

COMMERCIAL CONSTRUCTION PACKET



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GENERAL INFORMATION

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Celina, TX 75009
(972) 382-2111

www.celina-tx.gov (packet available online)
Email: permits@celina-tx.gov

Contacts by Department

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PERMITTING PROCESS

Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such permits will fall into one of two categories: residential (including add-on construction) or non-residential. In each case, the process will include the review and approval of construction plans, the payment of permit fees, the issuance of a building permit, scheduled inspections of the work in progress, and approval at its completion. Throughout the building permit process, the Permitting Division will be the primary point of contact. Note that the City is currently enforcing the 2018 I-Codes, 2018 IECC and 2017 NEC as well as the adopted NCTCOG amendments.

Non-residential plan review will be completed within ten (10) working days of your submission, provided that the plans are complete, and no technical problems are identified. Non-residential plans may be reviewed by several departments, each possessing a specific area of responsibility. This technical plan review group includes Building, Engineering, Fire, Health, and Planning. Further plan review and compliance inspections by these various departments will be monitored and scheduled by the Permitting Division.

After plan review comments are made available by the City, approximately 10 working days from plan submittal, the applicant must provide the missing information or correct the items indicated within 180 days from the date comments were first made available. It is the applicant's responsibility to review the plan comments distributed by the City. The City must then grant or deny the permit once revised plans are in compliance with all applicable rules and regulations and after all the missing and/or corrected information is received.

Once all final inspections and approval have been attained from the city, the owner or tenant is ready to make application for his Certificate of Occupancy. A Certificate of Occupancy for each use, change of use, or change in tenant must be obtained from the Building Division prior to the occupancy of the new structure.

In both cases, construction must begin within 180 days of the issuance of a building permit, and at least one inspection must occur for each 180 days, or the work will be considered abandoned.

APPLICABLE REGULATIONS BY DEPARTMENT

DEVELOPMENT SERVICES DEPARTMENT

BUILDING DIVISION

Description of projects for which a Building Review is required:

New buildings, additions, landscape irrigation systems, tenant finish-outs, remodels, exterior building work, grading, parking lots/site improvements, modifications to electrical, plumbing, mechanical and fire protection systems, elevators, changes in use or occupancy, communication towers, storm improvements, and sanitary sewer improvements for projects on private property. Private improvements which include modification to public facilities, easements and rights-of-ways are also reviewed (*e.g., sidewalk, curb, grading, drive approach, new or reconstructed sewer connection, etc.*)

Applicable Codes, Standards, and Ordinances:

Celina Code of Ordinances, Chapter 3: The following model codes are adopted as amended.

International Building Code, 2018 Edition

International Residential Code, 2018 Edition & 2018 IRC Energy

International Mechanical Code, 2018 Edition

International Plumbing Code, 2018 Edition

National Electrical Code, 2017 Edition

International Energy Conservation Code, 2018 Edition

International Fuel Gas Code, 2018 Edition

ICC/ANSI-A117.1 Providing Accessibility and Usability for Physically Handicapped People

TAS 2012 Edition

ASME A17.1 Safety Code for Elevators and Escalators

ASME A17.3 Safety Code for Existing Elevators and Escalators

ANSI-A10.4 Safety Requirements for Personnel Hoists

Zoning Ordinance, Chapter 160, Code of Ordinances

Structural Standards, Chapter 153, Code of Ordinances

Mobile Home Parks, Chapter 157, Code of Ordinances

PLANNING DIVISION

Description of projects for which a Planning Review is required:

Zoning, subdivision of land, new buildings, building additions, tenant finishes involving a change in use, exterior alterations, parking lots, and similar projects in districts within planned development (PD).

Applicable Codes, Standards, and Ordinances:

Celina Code of Ordinances, Chapter 10, Subdivision Regulation

Celina Code of Ordinances, Chapter 14, Zoning

All Long Range Plans

CODE ENFORCEMENT/HEALTH DIVISION

Description of projects for which a Code/Health Review is required: New food establishment, addition to food establishment, tenant finish-outs or remodel of food establishment, new public pool or spa.

