

**TOWN  
OF  
ST. PAUL**

**COMMERICAL  
CONSTRUCTION PACKET**

**Total Pages 12**

## REVISION HISTORY

<b>Revision</b>	<b>Date</b>	<b>Description</b>
<b>A</b>	<b>7/1/2004</b>	<b>Changed references of Ord 130 to Ord 130A</b>
<b>B</b>	<b>5/12/2008</b>	<b>Changed references of Ord 130A to Ord 130B</b>
<b>C</b>	<b>6/09/2008</b>	<b>Updated Adopted Codes</b>

## GENERAL PROVISIONS

This document contains the general requirements for obtaining building permits and fee structure. If this document does not fully cover all requirements for a unique situation, the Town of St. Paul and the Building Official will determine the appropriate requirements and fees.

The Town of St. Paul's Building Official is contracted to oversee and perform all inspections. All applicable fees must be paid in full prior to consideration of applications by the Town of St. Paul. Late fees for obtaining permits or inspections after construction work has commenced shall be calculated at two times (2X) the original fee. Construction includes new construction, additions, major repairs and/or remodeling. All fees are payable to the Town of St. Paul. The Building Official will not accept payment.

For other information, call the St. Paul Town Hall at 972-442-7212, or visit in person at 2505 Butscher's Block, St. Paul, Texas 75098.

## ADOPTED CODES

<b>International Building Code</b>	<b>2006</b>
<b>International Residential Code</b>	<b>2006</b>
<b>International Plumbing Code</b>	<b>2006</b>
<b>International Mechanical Code</b>	<b>2006</b>
<b>National Electrical Code</b>	<b>1999</b>
<b>International Fire Code</b>	<b>2006</b>
<b>Internal Fuel Gas Code</b>	<b>2006</b>
<b>Internal Energy Conservation Code</b>	<b>2006</b>

### APPLICABLE DOCUMENTS –TOWN of St. Paul

Ordinance # 100/185; Subdivision Regulations

Ordinance # 130B; Zoning Regulations

Ordinance # 141: Construction Regulations

Ordinance # 162: Food Service Establishments

### APPLICABLE DOCUMENTS ----OTHER

TCEQ "Rules and Regulations for Public Drinking Water Systems (30TAC 290.47)

## REQUIRED SUBMITTALS FOR COMMERCIAL PERMITS

- A. A SITE Plan, a LANDSCAPING Plan and an ARCHITECTURAL Plan must be submitted to the Planning and zoning Commission for approval.
- B. After approval of the above, the developer shall, within 12 months thereafter, submit to the Town:
- Nine (9) copies and one (1) Mylar copy of the Final Site Plan and Landscape Plan
  - Three (3) copies of the Final Construction Plans to the Town.
  - Three (3) copies of the Final Construction Plans to the Town Engineer
- C. After acceptance of the Final Plans by the Town Council:

- One (1) set each of Final Site Plan
- One (1) set each of Final Landscaping Plan
- One (1) set each of Construction Plans

Shall be returned to the developer Signed by the Town Engineer and the Mayor (for the Council), that the plans are approved for construction.

All plans must be prepared and sealed by design professionals where required by state law.

Note: It shall be unlawful to issue a Building permit prior to final approval of the Site, Landscaping and Construction Plans by the Town Council.

ALSO, a Building Permit will not be issued until a permit for the installation or construction of a septic system, if required, is approved by the Collin County Sanitarian or other County Official in charge if issuance.

1. **Application.** Three (3) copies. A copy of the application form is available in this packet. Photocopies may be made.
2. **Check for amount of permit fee.** Applications will not be processed or reviewed until the fee is collected. See fee schedule in this packet.

Each set of plans, depending on the size and nature of the project should include the following elements:

- **Site Plan.** See further information in this packet with regard to the site plan. Not required for tenant finish-out.
- All elements required by the 2000 edition of the International Energy Conservation code.
- Foundation plan.
- Floor plan
- Exterior and interior elevation plan
- Structural Plan
- Door and window schedules
- Details
- Plumbing, mechanical and electrical plans and risers
- Electrical riser diagram required for all projects \$50,000 or greater in valuation
- Asbestos Certification Survey for all renovations or demolitions

## SITE PLAN

A site plan must be submitted for review prior to the issuance of a building permit. There is a review fee of \$250.00, which is in addition to the building permit fee.

