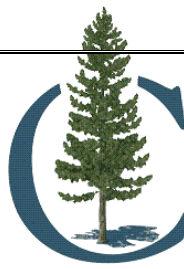


Nancy S. Mikeska, Assistant Director

Mike Kirkwood, Chief Building Official



CITY OF CONROE  
COMMUNITY DEVELOPMENT

(936) 522-3610

**Commercial Building Permit**

All plans must be designed in accordance with the City of Conroe adopted codes and amendments. The property to be developed must comply with the City of Conroe Subdivision Ordinance, Chapter 94. A building permit may not be issued unless the property has been properly platted. Please choose the following link for Platting information.

Plan review and building permit fees are based on the Building Valuation Table included in this application. It is important that the construction type, occupancy classification, and level of improvement is known, in order to determine the proper fee for your plan review and building permit. Once the building valuation total has been determined, use the permit fee calculator to calculate the required fee or reference Appendix A in the Conroe Code of Ordinances. The remaining fees are required once the plans are approved. The initial plan checking fee shall cover the first submission and two subsequent submissions and reviews. If a fourth submission is necessary, the submission must be accompanied by an additional plan checking fee, calculated as provided in this section. If a fifth submission is required, a fee equal to twice the ordinary fee must accompany the application. If a sixth or subsequent submission is necessary, a fee equal to three times the ordinary fee must accompany the submission.

If the project cost is ≥ \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) Architectural Barriers. If actual project cost is less than \$50,000 yet greater than \$50,000 determined by the valuation table, Registration may not be necessary. Include an Engineer’s cost estimate for review.

Please complete and submit the attached application **and all necessary accompanying forms that are listed below** to the permit office located in City Hall at the address located at the bottom of this page. Two paper copies and one PDF digital copy of all supporting documents, plans, etc., must accompany the application. Additional items may be required, depending on the specific situation. **Submitting an incomplete application will result in your application being denied.** The applicant will receive the City’s written comments, and notification of any additional requirements, within 30 business days. Once plans are denied or rejected, if the plans are not picked up within 30 days they will be recycled. Most commercial projects will require a site development permit. If a site development permit is required, the building permit application will be denied until the development permit is obtained and the approved development plans are included with the building plan submittal. Failure to submit approved site development plans (civil drawings) with the building plans will result in your application being denied.

The permit issued for this application becomes null and void if work or authorized construction is not commenced within six months, or if construction work is suspended or abandoned for a period of six months at any time after work is commenced. Time extensions on permits may be applied for. The extension shall be requested in writing and justifiable cause must be demonstrated. Permits for electrical, mechanical, plumbing or other technical code work must be obtained in addition to the building permit.

**ADDITIONAL FORMS REQUIRED WITH THIS APPLICATION:**

New Construction	Interior Remodel or Shell Build-Out
<a href="#"><u>Water and sewer tap application</u></a> : This application is required where new water and sewer taps or meters are needed.	<a href="#"><u>Non-residential sewer service application</u></a> : This application is required for all commercial businesses where sewer will be discharged to our treatment facility.
<a href="#"><u>Driveway application</u></a> : This application is required for all new construction. If a driveway exists, please indicate it on the driveway application.	<b>Note:</b> If new water or sewer taps are required please include the water and sewer tap application. If a new driveway is proposed, please include the driveway application.
<a href="#"><u>Non-residential sewer service application</u></a> : This application is required for all commercial businesses where sewer will be discharged to our treatment facility.	<i>Fire Department:</i> <a href="#"><u>Building Construction/ Renovation Plan Checklist</u></a>
<i>Fire Department:</i> <a href="#"><u>Building Construction/ Renovation Plan Checklist</u></a>	

1. Proposed Use: \_\_\_\_\_

2. Previous Use: \_\_\_\_\_

3. Type of Improvement / Multiplier

4. Type of Construction

- New construction or addition to an existing building= 1.0
- New construction of a shell building= .60
- Interior finish out of a shell building= .40
- Level 1 alteration - ( definition below )= .40
- Level 2 alteration - ( definition below )= .60
- Level 3 alteration - ( definition below )= .80

