



COMMERCIAL

DEVELOPMENT SERVICES DEPARTMENT
BUILDING PERMITS & INSPECTIONS DIVISION

IBC Code
Datasheet
Application

Case # _____

(Not to be filled out by applicant, assigned by BP & I)

1. PID # _____ (Central Appraisal Tax Identification Number)
2. Address _____ Space _____
3. Legal Description:
Subdivision/Survey _____
Lot _____ Block _____
4. Architect/Contractor _____ Phone _____
Owner _____ Phone _____
5. Scope of Work
New _____ Addition _____ Remodel _____ T.I. _____
6. Zone: _____ If SP or SC then provide Copy of Contract
7. Total Number of Structures Proposed _____ (One Application per Structure)
8. Valuation of Project:
\$ _____
9. Occupancy / Use: _____ (Existing)
Occupancy / Use: _____ (Proposed)
Mixed Occupancy: 1. _____ 2. _____ 3. _____ 4. _____ (IBC Chapter 3)
10. Parking Required: Spaces _____ (Zoning Ordinance 20.64.170, www.elpasotexas.gov)
11. Area Square Footage: (Remodel) _____ S.F. NA _____
12. New Square Footage: (Heated Area) _____ S.F. NA _____
13. Gross Square Footage: _____ S.F. (New & Existing)
14. Construction Type: _____ (IBC Chapter 6)
15. Occupant Load: _____ (IBC Table 1004.1.2)
16. Inches of Egress Required: _____ (IBC Section 1005)
17. Food Service: Health Dept. Yes _____ NO _____
18. Plans Include Swimming Pool/Spa: Health Dept. Yes _____ NO _____
19. Allowable Area: _____ (Table 503 IBC)
20. Building Height: _____ (Table 503 IBC)
21. Flood Plain Verified: Yes _____ NO _____
22. Preliminary Elevation Certificate Attached Yes _____ NO _____
23. Required Fire Rated Walls Designated: (Chapter 7 IBC) Yes _____ NO _____
24. Sprinkled Structure (Chapter 9) Yes _____ NO _____
25. Fire Alarm: (Chapter 9 IBC) Yes _____ NO _____
25. Distance from Building to the Nearest two Fire Hydrants: 1 _____ 2 _____
(As a Vehicle would Travel)
26. Standpipe: (Chapter 9) Yes _____ NO _____
27. Structural Design Verified: Yes _____ NO _____
28. Electronic Submittal Yes _____ NO _____
29. Grading, Drainage and Storm water PERMITS for this property Yes _____ NO _____
If you have them:
GRA _____ - _____
SWP _____ - _____

Must Be COMPLETELY Filled Out



DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

**IBC Code
Datasheet
Application**

DOCUMENTS \ DRAWINGS INCLUDED

- | | | |
|--|-----------|----------|
| 1. Civil Drawings: | Yes _____ | NO _____ |
| 2. Architectural Drawings: | Yes _____ | NO _____ |
| 3. Plumbing Drawings: | Yes _____ | NO _____ |
| 4. Electrical Drawings: | Yes _____ | NO _____ |
| 5. Mechanical Drawings: | Yes _____ | NO _____ |
| 6. Landscape Drawings: | Yes _____ | NO _____ |
| 7. Irrigation Drawings: | Yes _____ | NO _____ |
| 8. Dark Sky Compliance: | Yes _____ | NO _____ |
| 9. Lighting Energy Code Compliance: | Yes _____ | NO _____ |
| 10. Envelope Energy Code Compliance: | Yes _____ | NO _____ |
| 11. Mechanical Energy Code Compliance: | Yes _____ | NO _____ |
| 12. Door Schedule: | Yes _____ | NO _____ |
| 13. Window Schedule: | Yes _____ | NO _____ |
| 14. Plumbing Schedule: | Yes _____ | NO _____ |
| 15. Asbestos Report: | Yes _____ | NO _____ |
| 16. Storm Water Pollution Prevention Plan: | Yes _____ | NO _____ |

TAS COMPLIANCE

- | | | |
|------------------------------------|-----------|----------|
| 1. Doors / Hardware | Yes _____ | NO _____ |
| 2. Access Route (Public) | Yes _____ | NO _____ |
| 3. Space Requirements | Yes _____ | NO _____ |
| 4. Bathrooms | Yes _____ | NO _____ |
| 5. Parking / Van Accessible | Yes _____ | NO _____ |
| 6. Counters | Yes _____ | NO _____ |
| 7. EAB Registration Number # _____ | | |

CPR / PBA PLAN REVIEW: I am requesting an expedited plan review: I understand additional fees will apply

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

- Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.
- B. Separate Permits are required for electrical , mechanical and / or plumbing.

AFFIDAVIT:

I hereby certify that I have read and examined this application 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 herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

Must Be **COMPLETELY** Filled Out



Commercial Building Addition

**Two (2) complete plan sets and an electronic copy of all plan sets will be required.
Applicant will need the following information:**

Architectural / Structural:

- IBC Code Data Sheet / Building Permit Application available at www.elpasotexas.gov.
- For projects over \$50,000, the EAB number from a registered Accessibility Specialist, available at Texas Department of Licensing and Regulation <http://www.license.state.tx.us/>
- All structural drawings shall include but will not be limited to:
 - All beams, supports and structural details
 - Roof & floor construction including truss layouts with calculations and Engineer's seal, joist & rafter sizes, spacing & layout
 - Exterior walls & bearing partitions
 - Details on such features such as; stairs, balconies, mezzanines, etc.

