



City of Friendswood

New Commercial Building Requirements

STEP 1: Attend a DRC Meeting. Meetings are held every Wednesday morning at 9am, 10am and 11am. To schedule a meeting, please call 281-996-3290.

STEP 2: Zoning. Is your property zoned for your proposed use?

STEP 3: Platting. Is a plat required for your property?

STEP 4: Permitting. Submit a complete permit application.

FOLLOWING ITEMS MUST BE SUBMITTED AS A COMPLETE APPLICATION:

- Completed permit applications, including Commercial Site Plan Application, Building Permit Application, Electrical, Plumbing, Gas, and Mechanical permit applications. The Utility Billing Application for water service is also required, if applicable.
- Initial Submittal:** Two (2) sets of architectural plans and two (2) sets of civil plans on 24" x 36" Paper
Resubmittal: redlined plans from initial submittal, 2 sets of architectural and two sets of civil plans on 24" x 36" paper and a CD with both civil and architectural plans – depending on extent of corrections required, corrected dog-eared pages may be an option
- Certificate of Elevation if the property is located in Flood Zone A or AE. Three certificates are required for a project in either of these flood zones. The first is required when plans are submitted for review by the building section.
- Copy of Texas Department of Transportation (TxDOT) permits, if applicable
- Preliminary Drainage Plan approval from Galveston County Consolidated Drainage District. Not required for properties located in Harris County.
- Energy code compliance documents from a third party energy inspector/plan reviewer registered with the City of Friendswood. A registration list is available upon request.
- Proof of TDLR registration with a Texas Accessibility Specialist if project is valued at more than \$50,000.
- If demolition work is being done, please provide a copy of the asbestos report for your project. All commercial buildings or residential properties used for commercial purposes are required to have an asbestos study completed prior to any demolition work being done.

ARCHITECTURAL PLANS MUST INCLUDE (Zoning Ordinance and Building Codes)

Cover Sheet

- __ Project data
- __ Building code references
- __ Vicinity map (1" = 2,000' scale)
- __ North arrow
- __ Site plan expiration note

Site Plan – drawn to scale and provide the following information:

- __ Clearly identify lot lines
- __ Locations of all existing and proposed structures on the property – label with number of stories, square footage, label entrances and exits
- __ Location and dimension of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, and outside storage facilities.
- __ Label zoning of subject property and zoning of each adjacent property
- __ Clearly identify all easements on the property
- __ Any pipelines on the property and within 50 feet of the property; label 50 foot setback from actual pipeline
- __ Front, Rear, and Side Building lines/setbacks
- __ Required landscaping and screening buffers
- __ Location, height, and type of each wall, fence, and all other types of screening
- __ Parking calculations
- __ Lot coverage calculations

Landscape Plan

- __ Label required landscaping and screening buffers
- __ Identify locations, size and type of proposed trees and shrubs
- __ Include required landscape calculations and amount of landscaping being provided

Tree Survey

- __ Identify trees 12-inches or greater measured 4.5 feet above natural ground level
- __ For each tree identified, label as “Protected” or “To Be Removed”
- __ For trees “To Be Removed” mitigation is required on a one-for-one basis – replace with a minimum 3-inch caliper tree – identify placement on Landscape Plan
- __ If no trees 12 inches or greater in diameter exist, add a note to the Landscape Plan stating such.

Foundation plans

- __ Plans for the City of Friendswood shall be designed and stamped by current State of Texas licensed engineer. **ALL STAMPS SHALL BE ORIGINALS (No copies will be accepted).** See Page 8 of this document for details on special lowest floor elevation requirements.

Building Elevations

- __ Elevations for each side of each proposed building
- __ Label overall building height
- __ Identify building façade materials
- __ Colored renderings, if required per the Zoning District
- __ Fenestration calculations for Downtown District only

Construction plans

__ Rafter, ceiling joist, floor joist, and framing plans. Plans shall include species of materials, grade of lumber, and details of any beams or columns. Engineered drawings are required when steel or engineered wood products are used for construction.

Mechanical, Electrical and Plumbing Plans

__ Mechanical/HVAC plans showing all duct sizes and approximate return air locations.

__ Electrical plans shall show complete electrical layout and a load analysis.

__ Plumbing isometric drawings showing all piping and sizes. Gas piping diagrams require pipe sizes, distances, and BTU loads.

Photometric Plan

__ A photometric layout of the site shall be provided to indicate lighting levels at all property lines. Maximum of .25 foot-candles when abutting a residential zone district and a maximum of 1 foot-candle when abutting a commercially zoned property.