- Type IA
- Type IIA
- Type IB
- Type IIB
- Type IIIA
- Type IIIB
- Type IV
- Type VA
- Type VB

- **Level 1** - The removal and replacement or covering of existing materials.
- **Level 2** - The reconfiguration of space, the addition or elimination of any Door, window, or wall, or the installation of additional equipment.
- **Level 3** - The work area exceeds 50 percent of the aggregate area of the building

- **Type I and II** - The building elements for floors, ceilings, interior walls and exterior walls are noncombustible materials.
- **Type III** - The exterior walls are of noncombustible material and interior building elements are of any material permitted by code.
- **Type IV** - The exterior walls are of noncombustible material and interior building elements are of solid or laminated wood w/o concealed spaces.
- **Type V** - Any building elements or material permitted by code.

5. OCCUPANCY CLASSIFICATION:

- \_\_\_ A1: Assembly uses with fixed seating intended for the production and viewing of the performing arts or motion pictures.
- \_\_\_ A2: Assembly uses intended for food and drink consumption.
- \_\_\_ A3: Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A.
- \_\_\_ A4: Assembly uses intended for viewing of indoor sporting events and activities with spectator seating.
- \_\_\_ A5: Assembly uses intended for participation in or viewing outdoor activities.
- \_\_\_ B: Business use of a building or portion thereof, for office, professional or service type transactions, including storage of records and accounts.
- \_\_\_ E: Use of a building or portion thereof, by six or more persons for educational purposes through the 12th grade.
- \_\_\_ F1: Factory/ Industrial, moderate hazard.
- \_\_\_ F2: Factory/ Industrial, low hazard
- \_\_\_ H1: Containing materials that pose a detonation hazard
- \_\_\_ H2: Containing materials that pose a deflagration hazard or a hazard from accelerated burning
- \_\_\_ H3: Containing materials that readily support combustion or pose a physical hazard
- \_\_\_ H4: Containing material that are health hazards
- \_\_\_ H5: Hazardous production materials
- \_\_\_ I1: Institutional, supervised environment
- \_\_\_ I2: Hospitals, nursing homes
- \_\_\_ I3: Institutional, restrained
- \_\_\_ I4: Day care facilities
- \_\_\_ M: Used for the display and sale of merchandise, involves stocks of goods or merchandise incidental to such purposes.
- \_\_\_ R1: Residential hotels/ motels
- \_\_\_ R2: Residential, multi-family
- \_\_\_ R4: Residential, care/assisted living
- \_\_\_ S1: Storage, moderate hazard
- \_\_\_ S2: Storage, low hazard
- \_\_\_ U: Utility, miscellaneous

6. GROSS BUILDING AREA/ # OF STORIES

- 1<sup>st</sup> \_\_\_\_\_ square feet
- 2<sup>nd</sup> \_\_\_\_\_ square feet
- 3<sup>rd</sup> \_\_\_\_\_ square feet
- 4<sup>th</sup> \_\_\_\_\_ square feet
- Total: \_\_\_\_\_ square feet
- Total # of stories: \_\_\_\_\_

## Building Valuation Table

How to use the table: Once the proper occupancy type and construction type has been determined, that corresponding number on the chart will be multiplied by the gross square footage of the building. That total will then be multiplied by the corresponding multiplier based on the level of construction. The letters "A" and "B" located after the construction type numbers, deal with fire resistive requirements. Generally, most buildings are within the "B" categories. If you do not know whether the building is in the "A" or "B" category, use the "B" category.

