CITY OF TYLER
COMMERCIAL
BUILDING PERMIT APPLICATION

Application Date: ___________________________  Permit No. __________________

Estimated Cost of Project $ __________________ Square Footage ______________ # of Stories _________

All projects over $50,000 must be submitted to the Texas Department of Licensing & Regulation for an
Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas
Accessibility Standards (TAS) permit number. TAS Permit Number: __________________

Building Use: ____________________________________________________________________________

Project Name: ___________________________________________________________________________

Address: __________________________________________ Lot: _____ Blk: _______ Zoning ______

Type of Construction: New ☐ Addition ☐ Remodel ☐ Other ☐

If remodel, addition, or other indicate year built: ________

Please describe briefly what is to be done: ____________________________________________________________

________________________________________________________

* Note: Remodel and Demolition work are required to have an asbestos survey conducted in
accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission
Standards for Hazardous Air Pollutants (NESHAP). We cannot accept any plans without the results of
the asbestos survey.

WILL ANY FILL MATERIAL BE USED UNDER FOOTINGS? YES ______ NO _______

IF THE ANSWER IS YES, HAS A SOIL & COMPACTION TEST BEEN DONE? YES ______ NO _______

*** SOIL COMPACTION TEST RESULTS MUST BE PROVIDED TO THE CITY
PRIOR TO ANY INSPECTIONS BEING DONE. ***

Are there any Retaining Walls 4’ or more in height? Yes ______ No ________ If yes, an engineered
drawing with Engineer’s seal and signature is required.

OWNER INFORMATION
Owner: ______________________________________Phone: ________________ Fax:: _______________

Address: _______________________________________ City: ___________ ST: ____ Zip: __________

CONTRACTOR INFORMATION
Company: ___________________________________Phone: ________________ Fax ________________

Address: _________________________________________ City ____________ ST _____ Zip: __________

All provisions of the City of Tyler’s Codes, Ordinances, and regulations will be complied with in the
construction, alteration or repair of said building herein specified or not.

Signature of Applicant: ______________________________________ Date:_______________________

Phone No: ________________________________ Fax No: ________________________________
FOR OFFICE USE ONLY

FLOODPLAIN ADMINISTRATOR

Designated Flood Zone ___________ Panel No. ________________

Effective Date ___________________

If in Zone “A” or “AE”, then a separate Floodplain Development Permit is required.

Approved by: _____________________ Date: ________________

NOTES: ________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

PLANNING & ZONING DEPARTMENT

Zone District: _______________ Designated Tyler Historical Landmark: Yes _____ No _____

Approved by: _____________________ Date: ________________

NOTES: ________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

DEVELOPMENT SERVICES PLAN REVIEW

International Code Council Valuation: $ _____________ Date Resubmitted: ______________

Permit Fee: $ ______________ Plan Check Fee: $ ______________ Total: $ ______________

Approved by: _____________________ Date: ________________

NOTES: ________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Commercial Plans Review Checklist

The following items are required to be turned in with completed application:

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<th>Yes</th>
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- Current and valid address.
- Two full sets of plans (architectural and civil) and one additional set of civil plans for new construction, additions, or change in use.
- Plans are at least 18” by 24” and drawn to scale.
- TAS permit number for valuations exceeding $50,000.
- Building size of 5,000 sq. ft. and greater bears a P.E. stamp and signature.
- Cover sheet with building and use information.
- Landscaping plan included.
- Asbestos survey results for remodels.
- Retaining wall details signed and sealed by a Professional Engineer (P.E.).

(Sec. 6-11, See Handout entitled “Commercial Projects Submittal Procedure”)

If any of the above are marked NO, plan submittal is incomplete and will not be processed.

Plans will not be approved until all NO marks are resolved. This sheet is intended as a guide and may not be completely exhaustive of all requirements. Your Project Engineer may need additional items based on your site and proposed improvements.

