



City of Friendswood

New Commercial Building Requirements

You should only upload two (2) files:

1. One multipage PDF of the backup documents such as energy code and TxDot permit.

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.

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.

2. One multipage PDF containing the construction plans, including riser diagram and isometric plan. Each page should be named/bookmarked. Each resubmittal must contain the EXACT same page references. Only the file name may be changed.

PERMIT TYPE: Commercial New Building Construction

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 – 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; identify placement on Landscape Plan
- If no trees 12 inches or greater exist, add a note to the Landscape Plan stating such.

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

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.

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.

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.

DO NOT COMBINE THE CIVIL PLANS WITH THE BUILDING SUBMITTAL

PERMIT TYPE: Commercial Sitework

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.