



**PLAN REQUIREMENTS  
COMMERCIAL & INDUSTRIAL BUILDERS**

Website: [www.cleburne.net](http://www.cleburne.net)

**I. CODES ADOPTED BY THE CITY OF CLEBURNE**

*(BEFORE BUILDING COMMERCIAL OR RESIDENTIAL PROPERTIES; PLEASE REVIEW THE FOLLOWING)*

1. Contact the Inspections Department to determine if a permit is required and what current codes have been adopted by the City of Cleburne.

**CURRENT CODE(S) ADOPTED BY THE CITY OF CLEBURNE:**

2012 International Building Code w/amendments - adopted 10/08/13

2012 International Mechanical Code w/amendments- adopted 10/08/13

2012 International Plumbing Code w/amendments – adopted 10/08/13

2011 National Electrical Code w/amendments –adopted 10/25/11

2012 International Fuel Code w/amendments- adopted- 10/08/13

2012 International Fire Code

2012 101 NFPA

2012 International Residential Code for ONE and TWO Family Dwelling Code w/amendments – adopted 10/08/13

2012 International Energy Conservation Code w/amendments adopted 10/08/13

2. Land Use Requirements:
  - a. Current zoning (See chapter 155 zoning ordinance)
  - b. Correct zoning for proposed use.
3. Platting information and requirements. (See chapter 154 subdivision regulations).
  - a. Checklist
  - b. Procedures

**II. SEE THE CITY ENGINEER TO DETERMINE IF WATER & SEWER ARE AVAILABLE, IF NOT SEE WATER DISTRIBUTION TO BEGIN THE SEWER / TAP PROCESS.**

**III. BUILDING PERMITS & INSPECTION PROCESS.**

Submit 2 complete sets of plans (24 x 36 inches) including civil containing the following:

1. Must be prepared by an Architect / Engineer with seal affixed to the plans and (1) set of PDF plans on a disk before the Certificate of Occupancy is issued.
2. The civil construction plans prepared by the Engineer (with seal affixed to the plans) containing the following information:

Civil Engineer /Architect's  
Electrical Engineer  
Structural  
Plumbing Engineer  
Mechanical Engineer  
Cover sheet  
Boundary/Topographic survey  
Site plan  
Erosion control plan  
Paving plan

Coordinate control plan  
Grading plan  
Utility plan  
Landscape plan (Section 155.56)  
Irrigation plan  
Sign details (Section 156.01)  
Parking spaces with lot striping details  
(Section 155.54)  
Trash enclosure detail

**The following information needs to be included in the plans:**

Occupancy classification  
Wind load  
Type of construction

Specification on plans  
Earthquake seismic zone  
Roof snow load

Check for Floodplain, Floodway before drawing plans, check with City Engineer.

#### **IV. COMMERCIAL AND INDUSTRIAL BUILDING PERMIT**

**THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE ANY COMMERCIAL/ PUBLIC BUILDING PERMITS WILL BE ISSUED.**

1. Asbestos Survey: No building permit can be issued for remodeling or demolition of a commercial or public structure until an asbestos survey is on file with the City of Cleburne. The survey must be done by a Licensed Asbestos Surveyor, Engineer, or Architect. You must supply a copy of the asbestos survey. Effective January 1, 2002 – Senate Bill 509

2. American Disabilities Act (ADA) Any new or remodel of a commercial/industrial building where the cost of work exceeds \$50,000, construction plans must be submitted to the Texas Department of Licensing and Regulation for approval. A copy of the submittal application with a copy of payment must be submitted to the City of Cleburne so that we can verify submittal. If you do not have a copy of the check or check stub in order to verify submittal, it can be verified online at:

[www.license.state.tx.us/AB/tas/abtas](http://www.license.state.tx.us/AB/tas/abtas). Effective June 17, 2001 - Senate Bill 484

3. Last but not least, a com.check

## **V. CERTIFICATE OF OCCUPANCY**

At the time when the building or structure is ready for occupation all inspections shall be completed before a certificate of occupancy shall be issued. Inspections requirements are listed on the certificate of occupancy application.

For Building Plans information and questions call Chief Building Inspector at 817-556-8801 or E-mail [willie.stevenson@cleburne.net](mailto:willie.stevenson@cleburne.net)

Send Plans to Willie Stevenson at 10 N Robinson, Cleburne, TX 76033

If you have any concerns or questions please go to City of Cleburne If you have any concerns or questions please go to City of Cleburne webpage at [www.cleburne.net](http://www.cleburne.net)

## **VI. INSPECTION SEQUENCE**

1. Setback inspection: form boards for foundation. This can be obtained by either locating the property line pins or getting a surveyor to survey the property.
2. First rough plumbing.
3. Foundation (before pouring concrete).
4. Framing, 2<sup>nd</sup> plumbing, rough mechanical, rough electrical.
5. Brick ties inspection.
6. Insulation inspection (prior to sheet rocking).
7. Sheetrock inspection, before texture.