CIVIL PLANS MUST INCLUDE (see the Design Criteria Manual for detailed requirements)

Cover Sheet (for projects involving three or more design drawings excluding standard detail sheets)

Drawing sheet numbers shall be shown on the cover sheet or area key map.

Vicinity map

Approval Block for the Director of Public Works and City Engineer with a note stating that approval is valid for only 1 year from the date of signatures.

Drainage Plan

Engineered drainage plan, detention and storm water system plans

All commercial, industrial, office, recreational, and multi-family tracts shall have an internal drainage system. The internal drainage system shall collect all site runoff and direct it into a private storm sewer system that shall connect to the public drainage facilities in the area. Any exceptions require specific approval from the City. When the site drains into a Galveston County or Harris County facility, and/or into a TxDOT or County right-of-way, the appropriate governmental entity shall approve the site development connection to the public facilities.

Utility Plan

Water service lines, connections and meters

Sanitary sewer leads and connections

Grading Plan and Paving Plans

Site grading

Concrete and/or asphalt details

Storm Water Pollution Prevention Plan

Filter fabric fence shall be installed at the perimeter of the site before construction begins.

Once construction is commenced, at the back of all curbs, a minimum of either filter fabric fence, 5 feet of hydro-mulch or sod, or other Best Management Practices shall be implemented/installed.

Refer to the Storm Water Ordinance for additional requirements.

SITE PLAN & PERMIT APPROVAL PROCESS

Submit complete application. See Planning and Zoning Submittal Schedule.

Initial Submittal: Once a complete application is submitted, please allow 7-10 business days for the initial plan review. After the initial plan review, a correction notice will be provided to you for any corrections that need to be made on the plans.

Resubmittal: Make corrections and resubmit plans by “Resubmittal Date” on Planning and Zoning Submittal Schedule.

P&Z Approval: The site plan will be scheduled for a Planning and Zoning Commission meeting. The applicant or a representative is encouraged to attend the meeting to answer any questions that the Commissioners may have.

Once P&Z approval is obtained and civil and architectural plans have been approved, permits can be issued.

FEES

Fees due at time of application submittal:

- Plan Check Fee – equivalent to half of Building Permit fee; based on value of work
- Commercial Site Plan Fee - \$500

Fees due at time of permit issuance:

- Building Permit Fee – based on value of work
- Subcontractor Permit Fees - vary
- Impact Fees – Based on size of domestic water meter; \$4227 for a 1-inch meter
- Water Meter – based on size; 1-inch meter is \$155; Larger meters are available for an additional cost.

CONTRACTOR REGISTRATION & LICENSE REQUIREMENTS

All contractors must provide current state license, proof of general liability insurance (min. \$300,000), and register with the City of Friendswood

INSPECTION REQUIREMENTS

- INSPECTIONS MUST BE SCHEDULED BEFORE 5:00 PM THE PREVIOUS WORK DAY.
- The address of the property must be plainly visible from the street with a minimum of 5-inch high figures in contrast with the background upon which they are mounted.
- The City approved plans are required to be on site for all inspections.

Following is a list of the required inspections for a commercial project:

T-Pole.....Once this is approved it will be released to the power company.

Ground Plumbing.... This is the plumbing that is installed beneath the slab/foundation of the structure. All piping is inspected for proper installation and slope. A ten foot “head” of water or a 5 psi air test for at least 15 minutes is required for this inspection.

Pipes passing through or under walls shall be protected from breakage. Pipes passing through concrete or cinder walls and floors, cold-formed steel framing or other corrosive material shall be protected against external corrosion by a protective sheathing or wrapping or other means that will withstand any reaction from lime and acid of concrete, cinder or other corrosive material. Sheathing or wrapping shall allow for expansion and contraction of piping to prevent any rubbing action. Minimum wall thickness of material shall be 0.025 inch (0.64 mm). Any pipe that passes under a footing or through a foundation wall shall be provided with a relieving arch; or there shall be built into the masonry wall a pipe sleeve two pipe sizes greater than the pipe passing through. Water, soil or waste pipe shall not be installed outside of a building, in exterior walls, in attics or crawl spaces, or in any other place subjected to freezing temperature unless adequate provision is made to protect it from freezing by insulation or heat or both. Water service pipe shall be installed not less than 12 inches (305 mm) deep or less than 6 inches (152 mm) below the frost line.