Occupancy classification	Type of Construction								
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, w/stage	187.19	181.14	176.93	169.52	159.58	154.87	164.10	145.60	140.24
A-1 Assembly, theaters, w/o stage	169.53	163.49	159.27	151.85	141.96	137.25	146.43	127.97	122.61
A-2 Assembly, nightclubs	144.32	140.26	136.68	131.49	123.66	120.20	126.89	112.13	108.37
A-2 Assembly, restaurants, bars, banquet halls	143.42	139.36	134.88	130.59	121.86	119.30	125.99	110.33	107.47
A-3 Assembly, churches	172.56	166.51	162.30	154.87	144.95	140.24	149.45	130.97	125.60
A-3 Assembly, general, libraries, museums	145.90	139.85	134.74	128.21	116.84	113.58	122.80	103.40	98.94
A-4 Assembly, arenas	168.63	162.59	157.47	150.95	140.16	136.35	145.53	126.17	121.71
B Business	144.99	139.77	135.30	128.92	117.31	112.85	123.87	102.80	98.52
E Educational	158.63	153.28	148.92	142.43	133.49	126.67	137.73	117.49	113.05
F-1 Factory/industrial, moderate hazard	87.91	83.88	79.09	76.46	68.49	65.44	73.39	56.40	53.32
F-2 Factory/industrial, low hazard	87.01	82.98	79.09	75.56	68.49	64.54	72.49	56.40	52.42
H-1 High hazard, explosives	82.35	78.32	74.43	70.90	63.99	60.04	67.82	51.90	N.P.
H-2,3,4 High hazard	82.35	78.32	74.43	70.90	63.99	60.04	67.82	51.90	47.92
H-5 Hazardous production materials	144.99	139.77	135.30	128.92	117.31	112.85	123.87	102.80	98.52
I-1 Institutional, supervised environment	145.19	140.20	136.45	130.91	122.23	118.88	132.13	110.65	106.30
I-2 Institutional, hospitals	244.02	238.80	234.32	227.94	215.67	N.P.	222.89	201.16	N.P.
I-2 Institutional, nursing homes	170.60	165.38	160.90	154.52	143.25	N.P.	149.47	128.75	N.P.
I-3 Institutional, restrained	166.64	161.43	156.95	150.57	140.09	134.75	145.52	125.60	119.52
I-4 Institutional, day care facilities	145.19	140.20	136.45	130.91	122.23	118.88	132.13	110.65	106.30
M Mercantile	107.32	103.26	98.78	94.49	86.35	83.79	89.89	74.82	71.96
R-1 Residential, hotels	147.09	142.11	138.35	132.82	123.92	120.57	133.81	112.33	107.99
R-2 Residential, multi-family	123.27	118.30	114.53	109.00	100.22	96.87	110.11	88.62	84.29
R-4 Residential, care/assisted living	145.19	140.20	136.45	130.91	122.23	118.88	132.13	110.65	106.30
S-1 Storage, moderate hazard	81.45	77.42	72.63	70.00	62.19	59.14	66.92	50.10	47.02
S-2 Storage, low hazard	80.55	76.52	72.63	69.10	62.19	58.24	66.02	50.10	46.12
U Utility, miscellaneous	62.19	58.80	55.30	52.53	47.44	44.23	49.57	37.45	35.65

### TYPE OF IMPROVEMENT/MULTIPLIER

- New construction and additions to existing buildings = 1.0
- New construction of shell buildings = 0.60
- Remodel/repair/alteration, level 1 = 0.40
- Remodel/repair/alteration, level 2 = 0.60
- Remodel/repair/alteration, level 3 = 0.80
- Change of occupancy only = 0
- a) Private garages use Utility miscellaneous
- b) Unfinished basements (all use groups) = \$15.00/sq. ft.
- c) N.P. = not permitted

### 7. CALCULATIONS

Gross Floor Area (from part 6.): \_\_\_\_\_ sq. ft.

