

## 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](http://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](mailto: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](mailto:electricutility@georgetown.org) & [electricengineering@georgetown.org](mailto: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](mailto: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](http://www.mgoconnect.org) aka [mygovernmentonline.org](http://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](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](mailto: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](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](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](mailto:WUMetering@georgetown.org)

Where to apply for all building permits: [www.mgoconnect.org](http://www.mgoconnect.org)

**COMMERICAL BUILDING PERMIT APPLICATION**

Project Address:				<input type="checkbox"/> Inside City Limits	
				<input type="checkbox"/> Outside City Limits (ETJ)	
Subdivision:			Current Zoning:		Overlay District:
Approved Site Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved Site Plan or Case#	Date Site Plan Approved:	Site Plan Expiration Date:		
<b>Contact Info</b>					
Owner of Property:		Office Phone:	Cell Phone:		Email:
Mailing Address:		City:		State:	Zip:
Applicant Name:		Office Phone:	Cell Phone:		Email:
Mailing Address:		City:		State:	Zip:
General Contractor:		Office Phone:	Cell Phone:		Email:
Mailing Address:		City:		State:	Zip:
<b>Project Information</b>					
Project/Business Name:			Current Use:	Proposed Use:	
Describe Project					
<input type="checkbox"/> New Construction <input type="checkbox"/> ETJ – New Construction <input type="checkbox"/> New Multi Family <input type="checkbox"/> Addition <input type="checkbox"/> Shell Only <input type="checkbox"/> Tenant Finish Out <input type="checkbox"/> Remodel					
Total Sq ft of Building or Space for Tenant Finish out:	For Remodels: Remodel Sq ft	Additions: Added New Sq ft:	No. of Dwelling Units (for apartments):	Total Number of Buildings:	
# of Floors in Scope of Work	Total # of Building Floors:	Total # of Buildings/ Units:	Hazardous Waste Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Materials: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Valuation (Must Use Fee Schedule to determine)	Type of Construction:	TDLR#	Grease Trap: <input type="checkbox"/> Yes <input type="checkbox"/> No	In Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Fire Sprinklers: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None / <input type="checkbox"/> Existing <input type="checkbox"/> New			Fira Alarm System: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None / <input type="checkbox"/> New <input type="checkbox"/> Existing		
Primary Use Occupancy Type: <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A5 <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> I1 <input type="checkbox"/> I2 <input type="checkbox"/> I3 <input type="checkbox"/> I4 <input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4 <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> U <input type="checkbox"/> H1 <input type="checkbox"/> H2 <input type="checkbox"/> H3 <input type="checkbox"/> H4 <input type="checkbox"/> SHELL ONLY – NON-OCCUPIED           Occupant Load:					
<b>Utility and Transportation Details</b>					
Electrical Provider: <input type="checkbox"/> Oncor <input type="checkbox"/> PEC <input type="checkbox"/> COG	<input type="checkbox"/> Underground or <input type="checkbox"/> Overhead		<input type="checkbox"/> Single Phase or <input type="checkbox"/> Three Phase		<input type="checkbox"/> 0-200 Amps <input type="checkbox"/> 201-400 Amps <input type="checkbox"/> 400 Amp or >
I understand I must contact electric engineering if the City of Georgetown is the electric provider for an electrical line extension <input type="checkbox"/> Yes, I understand.					
Water Provider: <input type="checkbox"/> COG <input type="checkbox"/> Other <input type="checkbox"/> Jonah	Water Meter Size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other:		Irrigation Water Meter Size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other:		Wastewater Provider: <input type="checkbox"/> COG <input type="checkbox"/> Other:
What page number on the approved site plan shows the approved water meter size and irrigation size?					
I understand if the size of the water meter size changes from the approved site plan, then a site plan amendment will be required. <input type="checkbox"/> Yes, I understand					
I understand all transportation impact fees must be paid the City of Georgetown Transportation Division prior to an approved building permit. <input type="checkbox"/> Yes, I understand					
I understand I must contact <a href="mailto:addressing@georgetown.org">addressing@georgetown.org</a> to obtain an approved address plat or obtain an address for this project if no address is confirmed or approved <input type="checkbox"/> I understand					
By my signature below I certify that I am the owner or legally authorized agent of the owner for purposes of obtaining the permit requested and all subsequent communications and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete. I understand that 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. Any false statement related to this application can render the permit void.					
Signature of Contractor or Authorized Agent			Printed Name		Date
Signature of Property Owner			Printed Name		Date



**WATER METER INFORMATION SHEET  
(DETERMINATION OF WATER AND/OR WASTEWATER IMPACT FEES)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_ Recorded Plat Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ Site Development Plan Application # \_\_\_\_\_

Project Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Select Project Type:

Commercial       Multi Family       Government       Other: \_\_\_\_\_

If Commercial:

New Commercial Building       New Commercial Building Shell Only

If Multi Family:

Number of Apartment Buildings \_\_\_\_\_ Number of Apartment Units \_\_\_\_\_

Meter Size per  
Approved Site Plan:

Use of Meter:  
Domestic or Irrigation:

Page # on  
Site Plan

Other/Notes:

**Please include a copy of the approved site development plan sheet showing meters and locations for domestic and irrigation meters.  
For lift stations: please include approved construction plan showing location of lift station with approved meter size.  
For Common Area Water Meters such as irrigation systems, please include approved construction plan showing location of tap or indicate a new tap.**

Name of Civil Engineer on approved site plan:  
Email of Civil Engineer on approved site plan:

**Requested Water Meters must match the approved site plan or a site plan revision will be required before a building permit can be issued.**

**Applicant Name:**

**Applicant Signature:**

Acknowledgment a copy of the site plan page showing meter size and location is attached with this form and does match the same size meters entered on permit application.