



# City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 \* Fax: (817) 441-6900

[www.willowpark.org](http://www.willowpark.org)

## Commercial New/Remodel Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

The City of Willow Park, Texas, has adopted the following codes regulating building construction.

*2012 International Building Code*

*2012 International Plumbing Code*

*2011 National Electrical Code*

*2012 International Fire Code*

*2012 International Residential Code*

*2012 International Mechanical Code*

*2012 International Energy Conservation Code*

*2012 International Fuel Gas Code*

### **Building Permit**

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department, the Fire Inspector, the Flood Plain Administrator, and the City Engineer. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A plan review fee must be paid upon submission of the building permit application for all commercial construction. A Building, Mechanical, Plumbing and Electrical permit fee must be paid upon issuance of permit. All permit fees are non-refundable.

All Contactors performing work within the City of Willow Park's jurisdiction must be registered with the City and provide proof of liability insurance. An annual fee is required.

Water and sewer service is provided by the City of Willow Park. You will need to setup your account at City Hall and pay all deposits. A water meter is required to be in place prior to the final inspection.

Driveways or culverts: TXDOT permit is required for construction on all state highway public right-of-ways at submission of permit application

## **Plan Review**

*Building* - The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

*Fire Construction Reviews* – All Fire reviews are conducted by the City Fire Marshal.

*Civil* – All civil plans will be submitted to the city and reviewed by the City Engineer and Public Works Department.

## **Inspections**

*Building Inspections* - All inspection requests received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

*Fire Construction Inspections* – All fire related construction inspections will be performed by the City Fire Department. Contact number to schedule these inspections is (817) 441-8020.

*Public Works Inspections* – All utilities in the public right of way will be performed by the City Public Works Department. Contact number to schedule these inspections is (817) 441-7708.

A Certificate of Occupancy must be approved prior to occupancy of building.

## **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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# Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning District: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
			Finishout <input type="checkbox"/>
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

<b>Engineer</b>	Contact Person	Phone Number	Email:
<b>Architect</b>	Contact Person	Phone Number	Email:
<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumbing Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Energy TPO Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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 is commenced. All permits require final inspection.

***A Certificate of Occupancy 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 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: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Building Permit Fee: \$ \_\_\_\_\_  
 Plan Review Fee: \$ \_\_\_\_\_  
 Electrical Permit Fee: \$ \_\_\_\_\_  
 Plumbing Permit Fee: \$ \_\_\_\_\_  
 Mechanical Permit Fee: \$ \_\_\_\_\_

Total Permit Fees: \$ \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



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## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) printed copies and 1 digital copy of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** 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.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan<sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report<sup>(b)</sup>
12. Asbestos Survey (for renovation or demolition permits)<sup>(c)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>(d)</sup>

### NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



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# New/Remodel Commercial Plan Review Checklist

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:**

- \_\_\_\_\_ **(3) Site Plans to include:** (Must submit a filed plat of lot)
  - Legal Description (lot, block, subdivision)
  - All easements
  - Property lines and lot dimensions
  - North arrow and scale
  - Proposed structure and all existing buildings
  - Existing and proposed location of utility poles, pad mounted transformers
  - Location of driveways and dimensions
  
- \_\_\_\_\_ **(2) Landscape Plans**
  
- \_\_\_\_\_ **(3) Parking lot layout plans**
  
- \_\_\_\_\_ **(3) Grading plans**
  
- \_\_\_\_\_ **Flood Plain Certificate, if applicable**
  
- \_\_\_\_\_ **(2) Commercial Energy Code Compliance - (2012 IECC)**
  - To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
  
- \_\_\_\_\_ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.
  
- \_\_\_\_\_ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans. Knox boxes are required for commercial and institutional projects.**
  
- \_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit)
  
- \_\_\_\_\_ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)
  
- \_\_\_\_\_ **Asbestos Survey** (if demo or remodel)
  
- \_\_\_\_\_ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**



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## Bureau Veritas Contact Information

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (817) 335-8111/toll free (877) 837-8775.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [nspectionstx@us.bureauveritas.com](mailto:nspectionstx@us.bureauveritas.com)

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



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## *Contractor Registration Form*

### TYPE OF CONTRACTOR LICENSE

ELECTRICAL CONTRACTOR  
 MASTER ELECTRICIAN  
 JOURNEYMAN ELECTRICIAN  
 MASTER SIGN ELECTRICIAN

MECHANICAL (HVAC)  
 IRRIGATOR (LANDSCAPE)  
 BACKFLOW (*special form required*)

MASTER PLUMBER  
 JOURNEYMAN PLUMBER

OTHER  
 THIRD PARTY ENERGY PROVIDER

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 COMPANY ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 LICENSEE NAME: \_\_\_\_\_  
 LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS (MAILING): \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**

**City of Willow Park must be listed as Certificate Holder on Liability Insurance Document**