



**COMMERCIAL CHECKLIST
NEW BUILDINGS AND ADDITIONS**

CURRENT CODES	AMENDMENTS (ORDINANCE #)
2015 International Building Code	2015-9746
2015 International Mechanical Code	2015-9748
2015 International Plumbing Code	2015-9749
2015 International Fire Code	Contact Fire Dept: (972) 721-2651
2015 International Fuel Gas Code	2015-9751
2015 International Energy Conservation Code	2015-9750
ICC ANSI A117.1 - 09 (accessibility)	
2014 National Electrical Code	2015-9752
Sign Ordinance	2010-9228
Fence Ordinance	2018-10044
Dumpster Ordinance	2010-9215
Commercial Design Standards	Sec. 52-35c of the Zoning Ordinance
Landscape Ordinance	Sec. 35a of the Zoning Ordinance
161 Overlay District	Sec. 52-64b of the Zoning Ordinance
183 Overlay District	Sec. 52-64d of the Zoning Ordinance

DOCUMENTS/PLANS^{5,6} (Please limit paper size to 30"x42" max.)	Sets of plans/documents required
Civil plans (drainage, utility, grading, dimensional control)	2
Architectural plans ^{1,2}	2
Structural plans ³	2
Engineered foundation plan	2
MEP (HVAC, Electrical, Plbg) ³	2
Landscape Plan (include calculations)	2
Seating Plan (restaurant, church, assembly areas, etc.)	2
Listing numbers from approved testing lab for all rated assemblies and penetration fire stops. ⁴	2
Acoustical consultant certification ⁷	2
Energy Calculations that meet the IECC (see www.energycodes.gov)	2
Asbestos survey (only required for additions)	1
Document showing plans were submitted to TDLR (Tx Dept Licensing and regulations) for a TAS (Tx Accessibility Standards) review	1
Restaurant, Daycare, School, Nursing home, Food sales/prep/processing	See footnote #8
PDF electronic file on CD, thumb drive, or a drop box/FTP site	1

Footnotes:

1. Must include door & window schedule, partition details, finish schedule, details of raised floors or platforms, stairs, ramps, etc. Plans must be to scale.
2. Texas Architect's seal is required for new buildings in excess of 20,000 sq. ft. or over one story in height.
3. Texas Engineer's seal is required for new buildings exceeding 5,000 sq. ft. or one story in height; spans in excess of 24 ft.; and buildings of other than conventional wood framing.

4. Please consolidate this information including assembly drawing details on a separate sheet. (Walls, floor/ceiling, roof/ceiling, wall and floor penetrations for pipes and conduit, structural frame, etc.)
5. Plans identified as "Not for Construction" or "For Permit Only" will not be approved with that (or similar) notation.
6. A separate permit is required for signs, fire sprinkler, fire alarm, irrigation system, construction trailers, drive approaches, pools, special egress control devices, on-site utilities, fire line, fences, retaining walls, etc.
7. Acoustical consultant certification for all residential, schools, hospitals, and nursing homes within the 65-70 or over 70 DNL airport noise zones.
8. Separate submittal for Health plan review is required. Submit one set of kitchen plans along with a Health Plan Review application and the fee for the review.

Submittal Procedures for New Buildings and Additions

Submit:

1. Plans/Documents
2. Application forms, and
3. Plan review fee to the Inspections Department.

Plans will be checked in approximately one week. If the permit cannot be issued, comments will be forwarded to the applicant. Two sets of revisions will be required for Building Inspections. Revisions will be reviewed within one week after submittal. Note that the other departments (Fire, Traffic, Engineering, and Planning Depts) will either contact the applicant or civil engineer directly. Revisions for these departments should also be submitted to Building Inspections.

Early Start Procedures

There are no established "early start or fast track procedures" for the review of building permit construction drawings in the City of Irving. Zoning cases must have final City Council approval prior to the issuance of a building permit. Plats must be approved, signed, and returned to Planning and Zoning to file (or plat may be filed by others) prior to permit issuance. Attempting to obtain a foundation only permit does not save any review time because the majority of the wait for a plan review is due to projects already in line for review. Also, most of the plan review of the entire building must be completed in order to issue any portion of the building permit. However, there are ways to speed the process:

1. Concurrently submitting building permit application and plans while the zoning case and/or plat is being processed.
2. Obtaining a grading permit prior to a building permit (assuming there are no trees on site).
3. Applying for a shell building permit with interior finish plans and permit to follow.

Other Permits that May Be Required:

Grading may commence as soon as the building permit or grading permit, if the building permit has not been issued yet, is approved.

Tree removal permits are required (if there are trees) and can only be issued after the building permit has been issued. On-site utility permits can be obtained prior to the building permit after the plumbing inspector has reviewed the plans and the property is platted. (Fire mains and hydrants are reviewed by the Fire Dept. and are separate permits.)

Separate Permits Required for the Following:

- Job trailer permits. Site plan must be approved by the Fire Department (845 W Irving Blvd) and Water Utilities (333 Valley View Lane) first.
- Driveway approaches. A \$5,000 bond required for the contractor doing the work.
- Electric security door locks. Permits are issued by the Fire Department (972-721-2651)
- Fences
- Signs
- Tree Removal for trees over 6" caliper
- Fire alarm. (Issued by the Fire Dept.)
- Vent-a-hood fire extinguishing system. (Issued by the Fire Dept.)
- Fire hydrants and fire mains (on-site). (Issued by the Fire Dept.)
- Fire sprinkler and standpipes, fire main and hydrants. (Issued by the Fire Dept.)
- Fuel tanks, lines. (Issued by the Fire Dept.)
- Irrigation systems
- On-site utilities (domestic water, storm and sanitary sewers)
- Retaining walls over 30" in height (measured from adjacent grade to the top of the wall)
- Swimming pools
- Dumpster enclosures

OTHER DEPARTMENTS

DEPARTMENT	CONTACT PERSON	PHONE NUMBER
Planning & Zoning	Ken Bloom, Stacy Day, Sheba Ward, Gina Costanza-Grant	(972) 721-2424
Engineering/CIP	Walter Thomas	(972) 721-4677
Fire	James Malone	(972) 721-2758
Traffic	Cody Owen	(972) 721-2794
Multi-family licensing	Lukas Kratochvil	(972) 721-4829
Water Utilities	Ashley Waits	(972) 721-2789
Sanitation		(972) 721-8059
Building Inspections	Jason Russell, Becky Capuchino, Maria Sanchez, Dale Demarest	(972) 721-2371