

Commercial Building Shell

An electronic copy of your plan will be required containing the following information. The Website for downloading documents is:
<http://epermit.elpasotexas.gov/citizenaccess/>

Land Development

Civil drawings containing the following information

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

Storm Water Management

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

Landscaping

- 1) Separate detailed Landscape and Irrigation Plans, suggest 1:20'0" scale
- 2) Submit sealed Detailed Site Development Plan when applicable
- 3) Complete Legend
- 4) Submit Formula for project, include all calculations for parkway and interior area, parking spaces and quantity of plant material required and proposed
- 5) TXDOT Design Section Approval required, if using TXDOT ROW
- 6) Identify Signs, Light Standards and Traffic Control Devices (including traffic signs)
- 7) Seal all plans as required by state law

Zoning:

- 1) Site plan drawn to scale
- 2) Property address
- 3) Legal description
- 4) Parking calculations with typical parking space details to include all accessible spaces and signage details
- 5) Set-backs
- 6) Property lines
- 7) Public or private easements & right of ways. Width & location of utility easements
- 8) Location of all existing & proposed structures to include buildings, fences & walls.
- 9) All driveways entrances to property with widths & locations
- 10) Deceleration lanes, median cuts & utility cuts
- 11) All land use history on the subject parcel to include Special Contract, Special Permit, Detailed Site Development Plans requirements as well as park or impact fee payments, initiation of platting or re-platting or anything that could delay issuance of a Building permit in a timely manner

Architectural / Structural:

- 1) Building Permit Application available at the One-Stop Shop or at the City website at: www.elpasotexas.gov.
- 2) For projects valued over \$50,000, the Elimination of Architectural Barriers (EAB) number from a registered Texas Accessibility Specialist
- 3) The architect or engineer who prepares construction documents shall have full responsibility for complying with Texas Occupations Code, Chapter 1001 (Engineers) or Chapter 1051 (Architects), as applicable, and shall affix his official seal to said drawings, specifications and accompanying data, for the following:
 - A. For new construction, additions, expansions or for changes in occupancy or use of:
 - B. All Group A, B, E, F, H, I, and M occupancies;
 - C. Buildings and structures three stories or more high;
 - D. All buildings and structures, five thousand square feet or more in area.
- 4) All structural drawings with shall include but will not be limited to:
 - A. All beams, supports and structural details
 - B. Roof & floor construction including truss layouts with calculations and Engineer's seal, joist & rafter sizes, spacing & layout
 - C. Exterior walls & bearing partitions
 - D. Details on such features such as; stairs, balconies, mezzanines, etc.
- 5) Foundation plan (with Engineer's seals) to include all details such as footings, anchor bolts, etc.
- 6) Texas Accessibility Standards (TAS) compliance data
- 7) Door & window schedules
- 8) Hardware specifications

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

Fire Protection

1. Indicate Fire Apparatus access to all structures
2. Location of fire hydrants and fire flow information
3. Locations of Fire Department Connections (FDC) for all fire protection features

Electrical:

- 1) All wiring diagrams of electrical service supplying the building
- 2) Riser diagram showing size of conduit and wire
- 3) Show location of service & load calculations to include all short circuit / fault current calculations
- 4) Location, description and calculations of all outdoor lighting complying with the Dark Skies Ordinance
- 5) Panel schedules & descriptions of circuits with connected loads, panel ratings & feeder sizes
- 6) No interior lighting systems are allowed under a shell permit

Mechanical

- 1) No interior mechanical systems are allowed under a shell permit

Plumbing

- 1) Plan view of all water, drainage, waste & vent piping rough-ins up to the building
- 2) Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols
- 3) Location & size of gas, fuel oil or LPG piping supplying building
- 4) Show location of cleanouts, backwater valves & water shutoff valves
- 5) Location of any grease/sand/oil interceptors to be installed with the foundation
- 6) Provide secondary (emergency) roof drains and or/scuppers as required
- 7) No interior plumbing systems (toilets, lavatories, etc.) are allowed under a shell permit

All plans must comply with the latest adopted edition of:

1. International Code Council family of Codes. Available at: www.ICCSAFE.org
2. National Electrical Code. Available online
3. Local amendments in the El Paso Municipal Code which can be found at:
 - a. Building Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO
 - b. Fire Code amendments:
https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT9HESA_CH9.52FIPRCO

c. Subdivision

https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SUDEPL

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:

<http://www.elpasotexas.gov/planning-and-inspections>