



## **COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS:** **ALTERATIONS**

To help identify any potential code/ordinance violations prior to the construction process, the following shall be submitted for all commercial alterations and finish-outs.

### **PERMIT APPLICATION**

A completed permit application must be submitted. All information must be included on the application, including legal description, valuation of project, total square footage, owner's address, and phone number, etc.

### **PROJECTS OVER \$50,000 IN VALUE:**

A project number for handicapped accessibility review, from the Texas Department of Licensing & Regulation shall be submitted for projects over \$50,000, in accordance with state law. **Permit applications will not be accepted without this number.**

### **FEES**

A plan review deposit is required at the time of application. This fee is equal to 65% of the building permit fee and is in addition to the building permit fee. The building permit fee is due at the time the permit is issued.

### **REQUIRED PLANS**

All plans must be 100% construction documents drawn to an appropriate scale and fully dimensioned. Plans exceeding ten (10) sheets must be bound and secured with bolts/screws. Staples are not acceptable. Depending on the scope of the work, certain plans listed below may not be applicable, or additional plans may be required.

1. Completed Certificate of Occupancy application
2. Site plan / key plan
3. Floor plan
4. Door schedules
5. Window schedules
6. Hardware schedules
7. Interior finish schedules
8. Construction details
9. Plumbing plans
10. Mechanical plans
11. Electrical plans

12. Electrical riser diagram
13. Project specifications

Three (3) complete sets of plans **minimum 11x17 (single-sided) and printed to scale or plans not to exceed 36 inches in any dimension** are required. Four (4) sets if any food service / preparation is involved. One (1) set of specifications are required.

Typical Building Services plan review turnaround time is 10-15 working days, depending on workload.

Architectural plans must be signed and sealed by a State of Texas Registered Architect if required by State Law. Structural, mechanical, electrical, and plumbing plans must be signed and sealed by a State of Texas Registered Professional Engineer if required by State Law (**typically, if any structural, mechanical, electrical, or plumbing work is to be done in a building over 5000 square feet**). Contact the Building Services Department for applicability.

It is the responsibility of the owner / design professional / contractor to have plans reviewed and the building inspected by a certified energy code inspector in accordance with State Law. Plan review and inspection documentation shall be made available to the Building Services Department

Additional plans, specifications, calculations may be required for unusual circumstances. Contact the Building Services Department for applicability or questions.

Building Services Department  
The City of Grapevine \* P.O. Box 95104 \* Grapevine, Texas 76099  
\* (817) 410-3165 \* (817) 410-3166  
[www.grapevintexas.gov](http://www.grapevintexas.gov)