### Site Plan

**Purpose:** Site Plan approval is intended to ensure efficient and safe land development, compatible use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage, and other utilities.

**Applicability:** No building permit shall be issued for the following unless a Site Plan is first approved by the Town.

1. Any non-residential development
2. Any multi-family development
3. Any development with two (2) or more buildings per platted lot.
4. Any Planned Development, Specific Use or Temporary Use Permit

No certificate of occupancy shall be issued unless all construction and development conform to the approved Site Plan as approved by the Town. A public hearing on a Site Plan is not required except in conjunction with a Specific Use Permit or when required by a Planned Development.

**Site Plan Details:** The Site Plan shall be drawn to scale and shall include the following information:

1. Location of proposed building(s) and structures
2. On-and-off site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
3. Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
4. Screening (including heights and materials). See Ord. # 130B, Section 8.3.
5. Owner's name, address, and phone number.
6. Design firm, contact person, address, and phone number
7. Zoning (list special conditions, height/setback area regulations). See Ord. # 130B, Section 8.4
8. Setbacks as required by zoning. See Ord. # 130B, Section 8.5
9. Lot Area (acreage and square footage)
10. Building square footage (for each floor)
11. Floor Area Ratio (FAR) (building square footage divided by land square footage)
12. Building height (stories and feet)
13. Type and location of exterior lighting and photometric analysis for such lighting.
14. Concrete sidewalks (if applicable)
15. Dumpster and trash compactor locations and screening
16. Indicate adjacent property name/owner, property lines, zoning
17. Landscape Plan, with proposed landscape materials.

**TOWN OF ST. PAUL  
COMMERCIAL PERMIT FEES**

- |   |                             |
|---|-----------------------------|
| <p><b>1. FINISHED COMERCIAL BUILDING</b><br/>\$4.50 per \$1,000 valuation of project<br/>(\$200 site plan review in addition)</p> | <p>Minimum fee \$450.00</p> |
| <p><b>2. TENANT FINISH-OUT</b><br/>\$4.50 per \$1,000 valuation of project</p>  | <p>Minimum fee \$300.00</p> |
| <p><b>3. SHELL BUILDING</b><br/>\$4.50 per \$1,000 valuation of project</p>   | <p>Minimum fee \$600.00</p> |
| <p><b>4. ALTERATIONS, REPAIRS &amp; MISC.</b></p>   | <p>Minimum fee \$75.00</p>  |

Market Valuation

\$00.00 to- \$100,000  
\$100,001 and over

Permit Fee

\$850  
\$1250.00 for the first \$100,000 +\$2.00 for each  
additional \$1,000 of valuation or fraction thereof

- |                                |   |
|--------------------------------|---|
| <b>5. COMMERCIAL ADDITIONS</b> | See Item #1 – Finished Commercial Buildings |
|--------------------------------|---|

**6. SINGLE FEE ITEMS**

- |                            |  |
|----------------------------|--|
| ● Temporary Building       | \$75   |
| ● Temporary Use Permit     | \$175  |
| ● Construction Trailer     | \$200 (temp building permit + temp use permit) |
| ● Re-inspection fee        | \$75   |
| ● Canopy                   | \$75   |
| ● Subdivision fence        | based on valuation (see item 4 above)          |
| ● Retaining Wall           | based on valuation (see item 4 above)          |
| ● Remodeling/Demolition    | \$75   |
| ● Irrigation               | \$30 per backflow prevention device            |
| ● Certificate of Occupancy | \$75   |
| ● Duplicate permit         | \$5  |

**7. HEALTH PLAN REVIEW FEES**

- |                          |       |
|--------------------------|-------|
| ● No food preparation    | \$75  |
| ● Light food preparation | \$100 |
| ● Heavy Food preparation | \$200 |
| ● Grocery                | \$300 |

**TOWN OF ST. PAUL**  
**Application for Building Permit**  
**And Certificate of Occupancy**

For the Erection, Remodeling, Repairing, Moving or Demolition of Building, or Parts thereof, as provided in the Town of St. Paul Building Ordinance.