Applicable Codes, Standards, and Ordinances:

Texas Administrative Code Title 225, Texas Food Establishment Rules (TFER) Chapter 228

International Swimming Pool and Spa Code, 2018 Edition

FIRE DEPARTMENT

Description of projects for which a Fire 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, 2018 Edition

NCTCOG, Amendments - option b

NFPA 13, Standards for the Installation of Sprinkler Systems

NFPA 14, Standards for the Installation of Standpipe Systems

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

NFPA 72, National Fire Alarm Code

NFPA 110, Emergency and Standby Power Systems

Celina Code of Ordinances, Chapter 26, Fire Prevention and Protection

ENGINEERING DEPARTMENT

Description of projects for which an Engineering Review is required: Grading, flatwork, 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 (*e.g., sidewalk, streets, curb, grading, drive approach, sewer connection: construction and/or reconstruction, etc.*)

Applicable Codes, Standards, and Ordinances:

Engineering Design Standards

Celina Code of Ordinances:

Chapter 3, Article 3.09, Driveways and Parking Lots

Chapter 3, Article 3.10, Streets and Sidewalks

Chapter 6, Article 6.06, Grease Management Standards

Chapter 10, Article 10.03, Subdivision Ordinance

Chapter 10, Article 10.04, Engineering Design Standards

Chapter 12, Article 12.02, Traffic Control Devices

Chapter 13, Article 13.03, Water and Sewers

Chapter 13, Article 13.06, Drainage

Chapter 13, Article 13.07, Drilling and Well Regulations

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

SUBMITTAL PROCESS

1. Prior to application for a building permit, the associated Site Plan must be approved by the Planning Division. Additional permits, such as a Tree Removal Permit and a Plat, may also be required.
2. Prior to Building Permit Application the following must be completed:
 - a. The general, mechanical, electrical, plumbing, and irrigation contractors and backflow tester must register with the City of Celina. Documentation needed for license holders:
 1. Copy of Master License.
 2. Copy Driver's License.
 3. Copy of Liability Insurance.
 4. Applicable fees
3. Complete the Application for Building Permit online or in the Building Inspections office. The civil construction plans and building permit are separated into two (2) distinct application processes. Any associated plats will also be a separate application.

****Note:** All documentation submitted to the City shall be in PDF format and complete, without blank spaces, and in compliance with the adopted Celina Code of Ordinances. All required documents, fees, and attachments shall be submitted as described, to be considered complete for processing. **Incomplete applications will be denied.**

4. The Civil Construction Plan submittal in PDF format should include a grading plan, erosion control plan, utility plan, paving plan, impervious surface area exhibit, irrigation plan, and the site plan and landscape plan approved by Planning & Zoning during the Site Plan process.
5. The Building Permit submittal in PDF format should include mechanical, electrical, plumbing, structural, architectural, life safety plan, photometric plan, the site plan and color architectural elevations approved by Planning & Zoning during the Site Plan process, in addition to:
 - a. Code summary sheet to include the following; design codes, occupancy type, construction type, occupant load per floor, specific areas and total of building, square footage of building per floor and total, exit width, exit separation distance, travel distance, fire resistance rated construction if applicable and common path of travel distance if applicable.
 - b. Third party Building Envelope, Exterior and Interior Lighting and Mechanical Energy Analysis (Com-check).
 - c. Asbestos check form. (remodel only)
 - d. TDLR proof of application or documentation of exemption if Project over \$50,000.
6. Pay fees
 - a. Application fee.
 - b. Plan review fee.
 - c. Permit fee is paid when the building permit is approved.
 - d. Impact fees, if applicable, are paid when the civil construction plans are approved.
7. Review Process
 - a. Includes concurrent reviews by Building, Engineering, Fire, Health, and Planning.
 - b. Comments for all department reviews will be entered online in approximately ten (10) business days. When the reviews are completed they must be reviewed on line and corrections submitted within 180 days.
8. Prior to Building Permit issuance the following must occur
 - a. Impact fees for Water, Wastewater and Thoroughfare paid in full.
 - b. Permit fees paid in full including building, mechanical, electrical and plumbing fees.
 - c. All other applicable associated fees.
9. Construction must begin within 180 days of permit issuance or permit becomes null and void and an extension must be requested in writing from the applicant to the Building Official.
10. At least one inspection must occur for each 180 days, or the work will be considered abandoned.

NON-RESIDENTIAL SUBMITTAL

Miscellaneous

1. Proposed occupancy
2. RF engineering plan or study
3. Site Plan as approved by Planning
4. Photometric Plan
5. Architectural Elevations

Floor Plan:

For a new structure, a complete floor plan is necessary. When an addition is made to an existing building, plans must show:

1. Floor plan of addition and existing.
2. Location of exits in both the proposed addition and the existing building.
3. Numbers of square feet in existing building that are devoted to various uses (size of office area, size of sales area, size of storage area, etc.)

