



# CITY OF FULSHEAR

P O Box 279 / 29255 FM 1093 #12C

Fulshear, Texas 77441

Phone: 281.346.8860 ~ Fax: 281.346.8237

[www.fulsheartexas.gov](http://www.fulsheartexas.gov)

## COMMERCIAL BUILDING PERMIT REQUIREMENTS

- I.  All information on application completed
- Water/Sewer application with all information completed (if applicable)
- Plan Review Fee is Collected at time of submittal
- Water/Sewer Fee
  
- II.  Drawings and Data (Two Copies) *Preferred Size Requirement: 24 x 36*
- Site plans showing all property lines, existing and proposed structures, and drive approach. Drawings must be drawn to scale and show a north arrow.
- 1 additional Civil plan set
  
- Engineered drawings if over 5,000 square feet; wet seal with floor plans, elevations, framing plan, material information identifying all construction material. Drawings must be drawn to scale.
- Foundation details with reinforcing schedule with a State of Texas registered Engineer's seal.
- Pumping riser diagrams
- Electrical wiring diagrams and load calculations.
- Energy code Report (Energy Star or ResCheck) with property address and plan number, signed by architect, engineer, energy star provider or IECC certified plans examiner
- Windstorm design details that meet 130mph wind speed
  
- III.  Pre-Construction Meeting can be requested after Permit has been approved
- Provide USB Thumb drive or CD of Approved Plans (Submitted at Permit issuance)
  
- IV.  Fort Bend County Fire Marshall Letter



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## Commercial Building Permit Application

Project Address: \_\_\_\_\_ Application #: \_\_\_\_\_ - \_\_\_\_\_

Project Name: \_\_\_\_\_ Approved Plat:  Yes  No Zoning District: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Lot : \_\_\_\_\_ Block: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Occupancy Type:  Commercial **Circle Appropriate Group** A-( ), B , E, F-( ), H-( ), I-( ), M, R-( ), S-( ), U  
 Industrial 1-5 1-2 1-5 1-4 1,2 & 4 1-2

Class of Work:  New  Remodel  Demolition  Build-out **Square footage of Improvements:** \_\_\_\_\_

**Renovation/Demolition As required for Public or Commercial buildings by Senate Bill 509 (Effective January 1, 2002)**

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) ?  Yes  No\* Date of Survey: \_\_\_\_/\_\_\_\_/\_\_\_\_ TDH Inspector License No. \_\_\_\_\_ Copy Attached  Yes  No

\* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Fulshear. **Signed:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

\_\_\_\_\_ **Valuation of the Project \$** \_\_\_\_\_

**Texas Architectural Barriers Project Registration Number: (EAB#)** \_\_\_\_\_

**Applicant** (Company Name): \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor** (Company Name): \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY**

**Received By:** \_\_\_\_\_ **Time/Date Stamp:** \_\_\_\_\_ **Plan Check Fee:** \_\_\_\_\_



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## Commercial Building Fee Schedule

**COMMERCIAL** [Building Valuation is data produced by ICC and updated bi-annually, [www.iccsafe.org](http://www.iccsafe.org)]

Building Permit Fee\* [Total cost of construction] -----\$ \_\_\_\_\_

Plan Review Fee\*\* [50% of total building permit fee] -----\$ \_\_\_\_\_

**Total Building Permit fee: \$ \_\_\_\_\_**

Plan Review Fee: Shall be paid at the time of plan submittal. It will be 50% of the Building Permit fee, this applies to all projects over \$1000.00.

Building Valuation of

\$50,000 or Less = \$700.00 plus \$5.75 per thousand over \$1000.00 or fraction thereof;

\$50,001.00 to \$100,000.00 = \$800.00 plus \$4.75 per \$1000 or fraction thereof over \$50,001.00

\$100,001.00 to \$500,000.00 = \$1000.00 plus \$3.50 per \$1000 or fraction thereof over \$100,001.00;

\$500,001.00 to \$1,000,000.00 = \$3,500.00 plus \$3.00 per \$1000 or fraction thereof over \$500,001.00;

\$1,000,001.00 or more = \$4,064.00 plus \$3.00 per \$1000 or fraction thereof over \$1,000,001.00.