Sanitary Sewer.....This is the line running from the building to the public sewer system. This piping is inspected for proper burial depth, bedding and slope. A ten foot “head” of water for at least 15 minutes is required for this inspection. Joints in plastic piping shall be made with approved fittings by solvent cementing, elastomeric gaskets or other approved manufactured system. When installed in underground drains, cleanouts shall be extended vertically to or above finished grade either inside or outside the building. There shall be a cleanout near the junction of the building drain and building sewer. This cleanout may be either inside or outside the building wall, provided it is brought up to finish grade or to the lowest floor level. An accessible interior building drain cleanout or test tee within close proximity to the building drain exit point shall fulfill this requirement. Cleanouts shall be installed so that the cleanout opens to allow cleaning in the direction of the flow of the drainage line.

NOTE:.....*Water and sewer taps are the responsibility of the owner/builder. All taps shall be witnessed and inspected by the Public Works Department.*

- Piers**.....This inspection is to be called when all piers have been dug and belled, if applicable, and all steel is in place, but before any concrete is placed. The piers will be inspected to ensure compliance with the designs provided by the engineer of record for this project.
- Form Survey**.....Once all of the forms are in place, a registered surveyor must provide a stamped original survey to the Building Section to verify that all setback and slab height requirements have been met. This survey must be a “closed” form survey and is required prior to any concrete placement.
- Slab/Foundation**.....Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations. Compliance with the approved engineered plans and the form survey shall also be checked.
- NOTE**.....*The pier and slab/foundation inspections may be conducted by a registered engineer in lieu of a City inspector. However, all approval documentation from the engineer must be presented to and approved by the City of Friendswood Building Section prior to the cover inspections. THE FORM SURVEY MUST BE PROVIDED TO AND APPROVED BY THE CITY PRIOR TO ANY CONCRETE BEING PLACED ON THE PROJECT....NO EXCEPTIONS!*
- Elevation Cert. #2**.....For those projects located in Flood Zones A or AE, the second of the required three elevation certificates must be presented before the clip and strap inspection can be conducted. This certificate shall indicate the top of bottom floor, top of next higher floor, garage slab elevation, lowest adjacent grade and highest adjacent grade.
- Clip and Strap**.....This inspection is to be called when all clipping, strapping and anchoring of the frame has been completed, but before any sheathing or roof decking is applied.
- Cover Inspections**.....This includes inspection of framing, plumbing, mechanical, gas and electrical systems and shall be made prior to covering or concealment, before fixtures or appliances are set or installed.
- Brick Tie**Brick ties are required to be installed on 16 inch centers. They shall be securely fastened to the structural materials in the wall.
- Electric Meter**.....After the electrical service, all grounding and bonding, and the electrical wiring systems have been installed, the project is inspected to ensure that all is safe and no dangerous conditions are created when power is turned on.
- Gas Meter**.....Before gas is introduced into a system of new gas piping, the entire system shall be inspected to determine that there are no open fittings or ends and that all valves at unused outlets are closed and plugged or capped. All piping installations shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with code requirements. The test pressure shall be measured with a manometer or with a pressure measuring device designed and calibrated to read, record, or indicate a pressure loss due to leakage during the pressure test period. The test pressure to be used shall be no less than 1-1/2 times the proposed maximum working pressure, but not less than 3 psig.

Driveway/Sidewalk...This inspection is to be scheduled when all steel and expansion materials are installed, but before concrete is placed.

Site Final/Wtr Meter...This inspection is to be scheduled when all site final grading has been finished and the water meter has been properly installed.

Elevation Cert. #3.....The final elevation certificate for projects located in flood zones A and AE must be submitted to the building section before the final inspection can take place. This certificate must be completely filled out according to the certificate instructions by a registered surveyor.

Final Occupancy.....Final inspection shall be made after the permitted work is complete and prior to occupancy. This includes all site work such as sodding of the front and side yards, removal of the T-pole, and removal of all construction trash and debris.

NO STRUCTURE MAY BE OCCUPIED WITHOUT FINAL APPROVAL OF THE CITY OF FRIENDSWOOD BUILDING SECTION.

FLOOD ZONES

Special lowest floor elevation requirements.

ZONE AE

In Zone AE, lowest floor elevations shall be a minimum of 24 inches above the elevation given on the latest FEMA FIRM panel for the city. When the building location falls between elevations, the elevation may be interpolated to the nearest one-half foot.

ZONE AO

In Zone AO, lowest floor elevations shall be 36 inches higher than the centerline of the road in curb and gutter streets, or the high bank of a roadside ditch on streets with open ditch drainage.

ZONE B - SHADED "X"

In Zone X-shaded, lowest floor elevations shall be a minimum of 24 inches higher than the adjacent natural grade.