Construction Details:

1. Structural, foundation, electrical, mechanical, and plumbing plans bearing the seal of an engineer will be required on buildings where required by the State of Texas Engineering Act.

Electrical Plans, to include:

1. Current load
2. Voltage requested
3. Riser diagram
4. Lighting and Power plan (lighting plan to include occupancy sensor, emergency light and exit sign locations)
5. Electrical load calculations on larger or more complicated projects
6. Short circuit calculations on plans
7. Sealing by an engineer when required by the State of Texas Engineering Act
8. Other information as requested by Building Official, City Engineer

Plumbing Plan, and Water and Sewer Plans, to Include:

1. Size and location of proposed new water and sewer lines and water meters
2. Location of new taps into mains
3. Location of existing and proposed fire hydrants
4. Plumbing layout and riser diagrams
5. Sealing by an engineer when required by the State of Texas Engineering Act
6. Other information as requested by Building Official

Mechanical Plans must show:

1. Duct systems
2. Component and equipment location
3. Equipment Detail Information
4. Sealing by an engineer when required by the State of Texas Engineering Act

PROCESS/ACTIVITY DETAIL

Manufacturing (non-food) and related industries

1. A complete description of ALL proposed on-site activities and processes.
2. Provide a list of all chemical raw materials which will be stored and/or used on-site. List each chemical by name and maximum anticipated quantity.

Example:

RAW MATERIAL	CONTAINER SIZE	QUANTITY
Paint Thinner	Drum	55 Gallons
Toluene	1 Gallon Bottle	5 gallons
Soda Ash	50 Pound Bag	400 Pounds

3. Generally, describe location where each raw material is stored and used.
4. Describe any spill prevention measures planned for this facility (e.g. concrete dikes, spill pans, clay lagoons, etc.).
5. Describe any special ventilation systems in the facility other than normal heating and air conditioning (e.g. local exhaust systems, fabric dust collectors, spray booths, etc.) if available, provide the air volume of the system in cubic feet/mm (CFM).
6. If wastewater, other than rest room waste, is generated from processes within the facility, provide detailed information on industrial wastewater quality (e.g. wastewater from similar operation in another City contained: BOD .320 mg/l, TSS .520 mg/1, pH 6.3-9.8.).
7. Provide information on any equipment which produces significant noise levels at proposed.
8. Provide information on any proposed underground storage tanks (e.g. gasoline tanks, diesel tanks, waste oil, etc.).

Food Service, Food Storage, or Food Processing Establishments

1. Describe the nature of the food activities at this location (e.g. preparation and service of meals, processing of flour tortillas, storage of refrigerated meat products, etc.).
2. Provide floor plans showing all rooms in facility include location of various types of equipment.
3. Provide room finish schedule showing floor, wall, and ceiling finished on all rooms.
4. Provide a plumbing riser diagram, including location and size of any grease interceptors or traps.
5. Provide description of vent hoods and related ventilation and exhaust equipment.
6. Describe location of and fixtures installed in all toilets.
7. Provide an equipment schedule or list.

NEW COMMERCIAL BUILDING OR TENANT IMPROVEMENT

1. Must have a current building permit before beginning construction. No inspections will be conducted without a permit.
2. T-pole inspection (if applicable).
3. Plumbing rough-in. (submit form board survey at this time).
4. Pre-Pour Inspection (verify DWV piping is protected and sleeved as required by code).
5. Foundation (Inspection performed by Design Engineer and Inspection Report Required).
6. Framing:
 - a. HVAC rough.
 - b. Plumbing top out Electrical rough.
 - c. Electrical above ceiling.
7. Flat work (By Engineering Inspector).
8. Meter release.
9. Fire Department Approval.
10. Health Inspection.
11. Engineering and Public Works approval (when required).
12. Planning Final Inspection (landscaping, etc.).
13. Irrigation and/or Fence final inspection.
14. Building final - Certificate of Occupancy (CO).
15. Issue Certificate of Occupancy.

CERTIFICATE OF OCCUPANCY OVERVIEW

A Certificate of Occupancy (CO) is a document or permit that ensures that a business complies with zoning or land use ordinances as well as the structural and fire-life-safety codes of the City; thereby assuring the applicant that his/her business structure is ready for occupancy. This document is required of all tenants in both existing structures and newly constructed buildings and is obtained through the Building/Permitting Division.

