

COMMERCIAL CONSTRUCTION PACKET



Available online at
www.celina-tx.gov



COMMERCIAL BUILDING PERMIT SUBMITTAL

Development Services
142 N. Ohio St.
City of Celina, Texas

DEVELOPMENT SERVICES DEPARTMENT:

Development Services

Helen-Eve Liebman, AICP- Director: hliebman@celina-tx.gov
Joel Huff-Interim Building Official: jhuff@celina-tx.gov
Allegra Lawlis-Permit Coordinator: alawlis@celina-tx.gov
142 N Ohio, Celina, Texas 75009

(972) 382-2682
FAX (972) 382-3736

Description of projects for which review is required: New buildings, additions, landscape irrigation systems, tenant finishes, remodeling, grading, parking lots/site improvements, modifications to electrical, plumbing, mechanical and fire protection systems; elevators, changes in the use or occupancy group classification of a building, communications towers, storm improvements, and sanitary sewer improvements for projects on private property. Private improvements which include modification to public facilities, easements and rights-of-way are also reviewed (*i.e., sidewalk, curb, grading, drive approach, sewer connection: construction and/or reconstruction, etc.*)

Applicable Codes, Standards, and Ordinances:

Celina Building Regulations; Chapter 3, Code of Ordinances
The following model codes are adopted as amended by the Celina Building Regulations; Construction:
International Building Code, 2012 Edition
International Mechanical Code, 2012 Edition
International Plumbing Code, 2012 Edition
National Electrical Code, 2011 Edition
International Residential Code, 2012 Edition
International Energy Conservation Code, 2012 Edition
International Fuel Gas Code, 2012 Edition
ICC/ANSI-A117.1 Providing Accessibility and Usability for Physically Handicapped People, 2012 Edition
ASMEA17.1 Safety Code for Elevators and Escalators, 2012 Edition
ASME A17.3 Safety Code for Existing Elevators and Escalators, 2012 Edition
ANSI-A10.4 Safety Requirements for Personnel Hoists, 2012 Edition
Zoning Ordinance, Chapter 160, Code of Ordinances
Structural Standards, Chapter 153, Code of Ordinances
Mobile Home Parks, Chapter 157, Code of Ordinances

Planning Services

Benjamin Rodriguez, City Planner – brodriguez@celina-tx.gov
Brooks Wilson, AICP, Senior Planner- bwilson@celina-tx.gov
142 N Ohio, Celina, Texas 75009

(972) 382-2682
FAX (972) 382-3736

Description of projects for which review is required: New buildings, building additions, tenant finishes involving a change in use, exterior alterations, parking lots, and similar projects in districts within planned development (PD). All projects involving tax increment financing (TIF) are also reviewed by the City Planning & Development Services in coordination with the Economic Development Corporation.

Applicable Codes and Ordinances:

Subdivisions, Chapter 10, Code of Ordinances;
Zoning Ordinance, Chapter 14, Code of Ordinance
Flood Plain Regulations, Article 3.05, Code of Ordinances
“Celina by Choice” 2030 Comprehensive Plan, November, 2009
Park and Recreation Open Space Master Plan, June, 2011



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FIRE DEPARTMENT:

Mark Metdker, Fire Chief mmetdker@celina-tx.gov
1413 S. Preston Celina, Texas 75009

(972) 382-2653
FAX (972) 382-3736

Description of projects for which review is required: New buildings; additions; tenant finishes; remodeling; parking lots/site improvements; modifications to fire protection systems; changes in the use or occupancy group classification of a building.

Applicable Codes, Standards, and Ordinances:

International Fire Code, 2012 Edition

NCTCOG amendments-option b

NFPA 13 Standards for the Installation of Sprinkler Systems, 2012 Edition

NFPA 14 Standards for the Installation of Standpipe Systems, 2012 Edition

NFPA 13R Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2012 Edition

NFPA 72, National Fire Alarm Code, 2012 edition

NFPA 110 Emergency and Standby Power Systems, 2012 edition

Fire Prevention and Protection, Chapter 26, Code of Ordinances

PUBLIC WORKS DEPARTMENT:

Gabe Johnson, Director gjohnson@celina-tx.gov
142 N Ohio, Celina, Texas 75009

(972) 658-2052
FAX (972) 382-3736

Description of projects for which review is required: Grading, storm drain additions or improvements, water and sanitary sewer improvements for projects on private property. Private improvements which include modification to public facilities, easements and rights-of-way are also reviewed (*i.e., sidewalk, streets, curb, grading, drive approach, sewer connection: construction and/or reconstruction, etc.*)

