



**Building Inspection Department**

**1625 13<sup>th</sup> Street, Suite 106**

**Lubbock, Texas 79457**

**(806) 775-2087**

**(806) 775-2088**

**<http://buildinsp.ci.lubbock.tx.us/>**

## **Commercial Building Permit Application & Submittal Guidelines**

*(For all projects EXCEPT those involved with one and two family dwellings not exceeding three stories in height)*

*In addition to the permit application form, this brochure contains useful information regarding the minimum requirements for a complete and accurate submittal package necessary for an efficient plan review process that will translate into the shortest possible permit turn-around time. In addition to a complete and accurate submittal package, plan review turn-around time is a function of current work volume. The City of Lubbock endeavors to complete reviews in the minimum time possible, but the average processing time does vary. Please contact the Senior Plans Examiner for current updates on typical processing time as well as the status of your particular application.*

*Thank You.*

***“Partnering to Build the Model Community”***



Office Use Only:  
 Plan Check Type and #: \_\_\_\_\_  
 Review Deposit: \$ \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Payment Method: \_\_\_\_\_

Completeness Check By: \_\_\_\_\_  
 Comments Due NLT: \_\_\_\_\_  
 Review Assigned to: \_\_\_\_\_

Date and Time Received

**Type of Construction:**

(Letters correspond to submittal requirements on table on facing page)

- (A)  New Construction
- (B)  New Construction (Shell Only)
- (C)  Addition to Existing Building
- (D)  Remodel/Alteration
- (E)  Tenant Finish-Out
- (F)  White Box Finish-Out
- (G)  Demolition
- (H)  Other (Specify below)

**Applicant: Please fill in all information. Place "N/A" in blanks that do not apply to your project.**

<b>Project Title:</b>						
<b>Project Address:</b>					<b>Suite #:</b>	
<b>Legal Description:</b>	<b>Subdivision:</b>		<b>Lot:</b>		<b>Block:</b>	
<b>LCAD Property ID No. (Available at www.lubbockcad.org):</b>			<b>R-</b>			

Contact Information			
	NAME	ADDRESS, CITY, ZIP	PHONE #
<b>OWNER:</b>			
<b>CONTRACTOR:</b>			
<b>ENGINEER:</b>			
<b>ARCHITECT:</b>			
<b>PROJECT CONTACT:</b>			
<b>E-Mail Address:</b>		<b>Cell Phone #:</b>	

Summary of scope of work:	
<b>Project Square Footage:</b>	_____ <b>Sq. Ft.</b>
<b>Project Valuation: (All Trades Inclusive)</b>	\$ _____ <b>.00</b>

By my signature I certify that I am the legally authorized agent of the owner for the purposes of obtaining the permit requested and all subsequent communication and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete, and that I have read and understand the information therein, and I further understand that the application for a permit and payment of fees does not guarantee approval of a permit, and that if said permit is issued, it does not constitute permission to violate any provision of the technical codes governing the work, whether identified pursuant to plan review or not.

**Authorized Agent:**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**INTERDEPARTMENTAL REVIEW COMMENTS SECTION (Office Use Only)**

**Planning & Zoning Department**  N/A

Comments:  Platted  Not Platted

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Floodplain Administration:**  N/A

<b>Floodplain</b> Date: _____	<b>Drainage</b> Date: _____	<b>SWP3</b> Date: _____
Approved By: _____	Approved By: _____	Approved By: _____

**Public Works Engineering:**  N/A

**Traffic Engineering:**  N/A

Comments: _____ Date: _____	Comments: _____ Date: _____
Approved By: _____	Approved By: _____

**Water & Wastewater Utilities Engineering**  N/A

<b>Pro Rata</b> Date: _____	<b>Water Engineering</b> Date: _____
Approved By: _____	Approved By: _____

**Fire Marshal**  N/A

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Industrial Waste Monitoring & Pre-Treatment**  N/A

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Backflow**  N/A

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Department**  N/A

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Attention Reviewing Departments:** Your portion of the review of this submittal may or may not run concurrently with others. Since the overall processing time for the permit is limited, time is of the essence. We appreciate your efforts at expediting your comments, but fully understand your normal duties might need to take priority. If your workload will not allow a timely review, please notify the assigned plan examiner in Building Inspection as soon as possible so that adjustments can be made accordingly.