ZONE C - UNSHADED "X"

In Zone X-unshaded, lowest floor elevation shall be as follows:

- (1) On curb and gutter streets, the elevation shall be a minimum of 18 inches above the top of curb or a minimum of 12 inches above the adjacent natural grade, whichever is greater.
- (2) On streets with open ditches, slab elevations shall be a minimum of 18 inches higher than the center of the street or a minimum of 12 inches higher than the adjacent natural grade, whichever is greater.

Note: For the purposes of this section, the term "adjacent natural grade" means the natural ground adjacent to the slab at its centerline paralleling the front of the structure. Natural ground is assumed to be the ground surface existing prior to placement of the building pad.

Electrical systems, equipment and components, heating, ventilating, air conditioning and plumbing appliances, plumbing fixtures, duct systems, and other service equipment shall be located at or above the design flood elevation. If replaced as part of a substantial improvement, electrical systems, equipment and components, and heating, ventilating, air conditioning, and plumbing appliances, plumbing fixtures, duct systems, and other service equipment shall meet the requirements of this section. Systems, fixtures, and equipment and components shall not be mounted on or penetrate through walls intended to break away under flood loads.

New and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems in accordance with the plumbing provisions of the International Residential Code.

Enclosed areas, including crawl spaces, that are below the design flood elevation shall:

- Be used solely for parking of vehicles, building access or storage,
- Be provided with flood openings which shall meet the following criteria:
- There shall be a minimum of two openings on different sides of each enclosed area; if a building has more than one enclosed area below the design flood elevation, each area shall have openings on exterior walls,
- The total net area of all openings shall be at least 1 square inch for each square foot (275mm for each square meter) of enclosed area,
- The bottom of each opening shall be 1 foot (305 mm) or less above the adjacent ground level,
- Openings shall be at least 3 inches (76 mm) in diameter,
- Any louvers, screens or other opening covers shall allow the automatic flow of floodwaters into and out of the enclosed area,
- Openings installed in doors and windows, that meet requirements 2.1 through 2.5, are acceptable; however, doors and windows without installed openings do not meet the requirements of this section.

WINDSTORM REQUIREMENTS

▶ ▶ THE CITY OF FRIENDSWOOD IS LOCATED IN THE INLAND II ZONE ◀ ◀
STRUCTURES ARE REQUIRED TO WITHSTAND 110MPH WINDS

Compliance with the guidelines and inspections by the Texas Department of Insurance will maintain a structure's insurability by the Texas Catastrophe Property Insurance Association. If you plan to build, add to, or renovate a home or other structure and want TWIA coverage, you or your builder should request an inspection by a Texas Department of Insurance windstorm inspector or a Texas licensed professional engineer appointed by TDI. The local office for TDI is located in La Marque and can be reached at 409-986-9552 or 281-474-5025.

WARNING...Inspections performed by City Inspectors do not take the place of those performed by State recognized windstorm inspectors.

TDI also offers publications and services to help you learn more about insurance and resolve insurance related complaints. For general information, call the Consumer Help Line at 1-800-252-3439 or visit their website at www.tdi.state.tx.us.

IMPORTANT PHONE NUMBERS

Before you dig 811

COMMUNITY DEVELOPMENT 281-996-3201

- Culvert installation is the responsibility of the owner/builder – a Development Permit is required.
- Flood plain questions
- Development Permits
- Schedule Building Inspections

PUBLIC WORKS 281-996-3380

- Water and Sewer Line locates
- Streets and Drainage

UTILITIES : Construction

CenterPoint Energy

| | |
|----------------------------------|--------------------|
| Electric Builder's Hotline | 713-207-4370 |
| Gas Builder's Hotline | 713-270-1111 x9526 |
| Individuals acting as contractor | 713-659-2111 |

Texas New Mexico Power Co.

| | |
|------------------|--------------|
| New Construction | 281-996-0453 |
|------------------|--------------|

UTILITIES: For Cut Lines

| | |
|-------------------------------|--------------------|
| CenterPoint Energy (Electric) | 713-207-2222 |
| CenterPoint Energy (Gas) | 713-207-1111 x8758 |
| Comcast Cable | 713-341-1000 |

| | |
|-------|---------------------------------|
| TXDOT | 409-978-2553 or 409-978-2559 |
|-------|---------------------------------|

CALCULATION TABLES

PARKING TABLE

_____ No. of spaces required
_____ No. of spaces provided

PARKING USE CATEGORY (from Design Criteria Manual) _____

Provide detailed calculation from Parking Group Table in the DCM. If multiple uses are proposed, provide calculations for each use.