<b>For office use only</b>  Permit Number _____ Approved By _____ Received Date _____ Fee Paid _____	Lot _____ Block _____ Sub-Division _____ Lot Size _____ Zoning _____ Sq.Ft.(AC) _____ Total _____ Occupancy Type _____
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**TO THE BUILDING INSPECTOR:**

I hereby submit this application for a Building Permit and Certificate of Occupancy for: (Describe all work to be done, as permit will cover work applied for) **SUBMIT PLAN IN TRIPLICATE.**

\_\_\_\_\_  
\_\_\_\_\_

Property located at (Street & Number) \_\_\_\_\_

Name of Business (if Applicable) \_\_\_\_\_

Owner of Land: \_\_\_\_\_ Address \_\_\_\_\_

Owner of Building (if not same as owner of lot)  
\_\_\_\_\_ Address \_\_\_\_\_

Contractors Name \_\_\_\_\_ Address \_\_\_\_\_

Plans By \_\_\_\_\_

Type of Construction: \_\_\_\_\_

**BUILDING TO BE USED FOR:**

Give all uses to which building is to be put; any  
Business use; number of families if dwelling;  
number of person if place of assembly.

\_\_\_\_\_

**COST OF ALL WORK TO BE DONE UNDER THIS PERMIT** \_\_\_\_\_

**TOTAL VALUE** (including land if applicable) \_\_\_\_\_

I agree to allow no work on which separate permits are required (such as elevators, signs, gasoline tanks) to be done until such permits are obtained. I have carefully examined and read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government, The State of Texas, County of Collin or the Town of St. Paul.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

E-Mail \_\_\_\_\_

**INSPECTION REQUEST**  
**214-850-5077**

To request an inspection, contact the building inspector, Jim Olk at 214-850-5077. The building inspector will normally make the inspection within 24 hours, unless other arrangements are made.

**Re-inspection:**

**IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE JOB IS READY. A RE-INSPECTION FEE MAY RESULT OTHERWISE. ALL FEES MUST BE PAID BEFORE FINAL INSPECTION CAN BE REQUESTED. ALSO, A REMINDER THAT THE ENERGY CODE FINAL INSPECTION/REPORT IS DUE AT THE BUILDING FINAL INSPECTION.**

## COMMERCIAL REQUIRED INSPECTIONS

<u>Inspection Type</u>	<u>Level</u>
Plumbing Rough	1
Plumbing Top-Out	1
If you wish to have these inspected at the same time, you must request both inspections	
Foundation	1
Electrical – Wall	1
Electrical – Ceiling	1
If you wish to have these electrical inspections done at the same time, you must request Both inspections.	
Duct and venting Rough	1
Frame	1
Gypsum Wallboard	1
Electric Meter	2
Electrical Final	3
Plumbing Final	3
Backflow preventer test certification must be on site for pick-up if applicable.	
HVAC Final	3
Commercial Final/CO	4

**(Energy Inspection Report must be on site for pick-up at this time.)**

Other inspection that may or may or be required, depending on the project scope:

It is the responsibility of the contractor to request necessary inspections that are not on the required list.

Electrical – Underground	Sewer Tap (if applicable)
Electrical Grounding System	Sheathing Inspection
Grease Hood and Duct	Switch Gear & Panel
Grease Trap/Interceptor	Temporary Heat
Temporary Pole	Sewer Service (if applicable)

## SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2000 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Building Inspector. The following require special inspection:

Structural steel; construction including welding and high-strength bolting; concrete construction, structural masonry construction; designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material; smoke control systems and other as determined by the Building Inspector. These inspections are in addition to those performed by the Town of St. Paul Building Inspector.

**Complete Inspection history records must be maintained on site at all times**

1 Level inspections must be completed before 2 Level, etc. All must be completed before requesting a commercial final/CO.

The Fire Department must be contacted for an independent final inspection at 972-429-0795. The Wylie Fire Department is contracted by the Town to perform the fire final inspection.

## **BUILDING PERMITS**

All building permits are valid for one (1) year from the date of issue.