**MINIMUM INFORMATION FOR  
TYPICAL CONSTRUCTION PLANS AND SPECIFICATIONS**  
(Guideline for Typical New Commercial Building- Actual Requirements will vary with scope of work)

**REQUIRED CONSTRUCTION DOCUMENTS: Two (2) full sets of blue-line or black-line construction drawings, fully-dimensioned and drawn to a 1/4" or 1/8" scale on media no smaller than 18" x 24". One set of specifications. Provide all information necessary to describe the entire scope of work. The following information is typical for a new building, though not all-inclusive:**

- **Cover Sheet with Code Study:** Indicating design criteria and code documents, specifically but not limited to building heights & areas (actual vs. allowed), construction type, occupancy classifications and square footage, occupant loads, fire-resistance of elements, structural design loads, provisions for automatic fire suppression and alarm systems, etc. *Aside from the structural design criteria, actual building areas and code documents used for design, the code study information is optional; however, its inclusion will vastly speed processing. A standardized format is being developed for this information in order to expedite processing. Where a building of mixed occupancy classifications is proposed, it will be necessary to identify whether the designer intends to utilize the non-separated use provisions, the separated use provisions, or a combination of the two, as anticipated by Chapter 3 of the International Building Code.*
- **Site Plan:** Showing all property lines, easements, setbacks, existing and proposed building and appurtenance locations, utility lines, service lines, driveway entrances, sidewalks, parking spaces, etc. (See Separate Site Plan Checklist). Review of the site plan by the Site Plan Committee is required as a preliminary step to building permit application for new buildings and significant additions to existing buildings. See a Plan Examiner to be scheduled for the next weekly site plan meeting.
- **Foundation plans:** Dimensioned footing and foundation plans and details including soil bearing capacity information, dimensions, reinforcing information, typical elevations, lowest floor elevation relative to curb height and base flood elevation (where applicable), imbeds, concrete mix, etc.
- **Structural framing plans:** Floor and roof framing plans and structural sections/details necessary to properly inspect the installed work. Depending upon project scope, this might include shop drawings for structural steel, pre-engineered metal buildings, open-web truss layouts, etc.
- **Floor Plans:** Dimensioned, showing the full extent and size of all partitions, walls, doors, windows and other openings. Individual spaces must be identified as to proposed use. Show the location of all fixed equipment, permanent appliances, fixtures and appurtenances, as well as any fixed seating. Identify existing and proposed fire-resistance rated elements.
- **Building Elevations:** Show the extent and location of all windows, doors and other architectural features significant to exterior design. Building Height to be indicated as well as finished floor elevations.
- **Roof Plan:** Showing access and location of equipment and any smoke venting requirements as may be mandated for specific occupancies. Show roof covering classifications.
- **Details and Sections:** Provide as necessary to clearly indicate the scope of work and the sizing, spacing and grades of all structural elements. Provide window, door and hardware schedules. Provide U.L. classification numbers and details of all elements required to have a fire-resistance rating. Provide cross sections of all corridors, shaft enclosures, and exit enclosures.
- **Electrical Plan:** Showing outlets, lighting fixtures, equipment and all devices. Identify home runs, wiring methods, classified (hazardous) locations, and locations of emergency lighting, exit signs, GFCI's, smoke and heat detectors. Indicate service entrance location and size in amps. Provide a load analysis, panel schedule, and an electrical service equipment riser diagram. Show or describe proposed protection methods for cable and conduit penetrations of fire-resistant assemblies.
- **Plumbing Plans:** Schematic floor plans with DWV, water distribution and gas pipe sizes and routing clearly indicated. DWV riser, plumbing fixture schedules, and minimum facility requirements as per the plumbing code. Show or describe proposed protection methods for pipe penetrations of fire-resistant assemblies. Gas venting, combustion air, pressure regulators and shut-offs shall be indicated for gas-fired appliances.
- **Mechanical Plans:** Indicate layout, sizing and classification of ductwork and location of make-up air. Provide mechanical equipment schedules showing all equipment ratings in CFM, BTUH, KW, SEER, etc. Indicate method of automatic fan shutdown, where required. Identify locations and types of dampers when required through fire or smoke rated assemblies.
- **Fire Protection System Plans:** Where applicable indicate the intent to provide a fire suppression and/or fire alarm system on the code study portion of the cover sheet, and indicate the design document (NFPA 13, NFPA 13R, NFPA 72, etc.). *It is also important to the review process that you indicate your intent with regard to the fire suppression system. In other words, is it solely to gain additional height and/or area or egress travel distance, is it an occupancy requirement, is it being used for a structural fire resistance reduction, etc.* This will greatly speed the plan review process. Actual system shop drawings will be reviewed by the Fire Marshal's office once developed. These must be submitted to the FMO at the time of building permit application or as soon as possible thereafter to avoid potential project scheduling issues. There is currently no permit requirement for these systems through the BI office. Contact the FMO for details at (806) 775-2646.

**ENGINEERING AND ARCHITECT'S SEALS AND STAMPS: Where the plans are required by State law to be prepared by a licensed engineer and/or architect (see a Plan Examiner for this determination, or view the graphic on the Department Bulletin Board), all documents must be appropriately sealed. The seal must be signed and dated by the design professional. All plan sets must bear an original seal.**