



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), (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: Heath 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 Foundation

**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](http://www.elpasotexas.gov)
- Foundation plan (with Engineer's seals) to include all details

#### **Electrical:**

- All wiring diagrams of electrical service supplying the building
- 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

#### **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

#### **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

#### **Plumbing**

- Plan view of all water, drainage, waste & vent piping rough-ins up to the building
- Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols
- Location & size of gas, fuel oil or LPG piping supplying building
- Show location of cleanouts, backwater valves & water shutoff valves
- Location of any grease/sand/oil interceptors to be installed with the foundation
- 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

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



- 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, containing the following information:**

#### **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

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

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 – 5<sup>th</sup> Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799

*Dedicated to Outstanding Customer Service for a Better Community*

S E R V I C E   S O L U T I O N S   S U C C E S S

- All group A, E, & I occupancies more than 1000 S.F. or working affecting structural 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.



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 – 5<sup>th</sup> Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799