Any renewal or extension of a building permit shall not be for more than six (6) months. The fee for an extension of a building permit shall be one-half (1/2) of the fee paid for the original building permit.

## **CERTIFICATES OF OCCUPANCY**

Certificates of Occupancy and Compliance.

1. Certificates of Occupancy shall be required for any of the following:
  - a. Occupancy and use of a building hereafter erected or structurally altered.
  - b. Change in use of an existing building to a use of a different classification.
  - c. Change in the occupancy and use of land to a use of a different classification.
  - d. Change in any non-conforming use.
  - e. Change in occupant or business within a building
2. No such use or change of use shall take place until a Certificate of Occupancy has been issued by the Building Inspector.
3. Fees for Certificates of Occupancy are included in this packet.
4. Procedure for New or Altered structures. Written application for a Certificate of Occupancy for a new or alteration of an existing structure shall be made at the same time as the application for a Building Permit for such a structure. The certificate shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the Town exists following an inspection by the Building Inspector.
5. Procedure for Vacant Land or a Change in Use. Written application for a Certificate of Occupancy for the use of vacant land, a change in the use of land, or for change from a

non-conforming use to a conforming use shall be made to the Building Inspector. The certificate shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the Town exists following an inspection by the Building Inspector.

6. Contents. Every Certificate of Occupancy shall contain the following:
  - a. Permit number
  - b. Address of the building or structure
  - c. The name and address of the owner.
  - d. A description of the structure or portion of the structure of which the Certificate is issued.
  - e. A statement that the structure or portion of the structure has been inspected for compliance with the requirement of the adopted Building Codes.
  - f. The name of the Building Inspector
  - g. Use or users allowed
  - h. Issue date of the Certificate of Occupancy.
7. Conditional Certificate of Occupancy. If the Building Inspector finds that no substantial hazard will result from occupancy of any structure or portion thereof before the same is completed, a Conditional Certificate of Occupancy may be issued for a period not to exceed six (6) months, for the use of a portion or portions of the structure prior to completion of the entire building or structure. Such conditional Certificate of Occupancy shall not be construed as in any way altering the respective rights, duties, or other obligations of the owners/tenants relating to the use or occupancy of the premises or any other provision of this Code.
8. Posting. The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Inspector.
9. Revocation. The Building Inspector may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this Code whenever the Certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the structure or portion thereof is in violation of any ordinance or regulation or any provision of this code or the Building Codes and other codes adopted by the Town and any amendments thereto.

### **FIRE DEPARTMENT Certificate of Occupancy checklist**

**Legal occupancy of a building cannot take place until the following items (as applicable) are completed.** These items are general in nature and may not address all situations. For further information, contact the Wylie Fire Department at 972-429-0795.

**Fire Extinguishers:** Installed and located per NFPA #10 and/or approved plans. Signs need

to be provided for extinguishers that are not readily visible in the area they protect.

**Fire Alarm System:** Acceptance testing must have been accomplished on installed systems. The alarm company technician(s) must be present during this test that is witnessed by a Fire Department inspector.

**Fire Protection Systems:** Acceptance testing must have been accomplished on installed systems such as fire sprinkler, hood exhaust extinguishing systems, etc. The installing company technician(s) must be present during these tests that are witnessed by a Fire Department inspector.

**Fire Lanes:** Fire Lanes need to be marked with signs or pavement markings

**Fire Hydrants:** Fire hydrants must face fire lanes. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.

**Exiting Systems:** Clear, unobstructed paths to exits must be in place with correct door hardware/releasing systems operational. Exit and emergency lighting must be in working order.

**Fire Rated Separations:** Required fire separations must be intact with openings protected and penetrations sealed with approved materials/devices.

**Premises Address:** The Street/Suite address number must be posted on the front and rear of the building/suite.

## **CROSS CONNECTION CONTROL**

A Reduced Pressure Zone Backflow Prevention Device shall be installed above ground or in a facility for applications in accordance with the requirements of: TCEQ "Rules and Regulations for Public Drinking Water Systems" (30 TAC 290.47).

Title 30

Part 1

Subchapter D

Rule 290.47(i) (appendix I)