



City of Saginaw

NEW CONSTRUCTION COMMERCIAL
SUBMITTAL INFORMATION

City of Saginaw
Permit Department
205 Brenda Ln
Saginaw, Texas 76179
817-230-0453
Fax 817- 232-9868

- ▶ Our goal is to complete plan reviews within ten (10) business days, excluding day of Submittal.
- ▶ Plan reviews will not begin until all application requirements are met.
- ▶ After plans have been approved, any changes must be submitted for approval. A \$50.00 per hour fee will be charged for the additional plan review.
- ▶ Fire Sprinkler and Fire Alarms plans are to be submitted separately to the Fire Marshall for review and approval. Permit requires a licensed fire contractor. 817-230-0412
- ▶ Sign permits are to be submitted separately for review and approval.
- ▶ Drawings containing a label or stamp such as “Not for Construction” or “For Bid Only” will not be accepted for permit/ plan review.
- ▶ Applicant must provide three (3) complete sets of plans designed by a registered design professional licensed by the State of Texas.
- ▶ If the establishment requires a Tarrant County Health Department Permit, a set of plans must be submitted to the Tarrant County Health Department for review. **Contact information: Mariana Baxter 1101 S. Main St Ft Worth, TX 76104 phone 817-321-4977 Fax 817-321-4961 mfbaxter@tarrantcounty.com**

The following items must be included with the application form. Incomplete plans and /or applications will not be accepted and may create delays.

1) **PERMIT APPLICATION** — Application must be filled out in its entirety and signed in all appropriate places.

2) **THREE (3) COMPLETE SETS OF BUILDING PLANS** — Plans must be drawn to a scale of 1/4" = 1'. Minimum sheet size shall be 11" x 17"; maximum sheet size shall be 30"x 42".

Plans must contain the following sheets:

- ▶ **COVER SHEET** - Coversheet must include the following information: City of Saginaw Code Information; project address; legal description; tenant name; property owner name; building design data; *including electrical, plumbing, HVAC, gas, structural design loads, seating capacity (if applicable), seismic, frost depth, building construction type, occupancy classification, occupant load and TDLR registration number.*

- ▶ **FLOOR PLANS** - Must be drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

- ▶ **ROOF PLAN** - Must be drawn to a scale of 1/4" = 1'.

- ▶ **EXTERIOR ELEVATION PLANS** — Must be drawn to a scale of 1/4" = 1'.

- ▶ **FOUNDATION PLANS** — Must be drawn to a scale of 1/4" = 1' and must be sealed by a State of Texas Licensed Engineer. Foundation Plans must show all dimensions, location and spacing of beams, location of post-tension cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tension cable details (if applicable) other notes and requirements by the Engineer, and the address and legal description of the lot.

- ▶ **STRUCTURAL PLANS** — Where required, must be drawn to a scale of 1/4" = 1'. Structural plans must show all floor (s) framing, ceiling framing, roof framing, headers and beams, wall sections and details.

- ▶ **DOOR SCHEDULES, WINDOW SCHEDULES AND HARDWARE SCHEDULES**

- ▶ **CONSTRUCTION DETAILS** - Must be drawn to a scale of 1/4" = 1'. Needs to include interior elevations and hardware schedules.

- ▶ **MEP SITE PLANS AND SCHEDULES** - Must be drawn to a scale of 1/4" = 1'.

- ▶ **MECHANICAL PLANS** - Must be drawn to a scale of 1/4" = 1'.

- ▶ **ELECTRICAL PLANS** - Must be drawn to a scale of 1/4" = 1'. Plans must include riser diagram.
- ▶ **PLUMBING PLANS** – Must be drawn to a scale of 1/4" = 1'. Plans must include riser diagram. Appropriate backflow prevention assemblies will be required where applicable.
- ▶ **ENERGY COMPLIANCE PLANS – COM Check** – Must be a certified copy. Three (3) copies are required, one for each set of plans. The 2012 IECC will apply.
- ▶ **TDLR REGISTRATION FORM** – Projects valued at over \$50,000 must be registered with the Texas Department of Licensing and Regulation Architectural Barriers and must provide registration number.
- ▶ **NOTE: A FORM SURVEY SEALED BY A STATE OF TEXAS LICENSED SURVEYOR WILL BE REQUIRED TO BE ON SITE FOR THE PLUMBING ROUGH INSPECTION.**

CODE INFORMATION

The City of Saginaw is under the following codes. For a complete list of building construction requirements, refer to the following code books and the adopting ordinances, including amendments to the approved codes.

Note: NTCOG refers to the North Texas Council of Governments.

