



COMMERCIAL BUILDING PERMIT APPLICATION

BUILDING INSPECTIONS

RECEIVED DATE _____

PERMIT # _____

New Building

Addition

Alteration

PROJECT NAME _____

PROJECT ADDRESS _____ LOT _____ BLOCK _____ SUBDIVISION _____

SCOPE OF WORK _____

CONSTRUCTION VALUE \$ _____ TDLR PROJECT NUMBER _____ SQUARE FEET UNDER ROOF _____

WATER METER SIZE _____ IRRIGATION METER SIZE _____ CITY SEWER AVAILABLE ____ Yes ____ NO

PERMIT APPLICANT INFORMATION

Organization Name _____ Contact Name _____

Address _____ Phone # _____

City/State/Zip _____ E-Mail: _____

OWNER INFORMATION

Owner Name _____ Contact Name _____

Address _____ Phone # _____

City/State/Zip _____ E-Mail _____

CONTRACTORS

***All contractors must be named, registered, and all fees paid for each trade before a building permit can be issued.**

General Contractor: _____

Mechanical Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

Signature of Permit Applicant _____ Please Print Name _____

Released for Construction _____

Date _____

911 WINSCOTT | P.O. BOX 26569 | BENBROOK, TX 76126 | (817)249-3000
www.benbrook-tx.gov | EMAIL: buildinginspections@benbrook-tx.gov



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SUBMITTAL CHECKLIST

The City has in effect the 2018 International Codes and the 2017 National Electrical Code. Please refer to these documents for preparation of your plans.

Please allow minimum of (15) working days for review.

The 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.

***Submit (3) hard copies and (1) digital copy including the following:**

❑ **BUILDING PLANS**

- Elevations
- Floor plan
- Door, window, and hardware schedule
- Structural plans
- Foundation plan designed by a State of Texas licensed professional engineer
- Construction details: interior and exterior wall sections, interior finish, interior elevations, etc.
- Mechanical, electrical (including riser diagram), and plumbing (including riser diagram) plans
- Fire protection plan for fire-rated walls, ceilings, and floors (if applicable)
- Architect's or engineer's seal and signature as required by state law

❑ **SITE PLAN**

- Dimensioned Site Plan showing all existing proposed and improvements
- Landscape Plan including a plantings schedule, calculations and data tables showing compliance with Chapter 17.98 of the Zoning Ordinance
- Tree Preservation and Mitigation Plan including a tree survey, calculations and data tables showing compliance with Section 16.28.010 of the Benbrook Municipal Code

❑ **CIVIL PLANS**

❑ **ENERGY PLANS**

- COMcheck or equivalent energy code compliance report

❑ **ASBESTOS SURVEY**

- **Required for all renovations/ alterations/ modifications** per Senate Bill 509 requires municipalities to verify that an asbestos survey has been conducted prior to issuing a permit for renovation, alteration, or demolition of a public or commercial building.
- If work to be completed is for a new finish-out, then a letter from the building design professional stating that no asbestos material was used in the construction of the building can be accepted in lieu of an Asbestos Report.