

City of Alvarado
Requirements for Submitting
a Commercial Building Permit
for New Construction, Alterations or Additions

We currently operate under the 2012 International Building Codes, 2012 International Fire Code, 2012 International Mechanical Code, 2012 International Plumbing Code, 2011 National Electrical Code, 2012 International Energy Conservation Code.

1. Set an appointment for a predevelopment meeting with the City Secretary, Debbie Thomas, 817-790-3351 or Building Official, Doug Ballard, 817-538-4142, to discuss all requirements of the city zoning, fire and building for the project.
2. All permit fees must be paid before permit is issued.
3. You must provide:
 - a) Building permit application filled out completely and signed.
 - b) Three (3) sets of building plans: architectural, structural, plumbing, electrical, and mechanical. Plans must have an engineers stamp.
 - c) Three (3) sets of site plans with lot and block identified.
 - d) TDLR registration number, if project's is \$50,000.00 or more in value.
 - e) Asbestos compliance statement. (Remodel/May require structural engineer report on remodel)
 - f) Size of water meter required for domestic use.
 - g) Construction plans must show:
 - 1) Name and address and square footage of the building.
 - 2) Occupancy class.
 - 3) Occupancy load.
 - 4) Construction class.
 - 5) Landscaping plan – City of Alvarado Code, Section 42-831.
 - 6) Parking to include handicap parking location and size.
 - 7) Erosion control.
 - 8) Masonry requirements – City of Alvarado Code, Section 42-423.
 - 9) Engineer letter on foundation is required.
 - 10) All fire hydrants
 - 11) Fire lanes.
 - 12) Exit signs.
 - 13) Emergency lighting.
 - 14) Fire alarm system. (If required)
 - 15) Sprinkler system (if required).
 - 16) Fire dampers (if required).
 - 17) Smoke dampers (if required).
 - 18) Fire/Water mains (if required).
 - 19) Fire extinguishers.
 - 20) Key access required (Knox Box).
 - 21) COM Check Report

- 22) Plumbing inspections will be third party and if initial inspection fails it is the plumber's responsibility to come to City Hall and pay a re-inspection fee.

Note: All fire suppression systems, vent-a-hood plans and alarm systems are read third party. Please send the plans directly to any of the following companies:

Reed Fire Protection Engineering
2730 N. Stemmons Freeway #707W
Dallas, Texas 75207
Phone: 214-638-7599 or 1-800-381-5504
Fax: 214-638-4710
areed@reedfire.com

Excel Consultants
5205 Tacoma Drive
Arlington, Texas 76107
Phone: 817-478-0897
Fax: 817-271-4344
excelconsultants@msn.com

Coker Engineering, LLC
1540 Keller Parkway Ste 108 #319
Keller, Texas 76248-3685
Phone: 817-742-2409
Fax: 817-742-0047
ron@coker-engineering.com

Bob D. Morgan, PE, CPCU
5217 Copper Creek
Keller, Texas 76248
Home: 817-741-4777
Bobmorgan@verizon.net

The City of Alvarado DOES NOT accept partial permit submittals. 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.

Once the application is accepted, a complete review will be performed (7-10 working days). The City Secretary will contact the contractor listed on the application that the permit is ready and the total amount of fees due. All permit applications must be approved by the Building Official and Fire Marshall. A final approved set of plans shall be placed on a CD.