



Requirements for Commercial Building Permit Applications for New Construction, Alterations, or Additions

We recommend you set an appointment for a pre-application meeting with the Community Development office to review zoning, building code, infrastructure, and fire requirements for the project. Please call 817-297-2201 ext. 3000 to arrange for a meeting.

Please note that all fees incurred by the city for any outside sources used must be paid in full prior to receiving a building permit. The city uses a third-party engineering firm, so any civil plan reviews done by the engineer and/or any time billed to the city for responding to questions or completing other tasks related to your project will be billed to you.

Plan review typically takes approximately two to three weeks per submittal. The primary contact listed on the application will be sent a list of any comments that need to be addressed, so ***please include this person's email address on the application.***

Building permit fees are paid after the permit has been approved, but plan review fees are due at the time of application.

APPLICATIONS SHOULD INCLUDE THE FOLLOWING:

Please see handout from Safebuilt for additional requirements

1. Building permit application, completed with signature and all subcontractors listed (subs must be registered with the city before plans will be sent out for review)
2. Two (2) complete sets of building plans: architectural, structural, plumbing, electrical, mechanical, and civil
3. One (1) set of landscaping plans, along with site plan that includes dumpster location and enclosure materials, dimensions, etc.
4. Two (2) plot plans with lot, block identified.
5. One (1) set of project specifications, if applicable.
6. A digital (PDF) copy of all plans and supporting materials
7. TDLR registration number/paperwork if project is valued at \$50,000 or more
8. Asbestos Compliance Statement
9. Water meter size for domestic use
10. Water meter size for landscaping, if applicable
11. If applicable: Fire Suppression system plans, Vent-a-hood Plans, and Alarm System

Construction plans must show:

- All fire hydrants
- All curb cuts



- Parking – must include handicap parking location and size, as well as total size of parking lot (in square feet)
- Fire line taps, size & location
- Landscaping plan on separate sheet, including total amount of landscaped area within parking areas (in square feet)
- Documentation or plan showing that irrigation will be installed with freeze sensor
- Erosion control plan
- Impervious surface area (in square feet)
- Dumpster location and enclosure materials

Note: ALL applicable items must be submitted at time of permit application. Drawings containing a label such as “not for construction” or “for pricing permit only” will not be accepted. The City of Crowley may choose not to accept partial permit submittals; partial permit submittals accepted for review may be denied.

*Once the application is accepted as complete, staff will review the application and plans, and the City will notify the contractor on the application that the permit is ready for payment and pick up.

WHEN SUBMITTING REVISIONS, YOU WILL NEED TO INCLUDE THE FOLLOWING:

1. A PDF copy of all sheets affected by the changes; the revised sheets must call attention to the correction/changes
2. Comment response letter

Once the revisions are approved, you must submit two (2) final hard copies of the approved plans.



New Commercial Construction Submittal Requirements

Plans and associated documentation to be submitted in pdf format.

For new construction, additions, and alterations

Site Plan

- Property Lines and Dimensions
- Easements
- Building locations
- Separation distance from all structures and property lines
- Street and Streets fronting property
- North arrow and scale

Structural Plans

- Types of materials used
- Size & Spacing of framing members
- Ceiling joists/truss layout
- Foundation Plan
- Wind bracing/Shear Wall Plans

Electrical Plans

- Electrical layout
- Light fixtures layout
- Panel and Riser diagram
- Electrical load calculations
- Grounding/Bonding detail

Plumbing Plans

- Underground plumbing layout for water, sewer, and gas
- Plumbing riser diagrams for water, sewer, and gas
- Sizing of meters & supply lines for water, sewer, and gas
- Demand calculations for water and sewer
- Establishments serving food or drinks, provide grease trap specifications, location, and calculations
- Plumbing fixture floor plan

Architectural Plans

- Code Compliance Statement
- Listed Assembly specifications or code reference for any required fire separation assemblies
- Building Floor Plan
- Building Elevation Plan
- Egress Plan
- Kitchen and equipment layout (if applicable)

Mechanical Plans

- Duct & Equipment layout
- Exhaust/Ventilation/Outside Air calculations and specifications for each piece of mechanical equipment and CFM

Energy Plans

- 2021 Energy Code Compliance Reports for the Building Envelope, Interior and Exterior Lighting, & Mechanical

Projects valued over \$50,000 must include registration number from the Texas Department of Licensing and Regulation. All plans must comply with the Texas Engineering Practice Act and Rules, the Texas Board of Architectural Examiners, and the Texas Department of Licensing and Regulation.