EXAMPLE:

Retail Trade - 1,000 square feet GFA
1,000/4 spaces = 4 required parking spaces
4 parking spaces provided

LANDSCAPE TABLE - COMMUNITY OVERLAY DISTRICT

Small Parking Lot (20 cars or less)

Total Area of Parking & Driveways (Area) _____ X 15% = _____ Landscape Area Required
_____ Landscape Area Provided

1 tree (Class 1 or 2) per 250sqft of landscape area required

No. of trees required: _____
No. of trees provided: _____

OR Large Parking Lot (more than 20 cars)

Total area of Parking & Driveways (area) _____ X 20% = _____ Landscape Area Required
_____ Landscape Area Provided

Required landscaping _____ multiplied by .50 = _____ Landscape area in Islands Required
_____ Landscape area in Islands Provided
*1 tree required per island

AND Perimeter Landscaping: 1 tree per 30 linear feet for property lines not requiring a landscape buffer

Perimeter Trees Required: _____
Perimeter Trees Provided: _____

PLUS Landscape Buffers (along ROWs and/or to separate uses per Subsection 8.1)

Buffer Width: Minimum 15 feet
Requires 1 tree planted every 25 linear feet; minimum 2" caliper tree measured 18 inches above natural ground level

LANDSCAPE TABLE

All commercial districts (except DD) and multifamily districts not located in the COD

Small Parking Lot (20 cars or less)

Total Area of Parking & Driveways (Area) _____ X 10% = _____ Landscape Area Required
_____ Landscape Area Provided

1 tree (Class 1 or 2) per 250sqft of landscape area required

No. of trees required: _____

No. of trees provided: _____

OR Large Parking Lot (more than 20 cars)

Total area of Parking & Driveways (area) _____ X 10% = _____ Landscape Area Required
_____ Landscape Area Provided

Required landscaping _____ multiplied by .50 = _____ Landscape area in Islands Required
_____ Landscape area in Islands Provided

*1 tree required per island

AND Perimeter Landscaping: 1 tree per 40 linear feet for property lines not requiring a landscape buffer

Perimeter Trees Required: _____

Perimeter Trees Provided: _____

PLUS Landscape Buffers (along ROWs and/or to separate uses per Subsection 8.I)

Buffer Width abutting ROW: Minimum 10 feet

Buffer Width separating uses: Minimum 10 feet

Requires 1 tree planted every 25 linear feet; minimum 2" caliper tree measured 18 inches above natural ground level

BUILDING FENESTRATION - DOWNTOWN DISTRICT ONLY

Area of Primary Wall/Ground

Floor (front or side) facing ROW _____ x 40 % = _____ Min. Fenestration Required
_____ Fenestration Provided

Area of upper floor or
floor not facing ROW

_____ x 25 % = _____ Min. Fenestration Required
_____ Fenestration Provided

LANDSCAPE TABLE – DOWNTOWN DISTRICT

Small Parking Lot (20 cars or less)

Total Area of Parking & Driveways (Area) _____ X 10% = _____ Landscape Area Required

_____ Landscape Area Provided

1 tree (Class 1 or 2) per 250sqft of landscape area required

No. of trees required: _____

No. of trees provided: _____

OR Large Parking Lot (more than 20 cars)

Total area of Parking & Driveways (area) _____ X 10% = _____ Landscape Area Required

_____ Landscape Area Provided

Required landscaping _____ multiplied by .50 = _____ Landscape area in Islands Required

_____ Landscape area in Islands Provided

*1 tree required per island

AND Perimeter Landscaping: 1 tree per 40 linear feet for property lines not requiring a landscape buffer

Perimeter Trees Required: _____

Perimeter Trees Provided: _____

PLUS Landscape Buffers (to separate uses per Subsection 8.1)

Buffer Width separating uses: Minimum 10 feet

Requires 1 tree planted every 25 linear feet; minimum 2” caliper tree measured 18 inches above natural ground level

PLUS Landscape Parkways: area parallel/adjacent to each street’s back of curb

On FM 2351 and FM 518 – landscape parkway 15ft (min. 8ft brick-paved sidewalk and 7ft landscape area)

Minimum 2 decorative street lights per Design Criteria Manual

Minimum 2 decorative benches per Design Criteria Manual

Trees required every 25 linear feet; Class 2 or 3 trees; half of the required trees shall be minimum 4-inch caliper; half of the required trees shall be minimum 2-inch caliper

On adjacent side streets – landscape parkway 10ft (min. 6ft concrete sidewalk)

Trees required every 25 linear feet; Class 2 or 3 trees; required trees shall be minimum 2-inch caliper



City of Friendswood – Community Development
 910 S. Friendswood Drive
 Friendswood, TX 77546
 Phone: 281-996-3201 Fax: 281-996-3260
 www.ci.friendswood.tx.us

