



# CITY OF TYLER BUILDING INSPECTION DEPARTMENT

## COMMERCIAL PROJECTS SUBMITTAL PROCEDURE

### New Commercial Projects

1. Two complete sets of plans, with an extra set of civil drawings, are required for plan review. **These must contain an erosion control plan.** All plans for projects over 5,000 square feet must be stamped by a licensed engineer for the State of Texas.
2. Plans are to be to scale and no less than 18"x 24" in size.
3. Two copies of the energy compliance form are required.
4. 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.
5. All plans must have a cover sheet containing the following data:
  - Building Code Used - 2006 International Building Code
  - Occupancy Classification
  - Building Type
  - Sprinkled or Un-Sprinkled
  - Square Footage of Building
  - If mixed occupancy, list the square footage for each occupancy
  - Building Height
  - Area Modifications
  - Amount of egress required for occupancy load
  - Fire separation rating, if needed

### Commercial Remodels

1. Two complete sets of plans, 18" x 24", are required. Any project over 5,000 square feet will need to be stamped by a licensed engineer for the State of Texas.
2. 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.
3. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards. The results of the survey must be submitted with the plans.

ORDINANCE NO. 0-91-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS, AMENDING CHAPTER 6, "BUILDINGS AND STRUCTURES", RELATING TO SITE PLAN REQUIREMENTS, BY ADDING SECTION 6-10, 6-11, 6-12, AND 6-13 AS SET OUT BELOW; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING A PENALTY.

WHEREAS, Inspection of building projects would be facilitated by providing the building official with a site plan containing information about major building projects under construction; and

WHEREAS, Many of the site improvements required by City codes may become inoperable or ineffective in accordance with the plans;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS:

PART 1: That Chapter 6, "Buildings and Structures", of the Code of Ordinances, City of Tyler, Texas, is hereby amended by adding new sections as set out below

Sec. 6-10. Site Plan required.

A Site Plan is a scaled drawing of a lot or tract of land on which a major building project is proposed. A Site Plan shall be filed with the Chief Building Official for every major building project. For this purpose, a major building project is:

1. Construction of a new building;
2. Building additions which add to the height or area of a building, but not including alterations consisting solely of wiring, heating or air-conditioning, or re-roofing;
3. Remodeling for a new or expanded use; and
4. Constructing or removing a driveway or parking lot. (Ord. No. O-97-29, 6-18-97)(Ord. 0-98-31, 4/15/98)

Sec. 6-11. Site Plan requirements.

- a. In this section, a residential lot is a lot developed or to be developed with either a single-family housing unit or a duplex. Site Plans submitted to the City for a residential lot shall include:
  1. The lot and block number;
  2. Platted boundaries of the lot;
  3. Street address;
  4. Zoning classification;
  5. All setbacks;
  6. All easements on the lot;
  7. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway;
  8. Finished floor elevations and location of any designated floodplains or floodways within the boundaries of the lots;
  9. The name, address, and phone number of the individuals responsible for the project;
  10. The minimum Plan size shall be eleven (11) inches by seventeen (17) inches. The Plan shall be drawn to scale in the scale shown.
  11. Location of all drainage swales and berms on the lot and arrows showing the direction of the drainage flow on the lot.
  
- b. In this section, a commercial project includes multifamily residential developments larger than duplex. Plans for commercial projects shall include the following:
  1. The lot and block number;
  2. Platted boundaries of the lot;
  3. Exterior dimensions of lot drawn to scale;
  4. Street address;
  5. Zoning classification;
  6. All setbacks;
  7. All easements on the lot;
  8. Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway;
  9. A grading, drainage and erosion control plan with all pertinent topographic information on lot and surrounding lands;
  10. Finished floor elevations;
  11. Topographic contours taken from the City flood control maps;

12. Location of any designated floodplains or floodways within the boundaries of the lots;
13. The name, address, and phone number of the individuals responsible for the project;
14. Total number and location of off-street parking spaces provided;
15. Fire walls and draft stopping;
16. Garbage dumpster location with a concrete pad;
17. Location of building sprinkler and stand pipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm system, and fire hydrants;
18. Fire lane locations and markings;
19. Three (3) sets of Site Plans and three (3) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than twenty-four (24) inches by thirty-six (36) inches to be submitted to the building inspection department;
20. Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal.
21. Total area of lot and building;
22. All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, size and location of service lines;
23. Location of curbs, storm sewers, on-premise signs, light- poles, adjacent streets and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and the location of existing storm sewer drainage systems;
24. Type of construction based on the current edition of the City Building Code. (Ord. No. O-97-29, 6-18-97) (Ord. 0-98-31, 4/15/98)

Sec. 6-12. Maintenance of facilities in accordance with Site Plan.

After construction of facilities described by an approved Site Plan, the drainage facilities, driveways, parking facilities, and building locations shall be maintained in serviceable condition and in conformance with locations shown on the Site Plan.

If the City Engineer determines that such facilities have been altered from specifications required in the Building Code, that the location has been changed so as not to comply with the site plan, or that drainage and parking facilities have not been maintained in serviceable condition, then the City Engineer shall notify in writing the owner of such facility, detailing the charges of noncompliance.

Failure of the owner to comply within thirty (30) days is unlawful. Each day of noncompliance following the thirty-day notice period shall be deemed a separate offense. (Ord. No. O-97-29, 6-18-97)(Ord. 0-98-31, 4/15/98)

Sec. 6-13. Alternate means of enforcement by City Council.

- a. If the City Council determines that a deviation exists between the existing condition of facilities located on a lot and the facilities shown on the Site Plan submitted and approved, and that such deviation from the Site Plan has created a condition harmful to the public health, safety, and welfare of the public, then the City Council may order that City forces enter upon the property and bring such conditions into compliance with the Site Plan.
- b. The City Council shall assess the owners of the property with all costs incurred in correcting the deficiencies remedied in accordance with this section.

Before any order pursuant to this section is entered, a hearing shall be held before the City Council. The owners of property subject to such order shall be given notice of the hearing at least one (1) week before the hearing. (Ord. 0-97-29, 6/18/97)(Ord. 0-98-31, 4/15/98)