Applicable Codes, Standards, and Ordinances:

Article 3.09, Driveways and Parking Lots, Chapter 3, Code of Ordinances

Article 3.10, Streets and Sidewalks, Chapter 3, Code of Ordinances

Article 6.06, Grease Management Standards, Chapter 6, Code of Ordinances

Article 10.03, Subdivision Ordinance, Division 4, Design Standards, Chapter 10, Code of Ordinances

Article 12.02, Traffic Control Devices, Chapter 12, Code of Ordinances

Article 13.03, Water and Sewers, Chapter 13, Code of Ordinances

Article 13.06, Drainage, Chapter 13, Code of Ordinances

Article 13.07, Drilling and Well Regulations, Chapter 13, Code of Ordinances

Celina Storm Drainage Design Manual, March 2006

NCTCOG Standard Specifications for Public Works Construction (latest edition)

Texas Administrative Code, 30 TAC Chapter 290

Texas Manual on Uniform Traffic Control Devices (latest edition)

Public Works Construction Specifications

Landscape Water Management Regulations Ordinance 2005-19

- Drive approach, public sidewalk, curb and gutter permits.
- Sanitary sewer connection permits.
- Permits for construction of public improvements, except water mains.



COMMERCIAL BUILDING PERMIT SUBMITTAL

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PERMIT NUMBER: _____

New Submittal

Resubmittal

An incomplete application will delay the review process or cause application to be denied.
(Note: The City of Celina, Texas does not regulate or review County, State or Federally owned projects.)

TDLR: _____

Project Name: _____	County: <input type="checkbox"/> Collin <input type="checkbox"/> Denton	
Project Address: _____	Block: _____	Lot: _____

- New Building
 Shell Only
 Finish Out
 Multifamily
 Addition
 Alteration
 Remodel
 Other _____

BUILDING DESCRIPTION

Business Name: _____		Previous Business: _____
Type of Business: _____		<input type="checkbox"/> New <input type="checkbox"/> Existing Tenant
Electric Provider: <input type="checkbox"/> GCEC <input type="checkbox"/> COSERV <input type="checkbox"/> ONCOR/TXU	Gas: <input type="checkbox"/> ATMOS <input type="checkbox"/> COSERV	
Area AC Space: _____	Total Area Under Roof: _____	Total Area: _____
Number of Stories _____	Finished Floor Elev.: _____	No. Dwelling Units: _____
Water Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Meter Size: _____	Sewer Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Sprinkler: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No	RPZ Installation: <input type="checkbox"/> Yes <input type="checkbox"/> No

TOTAL CONSTRUCTION VALUATION \$ _____	(detail construction valuation sheet may be requested)
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PROPERTY OWNER

Owner Name: _____		
Address: _____		Suite #: _____
City: _____	State: _____	Zip: _____
Phone: _____	Ext: _____	Email: _____

CONTRACTOR/APPLICANT NAME

Applicant Name: _____		
Company Name: _____		Position: _____
Address: _____		Suite #: _____
City: _____	State: _____	Zip: _____
Phone: _____	Ext: _____	Email: _____

A permit becomes null and void if construction authorized is not commenced in 180 days, or if construction is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application, along with all supporting documentation and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

A Certificate of Occupancy must be issued before any building is occupied.

Print: _____ **Signature:** _____ **Date:** _____



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CONTRACTOR CERTIFICATION

Any contractor performing work within the City of Celina should have a current Contractor Registration on file prior to the start of any work. The registration form shall be completed by the state responsible license holder.

Project Architect / Landscape Architect:

<u>General Contractor.</u>	
Name:	Email:
	Telephone Number:
<u>Project Engineer.</u>	
Company:	Email:
Name:	State Registration Number:
	Telephone Number:
<u>Mechanical Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Electrical Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Plumbing Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Energy Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Irrigation Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Landscape Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:
<u>Fire Protection Contractor.</u>	
Company:	State Registration Number:
Name:	Telephone Number:

Note: Add/revise disciplines as needed.



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Commercial Check List & Requirements

*****Documents exceeding 8 1/2" x 11" in size must be back-folded correctly before submittal.*****

<u># of</u>	<u>SUBMITTAL REQUIREMENTS</u>	_____
<u>copies</u>		
3	Copies of the Completed Permit Application	_____
1	"CD" (PDF only) that must include the Permit Application, Asbestos Survey (if required), Building Plan, Energy Report, Engineered Foundation Plan (stamped), Engineer Soil Report, Landscape Plan, Site/Plot Plans, TDLR Documents.	_____
2	Full Size Sets of Building Plans (2012 IBC)	_____
3	Sets of 11"x17" Building Plans (2012 IBC)	_____
2	Sets of TDLR Documents (projects over \$50,000)	_____
2	Sets of the Energy Report (2012 IECC) (Inspections are third party)	_____
3	Copies of Stamped Engineered Foundation Details (2012 IBC)	_____
	Asbestos Letter (if required) (Senate Bill 509)	_____
	A set of Landscape Plan with plans (Code of Ordinances - Sec. 14.05.084)	_____

Incomplete submittals with not be accepted.