<i>2012 International Building Code</i>
<i>2011 National Electrical Code</i>
<i>2012 International Plumbing Code</i>
<i>2012 International Mechanical Code</i>
<i>2012 International Fuel Gas Code</i>
<i>2012 International Fire Code – with local amendments</i>
<i>2012 International Energy Conservation Code</i>

CONTRACTOR REGISTRATION / VALIDATION

- General Contractor will submit contractor information on permit application form. Once contractor information has been provided, any changes to contractor information must be made in writing to the Permit Department, before information will be updated.
- All contractors (General Contractors, Mechanical, Electrical, Plumbing, Irrigation, and Backflow Testers) must be currently registered with the City of Saginaw and be in good standing before permit will be issued.

PERMIT FEES / PLAN REVIEW FEES

- Building permit fees are calculated based on the construction value of the building. Permit fees are then calculated using Table 1 – Building Permit fee Schedule based on the construction value.
- Plan review fees are calculated at **forty percent (40%)** of the building permit fee. This amount is in addition to the building permit fee.
- Mechanical, Electrical, and Plumbing trades are covered under the building permit fee, and are not charged any additional permit fees.
- Water and Sewer fees and account deposits are to be paid at the time the permit is issued. The amount is based on the size and quantity of meters to be installed.

PERMIT INFORMATION

- Permit application packets may be dropped off for review and permit picked up between the hours of 8:00 am and 5:00 pm daily, excluding holidays.
- All fees must be paid in full prior to permit being released. Fees will be provided by Permit Technician. Payment will be accepted in the form of cash, check, money order and credit cards. Fees will include permit fee, plan review fee, water/sewer impact fees, water/sewer tap fees, water meter fees.
- Utility construction in easements or right-of-ways is not authorized by the building permit. Such work is only authorized by the Director of Public Works. Please inquire as to requirements for right-of-way permits. 817-230-0500

POST PERMIT

- The building permit must be displayed in an obvious place that can be seen by the public. Approved locations are on a ground stake near the front curb, temporary utility pole, and the front window. Permit must be posted to receive inspection(s).

PLANS ON SITE

- City approved building plans must be available on the job site at all times. If plans are lost, an additional set must be submitted to the City to be stamped. After the first re-stamp, a fee of \$50.00 per set will be charged for additional plan review time.

CONSTRUCTION BEFORE PERMIT IS APPROVED

- No grading or other construction may begin until a permit has been issued and a permit card is clearly posted as stated above.

FENCE OR RETAINING WALL

- If a retaining wall (under four foot (4') high) is shown on your approved plans then it is included in the main building permit.

POST ADDRESS NUMBERS

- Building addresses must be posted at each building site at all time. Inspections will not be performed if address is not visibly displayed.
- During construction address numbers must be a minimum of eight inches (8") in height.
- At final inspection address numbers must be posted on the building and meet the following:
 - ▶ All numbers must comply with the International Building Code for height requirements.
 - ▶ Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance)
 - ▶ If the numbers at the front door cannot be seen from the street, additional sets of numbers shall be posted at or near the driveway entrance.

STAFF INFORMATION

- Office hours are Monday thru Friday 8:00 am to 5:00 pm, excluding holidays.
- Inspectors are available to take calls between 8:00 am and 8:30 am, or by appointment.
- All other times messages may be left on voice mail and calls will be returned as soon as time is available. You may also send an email to the appropriate party.

STAFF CONTACT INFORMATION

TITLE	CONTACT NAME	PHONE NUMBER	EMAIL
Permit Technician	Debra Thomas	817-230-0453	dthomas@ci.saginaw.tx.us
Building Official	Kevin McMillin	817-230-0451	kmcmillin@ci.saginaw.tx.us
Senior Inspector	Larry Little	817-230-0457	llittle@ci.saginaw.tx.us
Fire Marshall	Bobby Davenport	817-230-0404	bobbydavenport@sagianwfire.us

INSPECTION REQUESTS

- **All inspection requests (no exceptions) must be made via the inspection line at 817-232-4263.**
- Inspection requests must be made prior to 8:00 am to receive inspection on that business day, any inspection received after 8:00 am will be performed the following business day.
- If inspections are called in on a holiday, inspection will be performed on the next business day.
- Requester must provide permit number, job address, type of inspection and contact name and number.

RE-INSPECTION FEES

You are subject to a \$50.00 re-inspection fee when:

- ▶ The inspection called for is not ready when the inspector arrives.
- ▶ The building permit is not posted clearly visible to the public.
- ▶ The building address is not properly displayed.
- ▶ The City approved plans are not on the job site.
- ▶ The building is locked or work otherwise is not available for inspection when called.
- ▶ The job site is red-tagged twice for the same item.
- ▶ The original red tag has been removed from the job site (it is a misdemeanor to remove tag).
- ▶ Violations exist on the property including: trash/debris, erosion control, high grass/weeds, etc.
- ▶ Re-inspection fees must be paid in full prior to calling for a re-inspection.