The CO should not be confused with the Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business. Temporary COs may be considered on an individual project basis and requires payment of additional fees.

Each time there is a tenant change, change of occupancy type, change of ownership, or a major change in occupancy's characteristics, a new CO must be obtained.

The CO must be prominently displayed at the place of business since the Fire Department will periodically inspect the site for compliance with the codes for proper use as stated on the Certificate. At the same time, the Fire Department check to ensure that required exits are not blocked, that fire extinguishers are operational, and that similar safety requirements are being met.

There are four departments that may be involved in the CO process. The Building Inspections division will in all cases provide plan review and inspection services. The Health Services division will become involved when CO applications entail food service or processing or where toxic or hazardous materials are involved. The Fire Department will be involved in plan review for occupancies utilizing hazardous processes or materials; however, in all cases, a fire code compliance inspection will occur after the issuance of the CO, one to two weeks after the building has become occupied. The Planning division ensures all applicable zoning restrictions are followed. Health, if applicable, may be a fifth division involved.

New construction requires that all final construction approvals be granted prior to the submissions of an application for a CO. When a change in the tenant or change in the occupancy of an existing structure occurs, the Building Inspections division and Fire Marshall approval is necessary unless the type of occupancy change happens to involve the Health Department under the aforementioned conditions.

CONSTRUCTION GUIDELINES FOR COMMERCIAL BUILDINGS

1. The Building Permit and Job Address are to be posted in a manner so as to be visible from the street. Building Permit is to be placed in a plastic bag to prevent weather damage. The Job Address shall be a minimum of six (6) inches in height and a contrasting color the background.
2. Inspections requested before 3:30 p.m. will be performed the same day through the Permitting division or login into MyGov through the internet. Inspections requested after 3:30 p.m. will be performed the next business day.
3. Project site must have a culvert and driveway entrance (rock or concrete) before commencing work. Concrete prior to final or CO.
4. Erosion control, wind fence, portable toilets, and trash bin to be on site throughout construction.
5. Construction sites must be kept clean and free of mud and debris at all times. All streets must be maintained and kept clean of all debris, mud, and building materials.
6. International codes (2018), 2018 IECC and NEC 2017 will be enforced.
7. Approved plans are subject to field changes by Building Inspectors and City Staff.
8. No driveway approach will be approved to pour unless the driveway has been poured prior. Do not schedule your flat work inspection until such time or it will be turned down and a re-inspection fee will be assessed.

COMMERCIAL PLUMBING REQUIREMENTS

1. Air test of water lines not authorized unless inclement weather and approval by Building Official.
2. Outside faucets will be frost proof and back flow device installed.
3. All irrigation systems will require a back-flow device.
4. Grease interceptor if required.
5. Expansion Tanks required at all water heaters.
6. Mechanical caps on all clean outs.
7. All cement joints will have purple primer.
8. No flat venting.
9. Five feet (5') head pressure is required on rough inspection.
10. All drain lines will be strapped every three feet (3').
11. All sewer lines will be inspected all the way to septic tank or main.
12. Upper and lower combustible air on all gas water heaters and heaters.
13. All exhaust vents will be vented outside.
14. All plumbing must comply with 2018 I.P.C. and the City of Celina Code of Ordinances.
15. Backflow prevention required on all individual tenants per 2018 International Plumbing Code and Texas State Law.

COMMERCIAL MECHANICAL CHECKLIST

1. City of Celina has adopted the International Mechanical Code 2018 edition.
2. Sealed Engineer drawings of all A/C work if required by State of Texas Engineer Act
3. Inspections Required:
 - a. Duct seal for rigid duct work
 - b. Rough ducts installation
 - c. A/C drain lines
 - d. Smoke Detectors if required
 - e. Equipment installation and location
 - f. Clearances for equipment
 - g. Accessibility
 - h. Type I or II Hoods may be required
 - i. Final Inspection

COMMERCIAL ELECTRICAL INSPECTIONS

Temporary Pole:

1. Height: 6' maximum meter base.
2. Aluminum wire is NOT permitted.
3. Bracing.
4. Grounding.
5. Plugs and Breakers- GFCI.

Electrical Rough:

1. Ground size
2. Wire secured at boxes.
3. Grounding of panel.
4. Outside lights.

5. Sleeve all wiring through brick.
6. Wire in return air (not permitted unless in conduit).
7. Equipment ground required on recessed light cans.
8. 200 AMP panel requires #4 ground wire to cold water if applicable and building steel.
9. Light over central heat unit and an accessible light switch to attic.
10. Minimum #12 copper conductor.
11. Aluminum conductor not permitted.
12. All grounds and neutrals must be made up in panel for rough-in.
13. Plug for all A/C and heating equipment within 25'.

