee for state license holder registration. Otherwise their information may be submitted prior to issuance of permit.
  
- B. Energy Code Analysis: The U. S. Department of Energy software program COMcheck may be based on 2015 IECC or on ASHRAE/IES 90.1-2013. This is available on the internet at [www.energycodes.gov](http://www.energycodes.gov) as a free download. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.
  
- C. Asbestos Survey. An asbestos survey is required for public or commercial buildings prior to renovation or demolition per state regulations. The survey is to be kept at the project site and be available to the Texas Department of Health on request. A signature is required on the permit application. See the Texas Department of State Health Services Occupations Code Chapter 1954.259 - Asbestos Health Protection
  
- D. Architectural Barriers Registration. Applicant shall submit proof that plans have been submitted and reviewed by an independent contractor for accessibility review by submitting the confirmation printout from the state website. Smaller projects exempt from state plan review are still required to comply with state standards. The City will review the plan for compliance to standards as adopted by the Building Code. An inspection by a Registered Accessibility is required prior to Certificate of Occupancy on all commercial buildings and tenant spaces.
  
- E. If the establishment requires a Denton County Health Department license, a health department plan review is required. This applies to any food service operation, grocery store, day care, assisted living facility, etc. It is the applicant's responsibility to submit directly to the health department. Contact Lisa Pomroy, R.S. at [214-457-0494](tel:214-457-0494) or [lisa.pomroy@us.bureauveritas.com](mailto:lisa.pomroy@us.bureauveritas.com) .

F. Complete set of scaled plans to scale in pdf (pdf must be created from CAD), labeled appropriately to include the following:

1. Cover Sheet shall provide basic code information in an organized manner containing at least:
  - a. Name, address, email and telephone number of person responsible for preparing the plans.
  - b. Description of the proposed building use, area and height
  - c. Zoning classification of the property
  - d. Codes used in building design
  - e. Occupancy classification(s) of the building
  - f. Type of Construction
  - g. Fire resistive construction elements where required per IBC Tables 601 or 602
  - h. Fire Protection Systems (sprinklers, alarms or others) if provided and state if required
  - i. Means of Egress analysis including: occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.
2. Site Plan meeting all the requirements of the Roanoke Zoning Ordinance. In cases with a City Council approved site plan and elevations, those plans with all revisions required in the final approval shall be a part of the submittal. In the case of a phased project, submit the overall site plan and another sheet showing what is specifically included in this project. All site plans must include a true north arrow.
3. Plans shall also contain the following site related data: (1) **Landscape and Irrigation plans** (irrigation is a separate permit); (2) **Erosion Control Plan**; and (3) **Civil plans** showing grading and drainage, utility work and site paving. If public infrastructure is included the Civil plans are also required to be submitted separately to Public Works by the Civil Engineer.
4. Engineering Plans including foundation, framing, wall bracing, etc. Include shop drawings (truss, etc.)
5. Floor plans to scale showing the area being built or added onto, including all corridors and stairways involved in exiting the subject space. Include a Life Safety Plan (Egress & Occ. Load).
6. Elevations showing any new or altered exterior walls. Color renderings may be required for Planning.
7. Typical wall sections showing construction materials and insulation placement for the building envelope.

8. Plumbing, Mechanical, and Electrical Plans showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code. **Food Service** applications must submit a FOG (fats, oil, and grease) worksheet and is required to be sealed by a plumbing engineer.
  9. The construction documents shall be prepared by a registered design professional in addition to where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Architects and engineers shall be required on each project except where otherwise determined by the building official. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.
- G. All New Commercial Buildings over 5,000 square feet of enclosed area require automatic fire sprinkler and alarm systems. Change of use in an existing building may also require fire sprinklers. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by a licensed fire protection contractor.
- H. The General contractor must be currently registered with the City of Roanoke prior to issuance of the building permit. Subcontractors in state licensed trades (Mechanical, Electrical, & Plumbing) shall also be listed on the application with their valid state license number. They will be contacted for validation prior to permit issue.

## **EXISTING BUILDINGS (Remodels & Finish-outs ONLY, excludes additions)**

**Finish Outs / Remodels:** Plans to scale on paper in pdf format (pdf must be created from CAD). **One final set of paper plans must be submitted after digital approval. This set will be stamped for the field.**

The following items must be included with the application form. **Incomplete plans and/or applications may not be processed or will create delays.**

- A. Permit Application. **A separate permit application form is required for each building, structure, and/or suite.** Licensed subcontractors listed must be registered with the city (no registration fee) or may be submitted prior to permit issuance.
  