REQUIRED INSPECTIONS

Each of the following inspections must be performed and must be performed in the proper order. Concrete or plumbing rough inspections will be denied if it is too wet. Concrete inspections will be denied if the temperature is thirty-eight (38) degrees or below and falling. All inspections held back because of rain or cold weather must be recalled into the inspection line. Do not lay brick when temperatures will be below forty (40) degrees before mortar setting.

Plans must be on job site when all inspections are conducted.

- ▶ **Temporary Pole** – Must comply with 2011 NEC.
- ▶ **Form Survey** – Shall verify the location of the building on the lot as well as the elevation in cases where a minimum finish floor elevation is specified. Form survey shall be available on jobsite at plumbing rough inspection.
- ▶ **Plumbing Rough** – Must comply with 2012 IPC. A 5' head of water on last stack and a water test on domestic line.
- ▶ **Electric Conduit in Slab** – Materials and installation shall be per the 2011 NEC.
- ▶ **Foundation** – All foundation plans shall be designed by a structural engineer. The engineer's seal must be on the foundation plan and detail sheets. Foundation placed on fill dirt must have soil compaction tests submitted that are approved by the structural engineer that designed the foundation.

All foundations must comply with the 2012, IBC. Foundation plates or sills shall be treated per 2012 IBC.

▶ **Fire Sprinkler System (where applicable)** – Sprinkled structures must have the systems installed and the system is inspected and approved by the Fire Marshall.

▶ **Seconds** – All trades must be ready and general contractor is responsible for calling for the inspection. The building shall be enclosed, roof on, windows and doors set for inspection. Temporary windows or doors may be used to keep out the weather if permanent ones are not available. Original plans and energy check list must be on the job for this inspection.

▶ **Plumbing Top Out** – Shall comply with the 2012 IPC. All vents must extend through the roof with flashing installed on the roof.

▶ **Gas Line:**

- A pressure test must be performed. See test pressure measurement under temporary utilities.
- All log lighter valves must have the key installed for testing past the valve in both masonry and manufactured fireplaces.
- All gas lines, regardless of their location, must be properly secured and protected.

▶ **Electrical Rough:** Shall comply with 2011 NEC.

- Ground clamps used on ground rods and pool belly steel must be listed for direct burial.
- Ground and neutral conductors will be made up in all indoor panels at rough-in stage. Bonding screws (when required) must also be installed at this time.

▶ **Mechanical Rough:** Shall comply with the 2012 IMC.

- Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct tape insulation is inspected with the final inspection.
- **Flexible ducts only allowed within five (5) feet of drops.**

▶ **Framing** – Shall comply with the 2012 IBC.

▶ **Insulation** – Shall comply with the 2012 IBC. An insulation inspection is required before walls and ceilings are covered up. Blown insulation shall be inspected at the final.

▶ **Drywall** – Shall comply with the 2012 IBC.

▶ **Temporary Utilities** – The contractor may request temporary utility service prior to certificate of occupancy under strict conditions. Temporary release of utilities for construction purposes does not authorize occupancy of the building. The following are inspected prior to release of utilities:

→ **Electrical Release:**

- A cover has been installed on the main electrical panel.
- All applicable breakers for equipment to be tested must be installed.
- No additional breakers are permitted to be installed.
- All wiring has been capped in an approved method including: receptacles, switches and fixtures.

→ **Gas Release:**

- The gas piping and heating system is fully installed.
- **The pressure test is required.** Test pressure measurement: test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read record or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one half (3 1/2"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi.
- Gas valves shall have been installed on all gas outlets.
- Access is required for the inspection of furnace units in attic by means of an approved ladder.

▶ **Wall Tie/ Sheathing** – Call sheathing inspection prior to installing any finish material. Wall tie may be called at time of seconds.

▶ **Final Lot Grading** – Lot will be checked for final grading, all trash and debris must be removed.

▶ **Building Final** – All inspections must be completed before requesting a building final.

Miscellaneous Job Site Requirements

▶ **Litter** – All of the following pertain to litter on the jobsite:

- Provide a litter container of sufficient size on the jobsite at all times.
- Require all sub-contractors to place trash in container each day before leaving the jobsite.
- See that all paper and boxes from building material are not allowed to blow about the jobsite and surrounding area.
- All inspections will be cancelled if trash is blowing or loose on the jobsite. No inspections will be made until all trash has been contained.

▶ **Job Toilets** – All of the following pertain to toilets on the jobsite.

- Provide a portable restroom facility on all jobsites.
- No inspections will be made if a restroom facility is not provided.
- Adjacent sites may share grouped facilities with approval from each general contractor.

▶ **Erosion Control** – All of the following pertain to erosion on the jobsite.

- Erosion control must be installed according to city specifications prior to construction.
- Erosion control must be maintained at all times throughout the project.
- All future inspections will be cancelled at any time erosion control conditions are inadequate.

▶ **Construction Office** – All of the following pertain to construction offices on the jobsite.

- If a portable office building is placed on the jobsite then a separate building permit is required for the building. Electrical and/or plumbing installations must be inspected.