



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, 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
8. Valuation of Project: \$
9. Occupancy / Use: (Existing), (Proposed)
10. Parking Required: Spaces
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
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



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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 Tenant Improvement

**Permit needs to be obtained by a Licensed and Bonded Contractor
(Registered with the City of El Paso, Texas)**

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

Architectural:

- IBC Code Data Sheet / Building Permit Application available at: www.elpasotexas.gov
- For projects over \$50,000, the EAB number from a registered Texas Accessibility Specialist (TAS), available at Texas Department of Licensing and Regulation <http://www.license.state.tx.us/>

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 all other occupancy types where scope of work exceeds 5000 square feet
- International Energy Code Compliance, Envelope Compliance Certificate
- Accessibility compliance
- Floor plan with names and uses of rooms & spaces
- Door & window schedules
- Hardware specifications
- Wall & ceiling finish materials and specifications
- Show fire rated construction such as occupancy or area separation walls, corridors, penetrations, etc.

Mayor
John F. Cook

City Council

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Susannah M. Byrd

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Emma Acosta

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Melina Castro

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Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



Electrical:

- 2001 International Energy Conservation Code IECC 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 new outdoor lighting complying with the Dark Skies Ordinance
- Panel schedules & descriptions of new circuits with connected loads, panel ratings & feeder sizes
- Shown location of exit & emergency lights
- Power plan
- Lighting plan

Fire Protection

- Location of fire hydrants necessary to comply with IFC 508.5.1 Amended if a change of occupancy types is occurring
- Locations of Fire Department Connections (FDC) for all fire protection features
- Locations of Fire Extinguishers
- Show compliance for any hazardous materials or processes, (if applicable)

Mechanical

- International Energy Conservation Code compliance report (ComCheck) for the mechanical equipment & water heaters
- Heating and cooling load calculations with ventilation per IMC Table 403.3.
- HVAC equipment model and type showing capacity (tonnage & btu's) & SEER
- Location, access & working space for mechanical equipment
- Combustion air, flue sizes & materials
- Dampers-size, type & locations
- Sizes of supply/return air ducts & grilles 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 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

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Development Services Department

Victor Q. Torres - Director

2 Civic Center Plaza – 5th 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



- 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

Zoning:

- Site plan drawn to scale
- Property address
- Legal description
- Property lines

Health Dept:

- If proposed tenant involves food service, provide separate plan set.
- Applicant is required to submit a Health Dept. plan review application and required fees.

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