- All building plans must be prepared by a design professional, with structural details, foundation, mechanical, electrical and plumbing plans, photometric survey (if applicable), elevations with exterior coverings, site drainage, exposure, occupancy details, type of construction, use classification, etc., locations of meters and interceptors.
- Site /plot plans are required.
- Fire sprinklers, fences, irrigation systems, and signs are separate permits.
- Sub-Contractors must be registered and listed on permit before work begins.
- All pages of the plans must be bound together.

Prior to building plans submittal, please contact our Planning, Fire and Public Works

Departments for individual pre- submittal requirements. (info. on pages 2&3)



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ASBESTOS-RELATED STATEMENTS

PROJECT:

(Name and Location)

1) ASBESTOS SURVEY

In accordance with the Texas Asbestos Health Protection Rules (TAHPR), the National Emission Standards for Hazardous Air Pollutants (NESHAP), and Asbestos Hazard Emergency Response Act (AHERA), as applicable, I hereby certify that an asbestos survey for the area(s) planned to be renovated and/or demolished:

Has been done () (Date of survey: _____ TDH Inspector License No.: _____)

Shall follow () (Senate Bill 509 states that a permit may not be issued without copy of Asbestos Survey or Architect/Engineer's certification stating that the project does not contain asbestos.)

I understand that it is my responsibility to have this asbestos survey conducted prior to a permit's being issued by _____ and to notify the Texas Department of Health (TDH) not later than 10 working days, as required, before starting any demolition project, regardless of whether the site contains asbestos or not.

Name (please print): _____ Phone: _____
(Owner, Owner's Agency, or Authorized Representative)

Signature: _____ Date: _____

AND/OR

2) ARCHITECT/ENGINEER CERTIFICATION

A) () Having reviewed the Material Safety Data Sheets (MSDSs) for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with the Texas Asbestos Health Protection Act; and,

B) () In accordance with the Senate Bill 509 regulations, to the best of my knowledge, information, and belief, I certify that all parts of the buildings affected by the alteration, renovation, and demolition and/or all the materials planned for the new construction do not contain asbestos. And,

C) () The above-referenced project is designed, specified, and intended to be constructed using asbestos-free materials in accordance with the Texas Asbestos Health Protection Act. It shall be the responsibility of the undersigned to procure and verify that all the MSDSs are conforming to the House Bill 1927 regulations and to transmit approved copy to the Building and Inspection Services Division. It is also stipulated that the contractor shall provide the Building Official, upon project completion, with final documentation stating that no prohibited asbestos-containing materials have been installed in the Project.

Architect/Engineer Signature: _____ Date and Seal:

Name (please print): _____

Company: _____

Address: _____

Phone: _____



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STORM WATER POLLUTION PREVENTION AND CONSTRUCTION SITE WASTE CONSENT FORM FOR CONTRACTORS / BUILDERS / DEVELOPERS

Project: _____ Responsible Party: _____

Pollution prevention from a construction site is not only about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area will eventually make it into the storm water system. Siltation and the contribution of other pollutants from construction sites can cause physical, chemical and biological harm to our nation's waters.

ILLICIT DISCHARGE: Any discharge from a site that is not entirely composed of storm water is known as an illicit discharge.

Please identify that you have read and understand the following construction waste guidelines by initialing each item below.

- During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The City of Celina requires that erosion control measures be placed and maintained regularly at all construction sites.
- If a construction site disturbs more than one (1) acre of land, it must be covered by the State's TPDES Permit TXR150000 that regulates storm water discharges to state waters.
- All building construction debris must be gathered up and removed by the end of each day of construction or just before any projected rain event. This includes, but is not limited to excavation material, vegetation, bricks, concrete, timber, metals, glass, tiles, paper and food waste.
- Waste, construction materials and pollutant materials must be kept in the proper City approved containers at designated waste storage areas throughout construction activities.
- Weeds, grass, shrubs or brush shall not be deposited in any area that will allow drainage to the storm sewer system or waters of the State.
- Any potential storm sewer pollutant (pesticides, grease, petroleum products, paints, toxic chemicals, etc.) must be stored in the upright position and on racks/stands during construction.
- Access shall be provided at all times during construction or demolition for waste collection vehicles.
- All of the following are indications that storm water leaving a construction site contains an illicit discharge.

