



CITY OF CREEDMOOR

5008 HARTUNG LANE

CREEDMOOR, TEXAS 78610

PHONE: (512) 243-6700 | FAX: (512) 243-6701

COMMERCIAL PERMIT PACKET

Return all applicable forms to:

Ernestina Cronshey

City Secretary

Secretary@cityofcreedmoortx.gov



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: One (1) complete set and One (1) PDF Set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan^{a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report^{b}
12. Asbestos Survey (for renovation or demolition permits)^{c}
13. Texas Department of Licensing and Regulation architectural barriers project registration information^{d}

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



Commercial Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and remodel/additions for Commercial projects. Have applicant submit the following:

1. Permit Application
2. (1) One Complete set and (1) One PDF set.
3. Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
4. Energy Report to include Building Envelope, Lighting and Mechanical Compliance.
5. Asbestos Report or declaration (if remodel or demo)

small commercial jobs may be emailed to:
fwplanreview@us.bureauveritas.com

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Task Management System.
2. Verification of all documents received and is specific to the legal description of the lot.
3. Reviews plan for compliance with adopted ordinances and codes.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for delivery.

Bureau Veritas will Fedex or email plans back

City Staff

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)

Sign Permits

Have owner/sign company submit the following:

1. Permit Application
2. Site Plan
3. Specifications of Sign



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:**

- _____ **(1) 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
- _____ **(1) Parking lot layout plans**
- _____ **(1) Grading plans**
- _____ **(1) Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- _____ **(1) 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)

Plans should be submitted electronically (PDF), they must be readable, when submitting application. One (1) Complete Set must be turned into City when submitting application.



Construction Permit Application

5008 Hartung Lane, Creedmoor Texas 78610

Phone: 512-243-6700 | Fax: 512-243-6701

ALL information is required for submittal (Incomplete application WILL Not be processed)

ALL PERMIT REQUEST MUST BE EMAILED TO: secretary@cityofcreedmoortx.gov

Date Submitted: _____

Company Name: _____ Contact Person: _____

Contractor Address: _____

City: _____ State : _____ Zip: _____

Phone Number: _____ Email: _____

Job Address _____ Property Owner: _____

Job Type: Residential Commercial

Estimated Cost: _____ Total Building Square Footage: _____

Job Description: _____

Plumber: _____ License # _____

Electrician: _____ License #: _____

Mechanical: _____ License #: _____

ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing , elevation & res— check or 3rd party.)

Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 digital— (including all site, civil plans, landscape, and drainage)

Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set



Commercial Inspection Request

To Set up inspections contact Bureau Veritas

Phone: 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 _____



Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
	Sign <input type="checkbox"/>	Other <input type="checkbox"/>	
Scope of Work: _____			
THIS PROPERTY IS IN A FLOODPLAIN: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide Flood Plain Certificate to the City <input type="checkbox"/>			

DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner Information: _____	
Name: _____	Project Contact Person: _____
Address: _____	

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

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: _____

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

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

**CITY OF CREEDMOOR
5008 HARTUNG LN.
CREEDMOOR, TEXAS 78610
Tel:(512)243-6700 Fax:(512-243-6701)**

MAYOR Fran Klestinec

COUNCIL MEMBERS

Jesse Solis, Mayor Pro Tem

John Gray

Jeff Jakobeit

Sabrina Nelson

Jacob Wilhite

Robert Wilhite, City Administrator

**Building Permit Fees Schedule
Applies to New Construction or Remodel/Alteration**

Building Category

Building Fee

Residential :

Single Family

Homes are based on Square Footage

Duplex

Triplex

Quadrplex

Mobile/Modular

\$460

Garage/Barn/Patios/Storage
buildings/Carports

Based on Valuation

Swimming Pool

Based on Valuation

Demolition

\$300

Certificate of Occupancy

\$150

(Temporary or Permanent)

\$800

Annexation Petition

Development Agreement/MUD
Consent

\$5,000

Additions/Remodels

Base Fee \$100-Plus \$115 per trade
with a max fee of \$460

Solar Panels

\$184

Failed Inspections

\$95

Industrial/Commercial:

Based on Valuation	-----
Certificate of Occupancy (temporary or Permanent)	\$150
Annexation Petition	\$800
Development Agreement MUD Consent	\$5,000

Miscellaneous

Temporary Noise Permit	\$50
Temporary Event Permit	\$150

**Escrow
Authorization**

For any building and development related fee, the city may require escrow of funds to cover any third-party review expenses beyond normal and customary. Such escrow shall be based on estimated costs provided by the applicable third-party professional service provider.

Double Permit Fees - If work for which a permit is required is started or proceeded without the permit first being obtained, the fees identified above shall be doubled.

Failed Inspections - There will be a *\$95.00 fee for each failed inspection.

All permit applications are to be accompanied by a site plan and building plans, including front, side and rear elevations, material listing, foundation plans and MEP (mechanical, electrical, plumbing) drawings.

Site plan shall include dimensions of all improvements and setbacks from property lines.

Foundation plans for all occupied structures and foundations where heavy machinery and equipment are to be located must be sealed by a licensed engineer.

Other Fee Schedule:

Zoning Change Application	\$800
Variance Application	\$800
Subdivision Plat	\$500 first 10 acres+\$150 for each additional 10 acres
PUD Plat	\$250 first 10 acres+\$100 for each additional 10 acres
Plan Review by Engineers	\$250+\$25 per lot-fees from engineers

***Fees may change based on inspector fees**

Permits not listed shall start at minimum of \$150

****Special Note: special permit situation fees to be determined by City Council.**

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MAYOR Fran Klestinec

COUNCIL MEMBERS

Jesse Solis, Mayor Pro Tem

John Gray

Jeff Jakobeit

Sabrina Nelson

Jacob Wilhite

Robert Wilhite, City Administrator

BUILDING UTILITIES INFORMATION

**Information for New Residents/Builders in Creedmoor
Welcome to our Community**

For your convenience, we have made a list of items that are important to you.

Our City Council meets on the 3rd Thursday of each month at the Creedmoor Community Center located at 12513 Farm Road 1625, just south of the intersection of FM 1327 and FM 1625.
Our office hours are Monday - Friday 9:00 a.m. - 4:00 p.m.

UTILITY CONNECTIONS

NEW ADDRESSING

City of Austin 911 Addressing

addressing@austintexas.gov

<http://austintexas.gov/911addressing>

(512)974-974-3337

ELECTRICITY:

Pedernales Electric Cooperative Inc.

P.O. Box 1

Johnson City, Texas 78636-0001

<https://creedmoormahawsc.com>

(888)554-4732

SEPTIC:

TCEQ

P.O. Box 13087

Austin, TX 78711

(512)339-2929

TRASH:

Texas Disposal Systems*

12200 Carl Rd

Creedmoor, TX 78610

(512) 421-1300

(800) 375-837

www.texasdisposal.com

*Creedmoor has a Franchise

Agreement with "TDS" and that is the only service used in the City of Creedmoor.

WATER

Creedmoor-Maha-Water Corp.

2100 Laws Road

Buda, Texas 78610

(512)243-2113