Value from Table: X \_\_\_\_\_

Multiplier from (from part 3.): X \_\_\_\_\_

Total Building Valuation: \$ \_\_\_\_\_

If the building valuation total is greater than \$50,000.00,  
please provide the TDLR #: \_\_\_\_\_

Please provide engineer's cost estimate if project is less than  
\$50,000: \$ \_\_\_\_\_

**COMMERCIAL BUILDING PLAN CHECKLIST**  
**PROVIDE 3 COMPLETE SETS (2 HARD COPIES AND 1 DIGITAL) OF THE FOLLOWING**  
**APPLICABLE INFORMATION:**

"N" denotes information required for most new construction. (Additional information may be required.) "R" denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N,R	Is the property in a Floodplain? If yes, elevation certificates will be required.			
N,R	Architectural Barriers # if project cost is $\geq$ \$50,000 or engineer's cost estimate. (Reference page1)			
N	(3) Complete sets of <b>city approved civil drawings</b> must be attached with the structural and architectural building drawings. (two paper copies and one digital pdf copy)			
N,R	Code data sheet showing construction type, occupancy type, codes used, occupant load, and area increase calculations if required.			
N,R	Occupant load calculation determined by the current adopted version of the International Building Code. (Reference "Adopted Codes" on page 1.)			
N	Plot plan of proposed and existing structures with easements, driveways and set-backs shown.			
N	Structural plans designed for 100mph wind load, certified by an engineer licensed by the State of Texas.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed construction with wall details.			
N	Clearing Permit Application (\$25.00 per lot or \$25.00 per acre)			
N	Finish floor elevations shown.			
N,R	Floor plan showing the location and type of fire extinguishers.			
N	Energy code compliance (COM check) as published on the <a href="http://www.energycodes.gov">U.S. Dept of Energy website</a> (www.energycodes.gov).			
N,R	Plumbing plans with details and specifications.			
N,R	Electrical Plans with details and specifications including emergency lighting.			
N,R	Mechanical Plans with details and specifications.			
N	Water and Sewer Tap Application (if applicable, see page 1).			
N	Non-Residential Sewer Service Application (if applicable, see page 1).			
N	Driveway Application (if applicable, see page one).			
N,R	Parking requirements and sidewalk location (if applicable, reference <a href="#">Chapter 86</a> , Conroe Code of Ordinances).			
N	Landscape plan in compliance with <a href="#">Chapter 102</a> , Conroe Code of Ordinances.			
N	Dumpster location and enclosure.			
N	Fire Protection System (Shop Drawings)			
N	Fire Alarm (Shop Drawings)			
N	<b>Typical setbacks from property lines:</b> 25 ft. in front, 5 ft. each side, 10 ft. from the rear. <b>Corner lots:</b> 25 ft. in front, 10 ft. in front, 10 ft. on the minor street side, 5 ft. other side, 10 ft. from the rear.			

Provide a brief description of the proposed work:

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**Project Location**

911 Assigned address:

Subdivision:

Lot:

Blk:

Sec:

(Please circle one) **Owner or Owners' Agent Information**

Name:

Phone:

Fax:

Address:

Email:

**Contractor Information**

Name:

Phone:

Fax:

Address:

Email:

**Architect Information**

Name:

Phone:

Fax:

Address:

Email:

An asbestos survey [ ] has, [ ] has not been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being renovated/demolished. Asbestos Surveys are required on all additions to, or alterations of, existing commercial buildings.

**City of Conroe Code of Ordinances Chapter 26, Article VI prohibits smoking in enclosed public places and place of employment. "No Smoking" signs or international "No Smoking" symbol (a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly and conspicuously posted in every public place where responsible for posting the required signs. No new certificate of occupancy for a building containing and enclosed public place may be issued until signs meeting the requirements of Sec. 26-156(a) of the Conroe Code of Ordinances, have been posted.**

The undersigned [ ] Owner / [ ] Agent / [ ] Contractor / [ ] Architect of this building, had read all of the information contained in this application, agrees to conform to all applicable laws of the Jurisdiction, and certifies that the information provided herein is true and correct.

Signature of Applicant

Application Date

Phone

Printed Name

Contact Email

How do you prefer to receive correspondence?

Mail

Fax

Email

Pick-Up

Attach the required forms to accompany this application. (Reference page 1 of this application)