The contractor must keep a constant check that any water leaving a construction site is free of these indicators:

Unusual Color or Cloudiness	Strong Musty or Pungent Odor	Floating Debris
Surface Scum or Foam	Oil Sheen	Algae

- If the site contains construction trash, does not maintain its erosion control measures, is releasing illicit discharges or is not in compliance with any portion of the City of Celina Code of Ordinance it can be issued a Notice of Violation.

My signature below indicates that I have read and understand the above information.

Print Name: _____

Date: _____

Signature: _____



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COMMERCIAL ENERGY INSPECTION FORM

Date: _____

Project Address: _____

Lot: _____ Block: _____ Subdivision: _____

To the Chief Building Official:

I have inspected the aforementioned project and hereby declare that the work is in compliance with the 2012 International Energy Conservation Code, and the City of Celina Ordinances and local amendments to tis code.

TYPE OF INSPECTION(S)

Certified Energy Inspector (Print Name)

Certified Energy Inspector (Signature)

ICC Certification Number

Phone Number



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CONSTRUCTION SITE STANDARDS FOR CITY OF CELINA BUILDERS

These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all **residential** and **commercial** building sites within the city.

Due to variances in site elevations and grade, some sites may have modified standards in order to meet the requirements.

STANDARDS

PORTA-LET: All residential sites are required to have one porta-let per lot; with the exception that if a builder is building on side-by-side lots one porta-let may serve the two lots. On commercial sites, one (1) port-let shall be provided for every ten (10) persons on the site. All porta-lets must be maintained in sanitary condition and must be removed from the jobsite prior to issuance of the CO.

TRASH BIN: Trash bins are required on all construction sites. On residential lots, the minimum requirements are three-sided OSB or plywood bins. Industrial refuse containers are permitted, but cannot be located in street or curb areas. Welded wire or fabric material trash bins are not acceptable. The garage may be used for storage of excess materials and refuse until final inspection, in which case it must be emptied and clean. No excess building material or debris will be allowed on the lot. On commercial sites, an industrial refuse container is required for the duration of the project.

DEBRIS FENCE BARRIERS: All lots and sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots, a debris fence is required when an occupied residence is within one (1) lot of the project. For all sites, debris fence may be removed when the project is ready for final inspection.

EROSION CONTROL SYSTEMS: All residential lots must maintain properly installed silt fence, lot erosion material, and storm drain inlet protection for the duration of land disturbing activities, i.e. grading, excavating, and primary construction, etc. Silt fences and lot erosion materials may be moved out of the way for excavation and other activities such as final grade, but must be replaced until sod or other approved soil stabilization devices are in place. Vegetation must be located on both the front and back of the lot in order to remove the erosion controls and obtain a CO. On commercial sites, systems must be maintained as per city approved erosion control plans submitted with the project package.

ADDRESS AND SIGN: All lots must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on the curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their sign.

STREETS: All streets must be kept clean and free of debris at all times for the duration of the project. Streets must remain clean, and unobstructed for the safe passage of pedestrians and emergency vehicles. No exceptions shall be granted.



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COMMERCIAL PROJECT CALCULATION

These fees to be assessed:

- Building Permit Fee
- Mechanical Fee
- Plumbing Fee
- Electric Fee
- 15% Plan Review Fee (this fee is in addition to the permit fee)

Building Permit: \$6.25 per \$1,000 total valuation of work. Minimum \$75.00

Calculate the Building Permit fee by multiplying the total valuation of work (x) .00625

Mechanical, Electrical and Plumbing Fees: These fees are calculated by the square footage of building floor area; each trade requires a separate fee and is added to the building permit fee.

1 - 3,000 sq. ft.	\$75.00
3001 – 10,000 sq. ft.	\$95.00
10,001 – 100,000 sq. ft.	\$115.00
Over 100,000 sq. ft.	\$135.00

TAP & IMPACT FEES

These fees are calculated after the plan submittal and are based off of several factors. Contact Building Permits & Inspection Dept. for more information at (972)382-2682.

ROADWAY IMPACT FEE

These fees are calculated after the plan submittal and are based off of several factors Contact Building Permits & Inspection Dept. for more information.

OTHER FEES

- Energy fee \$100
- Building Activity Fee per waste water connection \$500
- Commercial Certificate of Occupancy application \$100
- Health and Fire related fees, visit www.celina-tx.gov MUNICIPAL CODE and Fee Schedule.