Commercial Site Plan Application

SITE INFORMATION

Property Address / Location / Legal Description:

Lot(s): _____ Block(s): _____ Reserve(s): _____ Acreage: _____

Building Square Footage: _____

Present Zoning Classification of Property: _____

OWNER NAME: _____ Phone: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Owner's Email Address: _____

AGENT'S NAME: _____ Phone: _____

Agent's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Agent's Email Address: _____

NOTE: THE SITE PLAN WILL NOT BE PLACED ON THE AGENDA UNTIL AFTER THE STAFF REVIEW IS COMPLETE. ALL REQUIRED DOCUMENTS INCLUDING ANY REVISIONS TO THE SITE PLAN, MUST BE RECEIVED BY STAFF 8 WORKING DAYS PRIOR TO THE PLANNING AND ZONING COMMISSION MEETING.

In authorizing an agent to represent the owner, the owner attests that his/her agent may make verbal or written representations and/or declarations on the owner's behalf and the owner understands and acknowledges that the City of Friendswood shall rely upon the agent's representations in matters pertaining to the above described property. The designation of an agent in this matter in no way absolves the owner of any of the owner's responsibilities outlined by the City of Friendswood.

The undersigned hereby request approval by the Planning and Zoning Commission on the above identified commercial site plan.

Owner Signature: _____ Date: _____

Agent Signature: _____ Date: _____



COMMERCIAL BUILDING PERMIT APPLICATION

| |
|------------------|
| PERMIT NO |
|------------------|

| | | | | |
|---|---------|-----------------|-------------|-----------------|
| 1. JOB ADDRESS | | | | |
| 2. LEGAL DESCRIPTION | LOT NO. | BLOCK | SUBDIVISION | SHOPPING CENTER |
| 3. OWNER/OCCUPANT | | MAILING ADDRESS | | ZIP PHONE/FAX |
| 4. DESIGN PROFESSIONAL | | MAILING ADDRESS | | ZIP PHONE/FAX |
| 5. CONTRACTOR | | MAILING ADDRESS | | ZIP PHONE/FAX |
| 6. USE OF BUILDING | | | | |
| 7. CLASS OF WORK <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLITION | | | | |
| 8. DESCRIPTION OF WORK | | | | |

9. TEXAS DEPT OF LICENSING AND REGULATION REQUIRES ALL NON RESIDENTIAL projects that exceed \$50,000 to have a project number. To register, call 512-463-7357. **TDLR PROJECT NUMBER:** _____

| | | | | |
|-----------------------------|------------------|---------------------|--------------------|----------------------------|
| 10. TOTAL VALUATION OF WORK | 11. TYPE OF ROOF | 12. BUILDING HEIGHT | 13. SLAB ELEVATION | 14. TOTAL IMPERVIOUS COVER |
|-----------------------------|------------------|---------------------|--------------------|----------------------------|

Office Use Only

Accepted By _____ Date _____

City Planning _____ Date _____

Zoning _____ Use _____

CFM _____ Date _____

Flood Zone: A AE AO SX UNX

Impervious Cover _____ Date _____

Plans Examiner _____ Date _____

Fire Marshal _____ Date _____

Occupant Load _____

APPLICANT NEEDS TO COMPLETE THE SPACES BELOW.

State N/A to those sections that do not apply.

| | | |
|-------------------|-----------------------|----------------------------------|
| Construction Type | Occupancy Type | Fire Sprinkler Req. Yes or No |
| 1st Floor (S.F.) | Number of Stories | Parking Spaces |
| 2nd Floor (S.F.) | Total Paving | Lot Size |
| Garage (S.F.) | Total Building (S.F.) | % Lot Coverage |

Yes _____ Circle Size
 New Water Meter 1" 1.5" 2" 3" 4" 6"

NOTICE: Separate permits are required for Signs, Electrical, Mechanical, Plumbing and Gas.

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.

Fees

Plan Check Fee \$ _____

Permit Fee \$ _____

Sewer Impact Fee \$ _____

Water Impact Fee \$ _____

Water Meter Fee \$ _____

Park Fee \$ _____

Total \$ _____

| | |
|---------------------------|--------------|
| SIGNATURE OF APPLICANT | DATE |
| PRINTED NAME OF APPLICANT | PHONE NUMBER |
| EMAIL ADDRESS | FAX NUMBER |