**Example:** Total Cost of Construction: \$401,250.00

Building Permit Fee\*:  $\$1000.00 + (\$301,249.00 / \$1000 = 301.249 \times \$3.50 = \$1,054.37) = \$2,054.37$

Plan Review Fee\*\* =  $2054.37 / 2 = \$1,027.19$

**Total Building Permit Fee----- \$3081.56**



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## APPLICATION FOR COMMERCIAL UTILITY SERVICES

Date of Application: \_\_\_\_\_

Water Meter Size: 5/8" \_\_\_\_\_ 3/4" \_\_\_\_\_ 1" \_\_\_\_\_ Other \_\_\_\_\_

Irrigation Meter Size: 5/8" \_\_\_\_\_ 3/4" \_\_\_\_\_ 1" \_\_\_\_\_ Other \_\_\_\_\_

Fire Meter Size: \_\_\_\_\_

Service Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

### Billing Information for Monthly Water Bill:

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*APPLICANT MUST TO ATTACH A PDF UTILITY PLAN SHOWING PROPOSED LOCATION OF THE TAPS REQUESTED

\*\*TAPS WILL BE INSTALLED APPROXIMATELY 10 TO 15 BUISNESS DAYS AFTER PAYMENT HAS BEEN RECIEVED

I HEREBY ACCEPT ALL THE ABOVE CONDITONS AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

Payment Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Transmittal Date: \_\_\_\_\_



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For City of Fulshear Rolloff Container Deliveries:

WCA Waste is happy to provide rolloff containers for waste removal in the City of Fulshear, Texas.

To order deliveries inside the City of Fulshear, please call the WCA Sales Department at any of the following numbers or email the following WCA per:

832-456-1405 - Marjorie West or Email; [mwest@wcamerica.com](mailto:mwest@wcamerica.com)

832-456-1430 - Mari Medrano or Email; [mmedrano@wcamerica.com](mailto:mmedrano@wcamerica.com)

832-954-9638 -Melvin Moore or Email; [mwmoore@wcamerica.com](mailto:mwmoore@wcamerica.com)

We will be happy to talk you through the set up/delivery process. If your company has a pre-printed credit form, please have that in hand when calling. This will speed up the credit process. WCA can also set up your account on a COD, pre-pay, basis.

After the initial delivery, your best way to get the container hauled or empty/final is to email our Customer Service at [hoursesicsr@wcamerica.com](mailto:hoursesicsr@wcamerica.com), or call the number above.

Thank you,

WCA Waste Sales



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## Commercial Building Permit Information

### Certificate of Occupancy:

- Inspection by Building Services Inspector will be required at the time of application. The fee for this type of inspection is \$60.00 each. A floor plan must be submitted at time of request.
- If work is being done for the Building, Electrical, Mechanical, and/or Plumbing, then those contractors will need to take out permits and have inspections on their work.
- Prior to the Certificate of Occupancy being approved, the Fort Bend County Fire Marshal will need to give approval. You can contact them at 281-238-1500.
- Some occupancies may require a Health Inspection as well, you will need to get approval from Fort Bend County Health Department at 281-238-3538.
- Electrical power release may be obtained once the Building Services Department completes an inspection and finds that there are no electrical issues. Although the final Certificate of Occupancy will not be issued until all requirements are met.
- An owner of the building may request electrical power for "Clean and Show Only" this is a \$10.00 fee and the Building Service Inspector performs an inspection. This is a TEMPORARY electrical release for a period of not to exceed 6 months.

### What is a Change of Use

A change of use is when an existing building is to switch to a different use, e.g. a house to an office, a house to a church, an office to a retail store, a retail store to a restaurant, etc. Making a major switch requires a complete evaluation of the building and the property including the number of parking spaces. This will require a Change of Use Building Permit to evaluate all of the new requirements. Many of these changes require certain items to be corrected or upgraded, e.g. more parking, installing handicap access and restrooms, exit signs, ventilation, etc. Therefore, if any Electrical, Mechanical or Plumbing adjustments are necessary, those permits need to be obtained.



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## Building Permit Submittal Requirements

### Site Plans: must be drawn to scale

1. Lot and building line dimensions to property line
2. Existing structures with exact dimensions. If a multi-tenant building, the square footage and type of business must be provided for each space.
3. Exact number of existing parking spaces (9' x 18') and accessible parking spaces
4. Driveway locations; fire lanes and locations of fire hydrants
5. Street names and street address/addresses
6. Sidewalks, open spaces, parkways, etc.

### Floor Plans: must be drawn to scale

- Complete floor plan drawn to scale showing all walls and rooms
- All restrooms with plumbing fixtures
- All exits, doors, halls, and windows
- All rooms or areas named and labeled as to the use
- Businesses such as churches, restaurants, bars, etc. must provide a seating layout
- Mechanical plans, if changes to the heating, ventilation or air conditioning system will be made.
- Electrical plans, if changes to the electrical system will be made.
- Plumbing plans, if changes to the plumbing system will be made.
- Energy code check sheet, if alterations to the building envelope, lighting, or mechanical systems will be made.

### Energy Code Check Sheet:

- A COMcheck report showing compliance with the current International Energy Conservation Code is required if there are changes to new or existing openings in the walls or ceilings, lighting, heating, or air conditioning systems. COMcheck reports must be stamped with a certified IECC Commercial Plans Examiner that is registered with the City of Fulshear.
- A copy of the Fort Bend County Fire Marshal approval letter is required. Some occupancies will require a copy of the Fort Bend County Health Department letter of approval as well. Contact Fort Bend County Fire Marshal Office at 281-238-1500 and Fort Bend County Health Department at 281-238-3538.



