

City
logo

Phone:
Fax:

Address

City of Godley

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
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"/>	Other <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: _____	Project Contact Person: _____	
Address: _____		
Phone Number: _____	Mobile Numbe _____	Email: _____

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	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: Approvals are required from all departments prior to issuance of permit

Plan Review		Fire	
Public Works		Planning	

Building Permit Fee: _____
 Plan Review Fee: _____
 Water Tap Fee: _____
 Sewer Tap Fee: _____

Meter Deposit Fee: _____

Total Fees: _____
Receipt #: _____
Issued Date: _____
Issued By: _____
 BV Project #: _____



Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and remodel/additions for Commercial projects. Have applicant submit the following:

1. Permit Application
2. (3) Sets of plans
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.
5. Asbestos Report or declaration (if remodel or demo)

Bureau Veritas courier will pickup plans.

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Application Suite.
2. Verification of all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for delivery.

Bureau Veritas Courier returns approved permit packet to the city.

City Staff

City issues permit in BV Application Suite.

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

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 ^(a)
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
12. Asbestos Survey (for renovation or demolition permits) ^(b)
13. Texas Department of Licensing and Regulation architectural barriers project registration information ^(c)

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. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.htm]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



**BUREAU
VERITAS**

City Name

Commercial Plan Review Checklist

Project Name: _____

Project Address: _____

Valuation: _____

Contact Name: _____

Phone #: _____ **Fax #:** _____

Date Received: _____

Permit Application _____

(3) Sets of plans _____

TDLR (if over \$50,000 value) _____

Energy: Envelope _____

Lighting _____

Mechanical _____

Asbestos Report _____

(if remodel or demo)

(Any other documents required by the city can be added here)

Comments:



Commercial Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Application Suite after permit fees are collected.
2. If add-on inspections are needed, the City contacts the Bureau Veritas office with address and type of inspection needed.

Bureau Veritas - Permit Technician

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Application Suite.
2. Return voicemail messages and reply to email messages.
3. Pick up tickets at city, if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Application Suite.

Reports:

BV Application Suite has the ability to generate reports that the city can access. The city also has access to the BV Application Suite database to check the status of plan reviews and inspections.

Phone number for inspections:

817-335-8111
(877) 837-8775



**BUREAU
VERITAS**

Typical Commercial Inspections

BV Application Suite has the ability to add other department approvals to the list of required inspections, as requested by the city.

- Temporary Power Pole
- Yard Sewer
- Water Service
- Plumbing Rough
- Gas Wrap
- Customer Svc. Insp. Form
- Foundation
- Pier/Footing
- Retaining Wall
- Sprinkler/Double Check
- Backflow
- Framing
- Plumbing Top-Out
- Gas Rough Pressure Test
- Mechanical Rough
- Electrical Rough
- Insulation (energy)
- Drywall
- Electrical Underground
- Gas in Slab
- Gas Underground
- Grease Duct
- Mechanical Underground
- Tilt Panel
- Grade Beam
- Veneer
- Slab Add On
- Construction Electric
- Gas Temporary
- Gas Final
- Mechanical Final
- Plumbing Final
- Electrical Final
- Energy Final
- Building Final



**BUREAU
VERITAS**

COMMERCIAL INSPECTION RECORD

This record must remain on site until project completion

PROJECT ADDRESS _____ PERMIT# _____

DO NOT COVER WORK UNTIL APPROVED

Approved

		Inspection	Date	Inspector	Comments
UNDERGROUND		T-Pole			
		Plumbing Rough			
		Water Service			
		Building Sewer			
		Form Survey			
		Electric Underground			
		Mechanical Underground			
		Gas Underground			
FDTN		Pier			
		Footing			
		Grade Beam			
		Slab			
ROUGH/MISC	ALLS	Electric Rough			
		Plumbing Top-Out			
		Gas Rough Piping Test			
		Mechanical Rough			
		Duct Rough			
		Grease Duct Rough			
		Framing			
		Energy Insulation			
	SPEC. CEILING	Mechanical Rough Ceiling			
		Electric Rough Ceiling			
		Hydronic Piping			
		Drywall			
FINALS		Mechanical Final			
		Electrical Final			
		Plumbing Final			
		Gas Final			
		Energy Final			
		Building Final			

Comments: _____

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Dallas: (972) 980-8401 Fax (972) 980-8400

Fort Worth: (817) 335-8111 Fax (817) 335-8110

Toll Free: (877) 837-8775 Toll Free Fax: (877) 837-8859



Certificate of Occupancy Inspection Information

NOTE: A **BUILDING PERMIT** is required for any **alteration or construction work**.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.
Phone: (817) 335-8111 / (972) 980-8401 / toll free (877) 837-8775
Fax: (817) 335-8110 / (972) 980-8400 / toll free (877) 837-8859
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.