



New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

**Permit Application with an original signature must be complete
and submitted with the following information:**

- _____ **(2) Site Plans to include:**
 - _____ Legal Description (lot, block, subdivision)
 - _____ Property lines and lot dimensions
 - _____ Proposed structure and all existing buildings
 - _____ All easements
 - _____ North arrow and scale
 - _____ Existing and proposed location of utility poles, pad mounted transformers

- _____ **(2) Parking lot layout plans**

- _____ **(2) Grading plans**

- _____ **(2) Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope,
if applicable.

- _____ **(2) Sets of plans to include floor plan, exterior elevations, roof design, Foundation
plan, MEP design, construction details, window/door schedule.**

- _____ **Fire lane location and construction plans and details, Fire suppression system plans
and documents, Fire alarm system plans.**

- _____ **Driveway approaches and drainage culverts – Engineered plans**
(Driveways accessing State Highways require TXDOT permit)



903-963-7216 phone

310 Chestnut St.
Van, TX 75790

Commercial Certificate of Occupancy Application

Project Information		Permit # _____
Business Name/Description:	_____	
Project Address:	_____	Sq. Ft. _____
INTENDED USE OF SPACE:		
Total Occupancy of Building:	_____	Zoning District: _____

Tenant Information			
Company Name:	_____	Contact Person:	_____
Street Address:	_____		
Phone Number:	_____	Email:	_____
		Cell Number:	_____

Owner Information			
Company Name:	_____	Contact Person:	_____
Street Address:	_____		
Phone Number:	_____	Email:	_____
		Cell Number:	_____

Does your business involve the storage, sale or use of the following: (Check all that apply)

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents | <input type="checkbox"/> Flammable/combustible liquids (10 gallons or more) | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Combustible Fibers | <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Floor drains in building | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Cellulose Nitrate Film | <input type="checkbox"/> Explosives/Ammunition | <input type="checkbox"/> Food and/or beverage processing, storage or sales | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Recycling Waste | <input type="checkbox"/> Food products | |
| <input type="checkbox"/> Liquid Propane Gas | <input type="checkbox"/> Magnesium | <input type="checkbox"/> High piled stock (over 12' in height) | |
| <input type="checkbox"/> Vehicle Repair Garage | <input type="checkbox"/> Vehicles in Building | <input type="checkbox"/> Poisonous or hazardous chemicals/acids | |
| <input type="checkbox"/> Welding or Cutting | <input type="checkbox"/> Woodworking | <input type="checkbox"/> X ray Development | |

****Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.****

List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

For City Use Only			
	Approved By	Date	Comments
Building Department			
Public Works Department			
Fire Department			
Engineering Dept.			
Health Permit:			

Issued By: _____ Date Issued: _____

BV Project #: _____



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> BACKFLOW <i>(special form required)</i>
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> OTHER
<input type="checkbox"/> JOURNEYMAN PLUMBER	

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

For City use only



Commercial Inspection Request

For Questions: 817-335-8111 / toll free 877-837-8775
Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Today's Date _____ Company _____

Project Address _____ Requestor's Name _____

City _____ Requestor's Phone _____

Project _____ Requestor's Email _____

Building Permit # _____ **Date Needed** _____

Pier Framing Wall Ties
 Grade Beam Energy Insulation Building Final
 Slab Drywall

Comments _____

Mechanical Permit # _____ **Date Needed** _____

Underground Mechanical Ceiling Mechanical Duct Rough
 Mechanical Rough Duct Insulation Mechanical Final

Comments _____

Electrical Permit # _____ **Date Needed** _____

Underground Electrical Ceiling Electrical Electrical Final
 Electrical Rough Electric Meter Release

Comments _____

Plumbing Permit # _____ **Date Needed** _____

Plumbing Rough Gas Wrap/Underground Plumbing Top-Out
 Water Service Gas Rough Plumbing Final
 Yard Sewer Gas Final/Release

Comments _____



903-963-7216 Phone
903-963-5643 Fax

310 Chestnut St.
Van, TX 75790

Commercial Permit Application

Building Permit Number: _____ Valuation: _____
 Project Name: _____ Zoning: _____
 Project Address: _____ Square Foot: _____
 Project Description: New Addition Remodel Finishout
 Sign Plumbing Mechanical Electrical Other
 Scope of Work: _____
 THIS PROPERTY IS IN A FLOODPLAIN: Yes No If yes, provide Flood Plain Certificate to the City
 DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes No

Owner Information: _____
 Name: _____ Project Contact Person: _____
 Address: _____
 Phone Number: _____ Cell Number: _____ Email: _____

Engineer	Contact Person	Phone #:	Email
Architect	Contact Person	Phone #:	Email
General Contractor	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone #: Email:	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review		Fire	
Public Works		Planning	

Building Permit Fee: _____
 Plan Review Fee: _____
 Water Tap Fee: _____
 Sewer Tap Fee: _____

Meter Deposit Fee: _____

Total Fees: _____
 Receipt #: _____
 Issued Date: _____
 Issued By: _____
 BV Project #: _____



Bureau Veritas Contact Information (Plano)

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 / toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email Inspection requests to: inspectionstx@us.bureauveritas.com

Inspection Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 / toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.