Professional seals are required for the following projects:

1. New construction, additions, expansions, or change in occupancy to:
 - All Group A, E, and I occupancies (any square footage)
 - Buildings & structures three or more stories
 - Buildings & structures 5000 S.F. or more
2. Alterations, repair, or rehabilitation of:
 - All group A, E, & I occupancies more than 1000 S.F. or working affecting structural or fire-resistive elements, or fire exits
 - All other occupancies affecting structural over 5000 S.F.

The design professional shall be registered under the laws of the State of Texas. The registered Engineer shall be appropriately qualified by education, training, and experience in the specific engineering work involved.

EXCEPTION: Group R-3 buildings regardless of size do not require an Architect or Engineer

Electrical work on residential premises over 2500 S.F. and all non-residential premises shall be accompanied by drawings signed by a master electrician, unless they bear the signature and seal of an electrical Engineer.

- Architects / Engineer's seals on A, E & I occupancy
- Architects / Engineer's seals on other occupancy types that exceed 5000 square feet
- Foundation plan (with Engineer's seals) to include all details
- International Energy Code Compliance, Envelope Compliance Certificate
- Accessibility compliance
- Floor plan with names and uses of rooms & spaces
- Door & window schedules

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



- Hardware specifications
- Wall & ceiling finish materials and specifications
- Exterior elevations
- Cross sections sufficient to reflect structural systems
- Show fire rated construction such as occupancy or area separation walls, corridors, penetrations, etc.

Electrical:

- International Energy Conversation Code lighting report.
- Riser diagram showing size of conduit and wire
- Show location of service & load calculations to include all short circuit / fault current calculations
- Location, description and calculations of all outdoor lighting complying with the Dark Skies Ordinance
- Panel schedules & descriptions of circuits with connected loads, panel ratings & feeder sizes
- Show location of exit & emergency lights
- Power plan
- Lighting plan

Fire Protection

- Indicate Fire Apparatus access to all structures per IFC 503.1.1
- Location of fire hydrants necessary to comply with IFC 508.5.1 Amended
- Locations of Fire Department Connections (FDC) for all fire protection features
- Locations of Fire Extinguishers
- Show Code compliance for any hazardous materials or processes

Landscaping

- Separate detailed Landscape and Irrigation Plans, suggest 1:20'0" scale
- Submit sealed Detailed Site Development Plan (when applicable)
- Complete Legend
- Submit formula for project, include all calculations for parkway and interior area, parking spaces and quantity of plant material required and proposed
- TxDot Design Section Approval required, if using TxDot ROW
- Identify Signs, Light Standards and Traffic Control Devices (including traffic signs)
- Seal all plans as required by state law
- Show any Special Contract, Special Permit or Detailed Site Development Plan requirements
- Define all areas when in a Planned Mountain Development Zone

Mechanical

- Mechanical compliance report for the mechanical equipment & water heater.
- Heating and cooling load calculations with ventilation per IMC Table 403.3.
- HVAC equipment model and type showing capacity (tonnage & btu's) & SEER

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Development Services Department

Victor Q. Torres - Director

2 Civic Center Plaza – 5th Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799



Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

- Location, access & working space for mechanical equipment
- Combustion air, flues sizes & materials
- Dampers-size, type & locations
- Sizes of supply / return air ducts & grills shown in plan view with CFMs
- Location, material & location of mechanical ducts & pipes
- Size, location & piping material of all air conditioner condensate drains
- Size, location & ducting of all smoke control systems & detectors
- If required, commercial kitchen hood details per IMC 506, 507 & 508.
- Evaporative coolers shall be equipped with automatic drain systems (Clean Machine-type).

Plumbing

- Plan view of all water, drainage, waste & vent piping with location & size
- Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols
- Location & size of gas, fuel oil or LPG piping appliance demands and flue sizes.
- Location of all water heaters and / or boiler combustion air & flues
- Show location of cleanouts, backwater valves & water shutoff valves
- Plumbing isometrics for hot & cold-water piping, drain, waste & vent piping and gas piping
- For gas piping indicate the total developed length, the length of each branch, the demand for each appliance and the total demand
- Location of any grease/sand/oil interceptors with details on compliance with standard practice
- Provide secondary (emergency) roof drains and or/scuppers as required by IPC 1107 with subsections

Zoning:

- Site plan drawn to scale
- Property address
- Legal description
- Parking calculations with typical parking space details to include all accessible spaces and signage details
- Set-backs
- Property lines
- Public or private easements & right of ways. Width & location of utility easements
- Location of all existing & proposed structures to include buildings, fences & walls.
- All driveways entrances to property with widths & locations
- Deceleration lanes, median cuts & utility cuts



Land Development requires four (4) sets of civil drawings. Including the following;

Engineering

- Title Sheet
- Grading Plan
- Drainage Plan
- Drainage Computation Tables
- Street Plan and Profile
- Storm Sewer Plan and Profile
- Detail Sheet
- Construction Phasing Plan
- All other requirements as documented in Municipal, Code Title 19, of the Subdivision Ordinance
 - It is suggested that you coordinate with other entities (TXDOT, PSB, etc.) if project is abutting other Authorities Having Jurisdiction (AHJ).

Storm Water Management (refer to Municipal Code 15.20)

- Construction site is less than one (1) acre:
 - No permit required
- Construction site is one (1) to five (5) acres:
 - Automatically authorized if site qualifies based on time frame in appendix A of general permit
 - If site does not qualify, but will qualify for exclusion based on calculated R factor <5, obtain permit waiver form
 - If site does not qualify for either, Storm Water Pollution Prevention Plan (SW3P) is required
- Construction site is five (5) or more acres:
 - Storm Water Pollution Prevention Plan (SW3P)
 - Storm Drain Pollution Control Plan (SDPCP) application form with fee
 - Copy of Notice of Intent (NOI) & payment of fee to the State of Texas.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Development Services Department

Victor Q. Torres - Director

2 Civic Center Plaza – 5th Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799