



**PLAN REQUIREMENTS
COMMERCIAL & INDUSTRIAL BUILDERS**

Website: 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:

- 2015 International Building Code w/amendments - adopted 9/26/2017
- 2015 International Mechanical Code w/amendments- adopted 9/26/17
- 2015 International Plumbing Code w/amendments – adopted 9/26/2017
- 2017 National Electrical Code w/amendments –adopted 9/26/2017
- 2015 International Fuel Code w/amendments- adopted 9/26/2017
- 2015 International Fire Code w/amendments- adopted 9/26/2017
- 2015 101 NFPA
- 2015 International Energy Conservation Code w/ amendments adopted 10/08/2013
- 2015 International Existing Building Code – 9/26/2017

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 two (2) bound copies. Plans should be 24" x 36" for new construction, plans need to include the following, finish out / alterations / remodels. One (1) complete set of Civil Plans needs to be included, no exceptions.

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:

- 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. Effective June 17, 2001 - Senate Bill 484
3. To comply with the State of Texas requirements, all permit application submittals received must include certification that the building construction plans comply with the 2013 International Energy Conservation Code, with NCTCOG amendments

(i.e. copy of **COMcheck report, the project street is required on the form**). Certification shall be under the signature of the person qualified to perform such plan review and two (2) copies shall be provided at the time of plan submittal.

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 terry.broumley@cleburne.net.

Send Plans to Terry Broumley 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

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, 2nd plumbing, rough mechanical, rough electrical.
5. Brick ties inspection.
6. Insulation inspection (prior to sheet rocking).
7. Sheetrock inspection, before texture.