~ ~ ~ ALL MEP APPLICATIONS ARE DUE WITH THE BUILDING APPLICATION ~ ~ ~

| Commercial Building & Sign Permit Fees | |
|--|------------|
| Permit Issuance Fee | \$10.00 |
| For total valuation of \$1,000 or less | \$15.00 |
| For total valuation of \$1,001 to \$50,000, for first \$1,000 | \$15.00 |
| Plus, for each additional thousand or fraction thereof, to and including \$50,000 | \$5.00 |
| For total valuation of \$50,001 to \$100,000, for first \$50,000 | \$260.00 |
| Plus, for each additional thousand or fraction thereof, to and including \$100,000 | \$4.00 |
| For total valuation of \$100,001 to \$500,000, for first \$100,000 | \$460.00 |
| Plus, for each additional thousand or fraction thereof, to and including \$500,000 | \$3.00 |
| For total valuation of \$500,001 and up, for first \$500,000 | \$1,660.00 |
| Plus, for each additional thousand or fraction thereof | \$2.00 |

Plan review fees are equal to 50% of the Building Permit fee.

| | |
|--------------------|-------|
| MOVE Permits | \$100 |
| DEMOLITION Permits | \$50 |

| METER SIZE | COST |
|------------|---------|
| 1" | \$155 |
| 1.5" | \$400 |
| 2" | \$500 |
| 3" | \$2,000 |
| 4" | \$3,000 |
| 6" | \$6,000 |

| METER SIZE | WATER | SEWER | TOTAL |
|------------|-----------|-----------|-----------|
| 1" | \$1,407 | \$2,820 | \$4,227 |
| 1.5" | \$2,814 | \$5,640 | \$8,454 |
| 2" | \$4,221 | \$8,460 | \$12,681 |
| 3" | \$8,442 | \$16,920 | \$25,362 |
| 4" | \$14,070 | \$28,200 | \$42,270 |
| 6" | \$28,140 | \$56,400 | \$84,540 |
| 8" | \$45,024 | \$90,240 | \$135,264 |
| 10" | \$64,722 | \$129,720 | \$194,442 |
| 12" | \$121,002 | \$242,520 | \$363,522 |



City of Friendswood
910 South Friendswood Dr.
Friendswood, TX 77546
281-996-3201

BUILDING PERMIT APPLICATION - ELECTRICAL

PROPERTY INFORMATION

Date: _____

Job Address: _____

Job Description: _____

Owner/Occupant/Business: _____

Phone Number: _____

CONTRACTOR INFORMATION

Business Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Cell: _____

| # | | Each | Total | # | | Each | Total |
|---|------------------------------------|-------|-------|---|---|-------------|-------|
| | Permit Issuance Fee | 30.00 | | | Window A/C Receptacles | 4.50 | |
| | Swimming Pool | 15.00 | | | Sign: Shop Inspection, per kva | 2.00 | |
| | Meter Loop, Service, and 4 Outlets | 10.00 | | | Incandescent and Vacuum Tube Signs, per kva | 2.00 | |
| | Reconnect | 20.00 | | | Festoon Lighting and Streamers, per circuit | .50 | |
| | Temporary Saw Pole | 10.00 | | | Motors up to but not including ½ HP | .50 | |
| | Temporary Cut In | 15.00 | | | ½ HP and Less Than 2 HP | 2.00 | |
| | Outlets and Switches | 0.35 | | | 2HP and Less Than 10 | 3.00 | |
| | Lighting Fixtures | 0.35 | | | 10 HP and Less Than 25 HP | 4.00 | |
| | Range Receptacle | 1.00 | | | 25 HP and Less Than 100 HP | 8.00 | |
| | Clothes Dryer | 1.00 | | | 100 HP and Over | 0.08 per HP | |
| | Cooking Tops | 1.00 | | | X-ray Machine | 2.00 | |
| | Ovens | 1.00 | | | Water Heater | 1.00 | |
| | Dishwashers | 1.00 | | | Garbage Disposals | 1.00 | |
| | Electric Furnace/Heater | 5.00 | | | TOTAL FEES | | |

MASTER ELECTRICIAN MUST SIGN APPLICATION

PRINT NAME: _____ LICENSE # _____

SIGNATURE: _____ DATE: _____

OWNER OF THIS BUILDING AND THE ABOVE SIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF FRIENDSWOOD



City of Friendswood
910 South Friendswood Dr.
Friendswood, TX 77546
281-996-3201

BUILDING PERMIT APPLICATION - PLUMBING/GAS

PROPERTY INFORMATION

Date: _____

Job Address: _____

Job Description: _____

Owner/ Occupant/ Business: _____

Phone Number: _____

CONTRACTOR INFORMATION

Business Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Cell: _____

GAS

| # | | EACH | TOTAL |
|---|------------------------------------|-------|-------|
| | Permit Issuance Fee | 30.00 | |
| | Gas Piping (1-4 outlets) | 5.00 | |
| | Gas Piping (5+ outlets, each) | 1.00 | |
| | Central Heating / Air Unit | 5.00 | |
| | Each Additional Unit | 1.00 | |
| | Vented Wall Furnace / Water Heater | 2.50 | |
| | Each Additional Unit | 1.00 | |
| | Annual Gas Test | 20.00 | |
| | | | |
| | TOTAL | | |

