

COMMERCIAL BUILDING PERMIT CHECK LIST

BUILDING PERMIT REVIEW REQUIREMENTS:

All documents must be submitted digitally in pdf format merged/combined/flattened together, facing the correct direction, and bookmarked as listed at www.mygovernmentonline.org or <http://www.mgoconnect.org> one permit application per building. Applications will be returned if submitted incorrectly. Plan Review is thirty business days from date the complete application is accepted for review.

ELECTRONIC FILE 1:

Merge/combine/flatten the following files together into **one file**, bookmarked and faced the correct direction. Name the file:

Commercial Application and other documents

- Completed New Commercial Building Permit Application – filled out completely for each building and/or suite number if a new suite is being created.
- Texas Accessibility Standards (TAS) registration confirmation (Exempt: Commercial projects less than \$50,000 & all multi-family projects)
- Com Check - Energy Documentation, Compliance with the 2021 IECC, as applicable
- Asbestos Certification

ELECTRONIC FILE 2:

Merge/combine/flatten the following files together into **one file**, bookmarked and faced the correct direction. Name the file:

Building Plan Review to include the following:

- Address of Permit Request on each document
- Cover Sheet w/ construction type, occupancy type, occupancy load calculations, code summary, site plan case number issued by City of Georgetown Planning, and Line Extension case number issued by City of Georgetown Electric Engineering if Georgetown Electric is Electric provider.
- Foundation Plans** with soil analysis indicative of design in accordance with site conditions. All forms of anchors/connectors and all reinforcing are to be shown. All foundation plans must be sealed by a Professional Engineer.
- Roof/Floor Truss** (under seal and signature of a [Registered Architect](#) or [Professional Engineer](#)) and / or a framing plan showing size, layout, spacing and span of framing members. Provide species and grade information on all wood-framing members
- Elevations** with all windows, (temp. glass in hazardous locations) doors, and any other architectural features significant to exterior design. Building height is to be indicated as well as finished floor elevations. Location of attic ventilation is to be shown, if located on exterior wall.
- Floor Plans** with dimensions and indications of all wall types and locations of windows, doors and any opening protective requirements. Individual spaces must be identified. Show the location of all plumbing fixtures and demonstrate compliance with applicable accessibility standards. Include seating and other fixed equipment layout.
- Roof Plan** showing location of equipment and any smoke venting requirements as may be mandated for specific occupancies.
- Sections of walls, floors, and roof structures** sufficient to indicate the scope of work and all structural element sizes and bearings. Provide window, door, and hardware schedules. Provide UL classification numbers if required to be fire rated
- Electrical Plans** showing outlets, fixtures, receptacles, switch legs, and raceways. Hazardous or non-hazardous locations, reflective ceiling plan, emergency lighting, and exit sign locations (signs must be located over doors and at change of direction in the path of travel). Smoke and heat detectors. Service entrance location and size shall be indicated. Load Analysis. GFCI locations per adopted National Electric Code. Provide an electrical service equipment riser diagram.
- Plumbing Plans** schematic floor plans with DWV and water line sizes indicated, riser diagrams, plumbing fixture schedules, and minimum facility requirements. Note the requirement that all floor drains in public and commercial restroom facilities must have trap primers.
- Industrial Waste construction plans** that include grease traps for establishments such as carwashes, restaurants, and bars

Mechanical Plans showing layout, sizing and classification of ductwork and location of makeup air as may be required. Provide mechanical equipment schedules showing all equipment and air handler ratings in CFM, BTUH, KW, etc. Indicate method of automatic fan shutdown, where required. Identify locations and types of dampers when required through fire or smoke rated assemblies.

ELECTRONIC FILE 3: Specifications

ELECTRONIC FILE 4: Copy of Approved Site Plan or Proposed Site Plan with Site Plan Case Number Referenced (a final copy of approved site plan will be required before the building permit will be released)

ELECTRONIC FILE 5: [Water Meter Size Work Sheet](#) with copy of site plan sheet showing size or all water meters signed by civil engineer

ELECTRONIC FILE 6: Proof of Transportation Impact Fees paid or letter from City of Georgetown Transportation Fees are not applicable. Contact <https://transportation.georgetown.org/> or email transportation@georgetown.org for this information

ELECTRONIC FILE 7: Proof Electrical Line Ext has been submitted to City of Georgetown Electric Engineering if City of Georgetown is the electric provider if adding new electric service or upgrading electric service. Contact electricutility@georgetown.org & electricengineering@georgetown.org for more info or how to apply for electrical line extension.

ELECTRONIC FILE 8: Copy of written documentation from City of Georgetown GIS indicating the building project address is approved or an approved address plat/plan. Contact addressing@georgetown.org

Please note: Fire Suppression and/or Fire Alarm Systems shall be submitted under a separate permit application online at www.mgoconnect.org aka mygovernmentonline.org.

Link to Fire Marshal Information/Knox Box Information: <https://fire.georgetown.org/fire-life-safety/>

When is an engineer required? https://pels.texas.gov/eng_req.htm

When is an architect required? <https://indreg.tbae.texas.gov/ListServ/WhenToEngageAnArchitect>

City of Georgetown Planning & Zoning: (512) 930-3575 press 3 or visit: <https://planning.georgetown.org/>

City of Georgetown Utility Engineering: email engineering@georgetown.org or call (512) 930-2572 or (512) 930-6814

City of Georgetown Code of Ordinances: https://library.municode.com/tx/georgetown/codes/code_of_ordinances

City of Georgetown Unified Development Code: <https://udc.georgetown.org/>

City of Georgetown Adopted Building Code: <https://permits.georgetown.org/adopted-building-code/>

City of Georgetown Building Permit Fees: <https://permits.georgetown.org/building-permit-fee-schedule/>

City of Georgetown Interactive Maps: <https://opendata-georgetowntx.opendata.arcgis.com/pages/interactivemaps>

City of Georgetown Impact Fee Ordinance:
https://library.municode.com/TX/Georgetown/codes/code_of_ordinances?nodeId=COOR_TIT13PUUTSE_CH13.32WAWAIMFE

Larger Water Meter questions over 2 inches: Contact: WUMetering@georgetown.org

Where to apply for all building permits: www.mgoconnect.org