- B. Energy Code Analysis: The U. S. Department of Energy software program COMcheck may be based on 2015 IECC or on ASHRAE/IES 90.1-2013. This is available on the internet at [www.energycodes.gov](http://www.energycodes.gov) as a free download. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.
  
- C. Asbestos Survey. A signature is required on the permit application.
  
- D. Architectural Barriers Registration.
  
- E. Complete sets of scaled plans in pdf (pdf must be created from CAD), labeled appropriately to include the following:
  1. Cover sheet containing the same information listed under New Buildings.
  2. Plot plan or Site Plan showing the location on the property. For interior spaces, provide a key plan. Show the entire accessible route to nearest accessible parking.
  3. Floor plans showing the area being remodeled including all corridors and stairways involved in exiting the subject space. Include a Life Safety Plan showing access to exterior exits and the occupant load.
  4. Elevations showing any exterior walls that are to be changed. Specify materials and colors.
  5. Typical wall sections showing construction materials and insulation.
  6. Plumbing, Mechanical, and Electrical Plans showing all work in the scope of the project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.
  7. The construction documents shall be prepared by a registered design professional in addition to where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Architects and engineers shall be required on each project except where otherwise determined by the building official. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

- F. If the establishment requires a Denton County Health Department license, a health department plan review is required. This applies to any food service operation, grocery store, day care, assisted living facility, etc. It is the applicant's responsibility to submit directly to the health department. Contact Lisa Pomroy, R.S. at 214-457-0494 or [lisa.pomroy@us.bureauveritas.com](mailto:lisa.pomroy@us.bureauveritas.com) .
- G. If more than 20 fire sprinkler heads are added or relocated, fire sprinkler plans must be submitted for review. Change of use in an existing building may also require fire sprinklers. Applicant is responsible for the fees charged and will be billed directly. Sprinkler submittals may only be made by licensed fire protection contractors. If there less than 20 fire sprinkler heads, contact the Fire Marshal for a visual inspection.

## **STRIP CENTERS OR MULTIPLE TENANT BUILDINGS**

- **Multi-tenant** - Shell only construction is one permit and each tenant in a multi-tenant building is a separate permit. A shell permit must be dried-in prior to issuance of interior finish-out permits and must receive a final inspection approval from the Building, Engineering, Fire, Landscaping, and Zoning Departments prior to any Certificate of Occupancy. Energy code compliance with respect to the building envelope and exterior lighting are required as part of the shell construction.
- **Interior Finish** permits are required for each separately addressed (including suite numbers) or metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to Certificate of Occupancy. Energy code compliance with respect to the mechanical and lighting provisions are required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space with no construction changes.

## **ACCESSIBILITY REQUIREMENTS (Architectural Barriers)**

**Accessibility Requirements** as per the International Building Code are **strictly enforced**. Compliance with state and federal accessibility requirements is strictly the responsibility of the builder, owner, and designer. State law requires you to submit proof of registration and review with the TDLR before we may issue any building permit. The TDLR Architectural Barriers Division may be reached in Austin at (800) 803-9202 or (512) 463-3211. The Texas Accessibility Standards are on the web at: <http://www.license.state.tx.us/ab/AB.HTM> **Final approved Registered Accessibility Specialist inspection is required prior to Certificate of Occupancy.**

## **RESUBMITTALS**

Resubmittal requirements: submit a response letter detailing changes/corrections, additional submittal documents, f revised plans with changes clouded and noted, in pdf format, or if final set, one full sets of plans, letter, and documents with final digital uploaded to permit software. All comments must be addressed within the plans. Cloud all comments and note where changes have been made within the written response. All updated plans, both Architecture and Engineering must be submitted with new seal, signature and date.

## **SIGNS**

The Roanoke Sign Ordinance is **not** a part of the Building Code but a separate ordinance. Signs are not approved until a sign permit is issued. The sign permit is separate from the general building permit. For information on sign permits call 817-491-2411.

## **WATER METERS**

Water meters require that Roanoke and Ft. Worth Impact fees are paid with the permit and an account is set up with Water Utilities Customer Service prior to setting the meter. For other impact fee questions call Public Works at 817-491-6099. [All Backflow reports to SCTracking](#)

## **FENCE OR RETAINING WALL**

A fence or retaining wall shown on your approved plans shall include any required engineering. A separate fence permit is required for any of the following conditions.

- Fences over 6 feet high.
- Retaining walls over 4 feet from bottom of footing to top of wall.
- Swimming pool barriers.
- Masonry fence or column over 4 feet high.

## **DEED RESTRICTIONS**

Deed restrictions are considered a private agreement between property owners. The City of Roanoke is not a party to such agreements and does not have any standing in the enforcement. It is each property owner's responsibility to be aware of and comply with such agreements.