Electrical Meter Release:

1. Panel for breaker size.
2. Disconnect for A/C unit.
3. Conduit between disconnect and AC unit. (Liquid tight, EMT, rigid).
4. Connections made on meter base (aluminum conductor is not permitted).
5. Install plugs, switches and light fixtures.
6. Chain hung fixtures must have equipment ground.
7. All junctions shall have a cover.

****All electrical work performed in the City of Celina must comply with 2017 NEC.**

MISCELLANEOUS PROCESSES

The following permit programs are administered by the Development Services Department. The Permitting Division will be your central point of contact for application, plan submission, and information. Applications for permit are to be submitted online or at City Hall. Plan review comments are to be reviewed by applicant and addressed within 180 days or the permit application shall expire. Each of the programs listed will be accompanied by a description of when such permit should be obtained and reference to the schedule which will provide a listing of the permit costs.

Swimming Pool Hot Tub & Spa Building Permit

A permit is required for the construction of any artificial containment for a body of water having a depth of two or more feet for the purpose of recreational bathing. Pool shall be in compliance ADA requirements. The applicant will be required to provide a safety fence for the pool, spa, or hot tub, which will require a separate fence permit. Permit fee is listed under the fees schedule.

Sign Permit

A permit is required prior to the erection, relocation, alteration, or removal of a sign. A permit is not required for certain temporary construction signs and political signs. In each case it is recommended that you consult Permitting (972-382-2111) to determine the permit and construction requirements for your proposed sign.

Driveway & Sidewalk Permit

Construction, reconstruction, maintenance, alteration, repair, removal or replacement of any curb, gutter, driveway or other concrete work on public or private property requires the issuance of a permit prior to commencement work.

Structure Moving Permit

A permit must be obtained prior to moving a structure from one parcel to another within the City. Further, a building permit will be required in addition to the structure moving permit if the structure is to be located within the City.

In Ground Fuel Tank Permit

Installation, removal, replacement or repair of in ground storage tanks requires a permit prior to commencement of work.

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 being issued, and to notify the Texas Department of Health (TDH) not later than 10 working days, as required, before starting demolition project, regardless of whether the site contains asbestos or not.

Name (please print): _____

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

Signature: _____

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.

Company: _____

Address: _____

Name (please print): _____ Phone: _____

Signature: _____

Date and Seal: _____

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 just about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area, will make its way into the storm water system. Siltation and 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 initial each item below, indicating you have read and understand these guidelines.

____ 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, which regulates storm water discharges into 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 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.

____ Waste Collection Vehicle access shall be provided at all times during construction or demolition.

____ The contractor must ensure that any water leaving a construction site is free of the following illicit discharge indicators: Unusual color/cloudiness, unusual odors, surface scum/foam, oil sheen, floating debris, or algae.

If the site contains construction trash, does not maintain erosion control measures, releases illicit discharge, or violates any portion of the City of Celina Code of Ordinances, a Notice of Violation may be issued.

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

Name (please print): _____ Date: _____

Signature: _____

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. 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* requirement is a three-sided OSB or plywood bin. 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. For 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 material and debris to the project site. For residential lots, a debris fence is required when an occupied residence is within one (1) lot of the project. For all sites, the debris fence may be removed when the project is ready for final inspection.

EROSION CONTROL SYSTEMS: All residential lots must maintain a properly installed silt fence, lot erosion material, and storm drain inlet protection, for the duration of land disturbing activities, e.g.; 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.**

WORK HOURS: When working in or near residential neighborhoods, equipment operation is not allowed between the hours of 10:00 p.m. through 7:00 a.m.

COMMERCIAL PROJECT CALCULATION

These fees to be assessed:

See Master Fee Schedule for more Information

- Building Permit Fee
- Mechanical Building Permit Fee
- Plumbing Building Permit Fee
- Electrical Building Permit Fee
- Plan Review Fee (this fee is prior and in addition to the permit fees)

TAP & IMPACT FEES: These fees are calculated after the plan submittal and are based off of several factors. Contact Permitting for more information.

ROADWAY IMPACT FEES: These fees are calculated after the plan submittal and are based off of several factors. Contact Permitting for more information.

****OTHER FEES MAY APPLY**