PLUMBING

| # | | EACH | TOTAL |
|---|--|-------|-------|
| | Permit Issuance Fee | 30.00 | |
| | Each Fixture, Floor Drain or Trap (Including all piping) | 2.50 | |
| | Water Connection or Water Meter Installation | 5.00 | |
| | Sewer Connection | 5.00 | |
| | Replacement or Repair of Sewer | 5.00 | |
| | Cesspool | 5.00 | |
| | Septic System | 10.00 | |
| | Water Heater and/or Vent | 2.50 | |
| | Water Piping Install / Repair | 5.00 | |
| | Water Treatment Equipment | 5.00 | |
| | Drainage/Vent Piping Repair | 5.00 | |
| | Backflow Protective Devices (1-5) | 2.50 | |
| | Backflow Protective Devices (6+) | 1.50 | |
| | Grease Trap | 10.00 | |
| | TOTAL | | |

**RESPONSIBLE MASTER PLUMBER
MUST SIGN APPLICATION**

PRINT NAME: _____ LICENSE # _____

SIGNATURE: _____ DATE: _____

OWNER OF THIS BUILDING AND THE ABOVE SIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF FRIENDSWOOD



BUILDING PERMIT APPLICATION - MECHANICAL/HVAC

1. PROPERTY INFORMATION

Job Address: _____

Owner/Occupant/ Business Name: _____

Phone Number: _____ Email Address: _____

2. PROJECT INFORMATION

Describe proposed work: _____

| QTY # | | FEE |
|-------|---------------------|------|
| 1 | Permit Issuance Fee | \$30 |

NEW INSTALLATION OF HEATING, VENTILATING DUCTWORK, AIR CONDITIONING AND REFRIGERATION SYSTEMS

| | | |
|--|--------------------------------------|------|
| | 5 tons or less (each unit or system) | \$35 |
| | More than 5 tons (per unit) | \$10 |

REPAIRS, ALTERATIONS AND ADDITIONS TO EXISTING SYSTEMS

| | | |
|--|--------------------------------------|------|
| | 5 tons or less (each unit or system) | \$25 |
| | More than 5 tons (per unit) | \$ 5 |

BOILERS

| | | |
|--|--|------|
| | Boilers 33,000 BTU (1 BHP) TO 165,000 BTU (5 BHP) | \$ 5 |
| | Boilers 165,001 BTU (5 BHP) TO 330,000 BTU (10 BHP) | \$10 |
| | Boilers 330,001 BTU (10 BHP) TO 1,165,000 BTU (52 BHP) | \$15 |
| | Boilers 1,165,001 BTU (52 BHP) TO 3,330,000 BTU (98 BHP) | \$25 |
| | Boilers over 3,300,000 BTU (98 BHP) | \$35 |

OTHER

| | | |
|--|--|------|
| | Temporary Operation Inspection Fee | \$ 5 |
| | Commercial, Industrial, Institutional Kitchen Hood/Vent System | \$ 5 |

TOTAL _____

3. CONTRACTOR INFORMATION

Business Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Cell: _____

Email Address: _____



City of Friendswood

P.O. Box 1286
Friendswood, TX 77549

Commercial Service Application for Utility Services

| | |
|----------------------|---------------------|
| Office Use Only | |
| Account No _____ | Deposit _____ |
| Clerk Initials _____ | Date Received _____ |

DEPOSIT: \$250.00 single units

Service Start Date _____ Name of Business _____

Type of Business _____

Service Street Address _____ Zip Code _____

Billing Address (if different than service address) _____

City _____ State _____ Zip Code _____

Business Telephone No. (_____) _____ Email/Fax No. _____

Owner/Manager _____ Driver's License _____ State _____

Owner/Manager DOB ____ / ____ / ____ Owner/Manager SS# _____

I, the undersigned, do hereby understand the attached terms and conditions and accept and take full personal civil liability and responsibility for any delinquent utility bills due the City of Friendswood for services provided at the above mentioned address.

Owner Signature _____ Date _____

On Behalf of Corporation Signature _____ Date _____

Person to contact in case of an emergency (in case we need to notify someone of a water issue):

Name _____ Phone No. (_____) _____