

# 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 **\*See Note**

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: \_\_\_\_\_

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

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### PLANNING & ZONING DEPARTMENT

Zone District: \_\_\_\_\_ Designated Tyler Historical Landmark: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

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

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### DEVELOPMENT SERVICES PLAN REVIEW

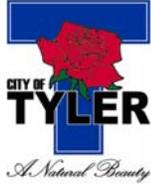
International Code Council Valuation: \$ \_\_\_\_\_ Date Resubmitted : \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Plan Check Fee: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

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



**City of Tyler**  
**Commercial Plan Review System**  
423 W. Ferguson • Tyler, Texas 75702  
P.O. Box 2039 • Tyler, Texas 75710

**Development Services Department 531-1171**  
Building Inspections 531-1151    Planning & Zoning 531-1175  
Fire Administration 535-0005    Traffic Engineering 531-1201  
Engineering Services 531-1126

**TO SCHEDULE AN INSPECTION CALL 531-1186**

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## Commercial Plans Review Checklist

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

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Current and valid address.
<input type="checkbox"/>	<input type="checkbox"/>		Two full sets of plans (architectural and civil) and one additional set of civil plans for new construction, additions, or change in use.
<input type="checkbox"/>	<input type="checkbox"/>		Plans are at least 18" by 24" and drawn to scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TAS permit number for valuations exceeding \$50,000.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building size of 5,000 sq. ft. and greater bears a P.E. stamp and signature.
<input type="checkbox"/>	<input type="checkbox"/>		Cover sheet with building and use information.
<input type="checkbox"/>	<input type="checkbox"/>		Landscaping plan included.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos survey results for remodels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Dimensions of lot drawn to scale. (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>		Right-of-Way lines shown. (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>		Lot is platted. (Sec. 10-101.d )
<input type="checkbox"/>	<input type="checkbox"/>		Zoning is appropriate for use. (See individual sections based on zoning beginning at Sec. 10-20)
<input type="checkbox"/>	<input type="checkbox"/>		Lot, block, and address are correct. (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>		Total area of lot and area of buildings calculated. (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements on lot shown . (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodways and floodplains shown. (Sec. 6-11)
<input type="checkbox"/>	<input type="checkbox"/>		Existing or proposed improvements shown, including curbs, storm sewers, signs, utility poles, driveways, and parking areas. (Sec. 6-11)

## Building site review

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Setbacks are protected. (Sec. 10-27 )
<input type="checkbox"/>	<input type="checkbox"/>		Allowable percentage of lot covered by buildings. (Sec. 10-27)
<input type="checkbox"/>	<input type="checkbox"/>		Adequate building separation. (See individual sections based on zoning beginning at Sec. 10-27)
<input type="checkbox"/>	<input type="checkbox"/>		Below maximum building height. (Sec. 10-27)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum finished floor elevation is met. (Sec. 10-561 - 565)
<input type="checkbox"/>	<input type="checkbox"/>		Finished floor elevations appropriate. (Sec. 10-561)
<input type="checkbox"/>	<input type="checkbox"/>		Backflow prevention devices are used. (Sec. 19-37)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grease trap in place as necessary. (Sec. 19 Art. V)
<input type="checkbox"/>	<input type="checkbox"/>		Erosion control plan is accurate and sufficient. (Art. VII Div. E Sec. 10-520)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dumpsters are on a pad, are screened, and sized per City Ordinance (Sec. 10-340)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls of 4 feet in height or greater have engineered plans and a professional engineer's stamp. (Sec. 10-331, 10-331,e)
<input type="checkbox"/>	<input type="checkbox"/>		Appropriate amount of required landscaping shown. (Sec. 10-291)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flagpoles are below maximum height. (Sec. 10-411)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		All-weather parking surface in place. (Sec. 10-350)
<input type="checkbox"/>	<input type="checkbox"/>		Minimum number of required parking spaces provided. (Sec. 10-350)
<input type="checkbox"/>	<input type="checkbox"/>		Proper parking space and aisle with dimensions used. (Sec. 10-350)
<input type="checkbox"/>	<input type="checkbox"/>		ADA spaces of appropriate number, size, and grade shown. (Sec. 10-370)
<input type="checkbox"/>	<input type="checkbox"/>		Accessible route from ADA spaces to accessible entry. (Sec. 10-370)
<input type="checkbox"/>	<input type="checkbox"/>		Parking, aisles, and maneuvering space is not located in the Right-of-Way. (Sec. 10-350)
<input type="checkbox"/>	<input type="checkbox"/>		Driveway size and location is appropriate. (Art V, Div. D, Sec. 10-213)
<input type="checkbox"/>	<input type="checkbox"/>		Driveway construction is of approved City standard. (Sec. 10-217 – 10-218)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drive-through has a SUP. (Sec. 10-389)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared drives and parking filed a joint use/access agreement. (Sec. 10-218, e. 3)

## Public improvements

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		Street is: <input type="checkbox"/> existing. <input type="checkbox"/> to be constructed. <input type="checkbox"/> escrowed. (Art. IV, Div. E, Sec. 10-140 – 10-142)
<input type="checkbox"/>	<input type="checkbox"/>		Curbs are: <input type="checkbox"/> existing. <input type="checkbox"/> to be constructed. (Sec. 10-140)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible sidewalks and ramps are provided. (Art V, Div. E, Sec. 10-230)
<input type="checkbox"/>	<input type="checkbox"/>		Water and sewer lines are : <input type="checkbox"/> in service area. <input type="checkbox"/> extensions to be constructed. (Sec. 10-140, Sec. 19-10)
<input type="checkbox"/>	<input type="checkbox"/>		Fire hydrants within service distance. (Art. VII, Div. C, Sec. 10-502)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6"+ sewer taps are using a manhole. (Sec. 19-65:b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public improvements on private property are within an easement. (Art. VII, Div. D, Sec. 10-510)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)