City code section references found with each item may be fully researched online at [www.cityoftyler.org](http://www.cityoftyler.org) under the business header.
Parcel Review

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- Dimensions of lot drawn to scale. (Sec. 6-11)
- Right-of-Way lines shown. (Sec. 6-11)
- Lot is platted. (Sec. 10-101.d)
- Zoning is appropriate for use. (See individual sections based on zoning beginning at Sec. 10-20)
- Lot, block, and address are correct. (Sec. 6-11)
- Total area of lot and area of buildings calculated. (Sec. 6-11)
- Easements on lot shown. (Sec. 6-11)
- Floodways and floodplains shown. (Sec. 6-11)
- Existing or proposed improvements shown, including curbs, storm sewers, signs, utility poles, driveways, and parking areas. (Sec. 6-11)

Building site review

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- Setbacks are protected. (Sec. 10-27)
- Allowable percentage of lot covered by buildings. (Sec. 10-27)
- Adequate building separation. (See individual sections based on zoning beginning at Sec. 10-27)
- Below maximum building height. (Sec. 10-27)
- Minimum finished floor elevation is met. (Sec. 10-561 - 565)
- Finished floor elevations appropriate. (Sec. 10-561)
- Backflow prevention devices are used. (Sec. 19-37)
- Grease trap in place as necessary. (Sec. 19 Art. V)
- Erosion control plan is accurate and sufficient. (Art. VII Div. E Sec. 10-520)
- Dumpsters are on a pad, are screened, and sized per City Ordinance (Sec. 10-340)
- Retaining walls of 4 feet in height or greater have engineered plans and a professional engineer’s stamp. (Sec. 10-331, 10-331,e)
- Appropriate amount of required landscaping shown. (Sec. 10-291)
- Flagpoles are below maximum height. (Sec. 10-411)
- FAA Form 7460 filed with FAA and Tyler Pounds Regional Airport if the following conditions are planned:
• Any construction, cranes, towers or alterations exceeding 200 ft above ground level
• Any construction or alteration within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway is more than 3,200 ft.
• within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft.
• within 5,000 ft of a public use heliport which exceeds a 25:1 surface
• When requested by the FAA
• Any construction or alteration located on a public use airport or heliport regardless of height or location

### Driveways and parking lots

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All-weather parking surface in place. (Sec. 10-350)
Minimum number of required parking spaces provided. (Sec. 10-350)
Proper parking space and aisle with dimensions used. (Sec. 10-350)
ADA spaces of appropriate number, size, and grade shown. (Sec. 10-370)
Accessible route from ADA spaces to accessible entry. (Sec. 10-370)
Parking, aisles, and maneuvering space is not located in the Right-of-Way. (Sec. 10-350)
Driveway size and location is appropriate. (Art V, Div. D, Sec. 10-213)
Driveway construction is of approved City standard. (Sec. 10-217 – 10-218)
Drive-through has a SUP. (Sec. 10-389)
Shared drives and parking filed a joint use/access agreement. (Sec. 10-218, e. 3)
<table>
<thead>
<tr>
<th>Yes</th>
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<th>Public improvements</th>
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<td>Street is:</td>
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<td>- escrowed. (Art. IV, Div. E, Sec. 10-140 – 10-142)</td>
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<td>Curbs are:</td>
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<td>- to be constructed. (Sec. 10-140)</td>
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<td>Accessible sidewalks and ramps are provided. (Art V, Div. E, Sec. 10-230)</td>
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<td>Water and sewer lines are:</td>
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<td>- in service area.</td>
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<td>- extensions to be constructed. (Sec. 10-140, Sec. 19-10)</td>
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<td>Fire hydrants within service distance. (Art. VII, Div. C, Sec. 10-502))</td>
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<td>6”+ sewer taps are using a manhole. (Sec. 19-65:b)</td>
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<td>Public improvements on private property are within an easement. (Art. VII, Div. D, Sec. 10-510)</td>
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<td>Drainage facilities, including pipe, drains, positive overflow, detention, and discharge velocities, are sized appropriately or are within tolerance of Drainage Manual criteria. Calculations may be required. (Sec. 10-470)</td>
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