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## **Requirements for Commercial Remodeling Permit**

Applicants must submit (2) complete sets of the required plans.

Plan that shows existing conditions and plan that shows proposed changes.

Current use of the building, proposed use of the building, occupant load, and type of construction.

A copy of an Asbestos report is required per the Texas Department of Health.

Foundation, floors, walls, ceiling and roofs require a Building permit. If a wall is opened up (framing exposed) a permit is required.

Any time Electrical, Mechanical or Plumbing work is done on a commercial building a permit is required to be obtained by a licensed professional, who is registered with the city.

Energy code check sheet, if alterations to the building envelope, lighting, or mechanical systems will be made. Compliance with Fort Bend County Dark Sky Ordinance for any exterior lighting.

A copy of the Fort Bend County Fire Marshal approval letter is required. You can contact them at 281-238-1500.

Some occupancies will require a copy of the Fort Bend County Health Department letter of approval as well. 281-238-3538

Other requirements may need to be met before a building permit can be issued depending upon the property location, zoning, or based on design guidelines for the area.





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## Commercial New Construction and Commercial Additions

Building, electrical, mechanical and plumbing permits are all required to be obtained by certified registered professionals that are registered with the city. The building permit must be obtained before trade permit can be issued.

Applicants must submit (2) complete sets of the required plans listed below, along with an additional (2) extra site plans/utility plans/storm water plan and 1 PDF File. Plans described below must be drawn to scale, have a labeled "North Arrow", and contain the Legal Description of the property (Block, Lot, and Addition) along with the correct street address. A copy of the filed plat or approved final plat by the City of Fulshear

Plans must be bound; re-submittals must show clouded areas where changes have been made.

Plans shall include the following: (See Example)

### Site Plans: must be drawn to scale

7. Lot and building line dimensions to property line
  8. Existing structures with exact dimensions. If a multi-tenant building, the square footage and type of business must be provided for each space.
  9. Exact number of parking spaces (9' x 18') and accessible parking spaces
  10. Driveway locations; fire lanes and locations of fire hydrants
  11. Street names and street address/addresses
  12. Sidewalks, open spaces, parkways, etc.
- Other required documents:

13. Landscape plans
14. Drainage plans
15. Utility plans
16. Elevation Plans showing compliance with Masonry requirements

### Floor Plans: must be drawn to scale

- Complete floor plan drawn to scale showing all walls and rooms
- Type of Construction, Use, and Occupancy Load shown
- All restrooms with plumbing fixtures
- All exits, doors, halls, and windows
- All rooms or areas named and labeled as to the use
- Businesses such as churches, restaurants, bars, etc. must provide a seating layout
- Mechanical plans, if changes to the heating, ventilation or air conditioning system will be made.
- Electrical plans, if changes to the electrical system will be made.
- Plumbing plans, if changes to the plumbing system will be made.
- Energy code check sheet, if alterations to the building envelope, lighting, or mechanical systems will be made. Compliance with Fort Bend County Dark Sky Ordinance.
- A copy of the Fort Bend County Fire Marshal approval letter is required. You can contact them at 281-238-1500.
- Some occupancies will require a copy of the Fort Bend County Health Department letter of approval as well. 281-238-3538
- Other requirements may need to be met before a building permit can be issued depending upon the property location, zoning, or based on design guidelines for the area.



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## Frequently Asked Questions Concerning Verification of Asbestos Surveys

*What is an Asbestos survey?*

The Texas Department of Health mandates under Senate Bill 509 that asbestos surveys are required for the remodeling or demolition of public and commercial buildings. You can learn more from the Texas Department of Health Asbestos Program in Austin, Texas at 1-800-572-5548 or [www.tdh.state.tx.us/beh/asbestos](http://www.tdh.state.tx.us/beh/asbestos).

*Why do we need Senate Bill 509?*

Each year, many asbestos removal jobs in Texas are done in violation of state and federal safety laws that require protection of construction workers and the public from exposure to dangerous levels of asbestos fibers. You can learn more from the Austin-American Statesman special report on widespread illegal asbestos removal projects issued on January 7, 2001, entitled "Death in the Air".

*After what year can a building be built when no asbestos survey is required?*

Asbestos surveys are required on all buildings regardless of the year of construction. For newer buildings, there is an alternative to a survey.

*Can I submit information other than an asbestos survey?*

Yes, Instead of a survey, the owner/operator can submit a certification from a Texas licensed engineer or architect or a statement from an asbestos inspector licensed by the Texas Department of Health stating that:

*The material safety data sheets (MSDS) 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 have been reviewed; and in their professional opinion, all parts of the building affected by the planned renovation or demolition do not contain asbestos.*

*How do building owners or operators obtain these surveys?*

The Texas Department of Health can provide you with a list of licensees in your area that conduct asbestos surveys.