## **CONSTRUCTION OFFICE/TRAILER**

A separate permit is required for any construction trailer. Requirements for submittal: application, site plan, engineered anchor plan, floor plan, water/sewer tie in.

## **STAFF**

**OFFICE HOURS:** Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

**INSPECTORS** are generally available to receive phone calls from 7:00 a.m. to 9:00 a.m. daily. At other times, messages may be left on voice mail and calls will be returned as soon as time is available.

**AT OTHER TIMES** messages may be left on voice mail and calls will be returned as soon as time is available. Email are checked regularly and addresses are located on the cover page.





## COMMERCIAL PERMIT CHECKLIST

ADDRESS: (new?) \_\_\_\_\_ ZONING: \_\_\_\_\_

OCCUPANCY GROUP: \_\_\_\_\_ TYPE OF CONSTRUCTION: \_\_\_\_\_

IS THE LOT PLATTED? Yes No

SWPPP APPROVED? \_\_\_\_\_ WATER METER SIZE (specify if meter is existing):

\_\_\_\_\_ BUILDING PLANS (3 sets or 2 if interior only)

\_\_\_\_\_ Cover Sheet – include site location, key plan, 2015 IBC and 2017 NEC codes, building information, etc.

\_\_\_\_\_ Disk/thumb drive with all plans in pdf – (verify all plans are on the disk)

\_\_\_\_\_ Verify plans are not marked “not for construction” or “preliminary”

\_\_\_\_\_ Site Plan approved by council (shell only)

\_\_\_\_\_ Foundation Plans with Texas Engineer seal

\_\_\_\_\_ Floor Plans to scale - Architect Seal required

\_\_\_\_\_ Structural framing and roof – Engineer Seal required

\_\_\_\_\_ MEP Plans - Engineer Seal required

\_\_\_\_\_ Life Safety Plan (Egress & Occ. Load)

\_\_\_\_\_ Landscape Plans (shell only)

\_\_\_\_\_ Special Inspections Report (required prior to issuance)

\_\_\_\_\_ Civil Plans (submitted separately to Public Works/shell or addition only)

\_\_\_\_\_ Comchecks - Envelope, Exterior Lighting, Interior Lighting and Mechanical

*Verify 2015 IECC or ASHRAE 2013*

\_\_\_\_\_ TDLR Confirmation

\_\_\_\_\_ Asbestos survey - Signature on Application (remodels only)

Missing Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checklist Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Called/emailed – Name Date, etc.: \_\_\_\_\_

**Submittal is incomplete and will not be accepted if any of the checklist items are missing.**



CITY OF ROANOKE  
 500 S. Oak Street  
 Roanoke, TX 76262  
 (817) 491-2411 F A X (817) 491-2242

**COMMERCIAL BUILDING PERMIT**

Inspection Request: [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)

Type of Construction     New     Remodel     Addition     Other

Job Address					Construction Value \$				
Owner					Contractor				
Address, City, Zip					Address, City, Zip				
Phone			Email		Phone			Email	
Lot		Block			Phase			Subdivision	
Zoning			No. of Stories		No. of Baths			No. of Bedrooms	
Square Footage		1 <sup>st</sup> Floor		2 <sup>nd</sup> Floor		Garage		Height	
Set Backs		Front		Left Side		Right Side		Rear	
<input type="checkbox"/> Gas and Electric			<input type="checkbox"/> Total Electric			% Masonry			
Use of Structure					Roof Material				
Electrical Contractor					Plumbing Contractor				
Address					Address				
Phone					Phone				
HVAC/Mech. Contractor					Concrete Contractor				
Address					Address				
Phone					Phone				

HAVE ALL DEED RESTRICTIONS AND ORDINANCES BEEN COMPLIED WITH?     YES     NO

EXPLAIN: \_\_\_\_\_

All Commercial Demolition - Has an asbestos survey been performed?     Yes     No

TDLR Confirmation required for commercial projects over \$50,000. Included with submittal?     Yes     N/A

Separate permits are not required for Electrical, Plumbing, Mechanical, & Plumbing trades. This permit becomes **Null** and **Void** if work or construction authorized is not commenced within 180 days or if work ceases for a period of 180 days after the 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 this type of work will be complied with whether specified herein or not. The 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. Any owner or authorized agent violating any of the statements in this building permit shall be deemed guilty of a misdemeanor and shall be punishable by a fine of not more than \$2000.00 or imprisonment for not more than 90 days, or by both such fine and imprisonment.

\_\_\_\_\_  
SIGNATURE OF BUILDER

\_\_\_\_\_  
DATE APPLIED

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

Commercial Permit Fee \$ \_\_\_\_\_