



Commercial Permit Submittal

- Civil drawings must be stamped and approved prior to issue of any construction permit.
- Site plan and elevation approval shall be complete
- Energy code tabulations meeting or exceeding the minimum requirements of the 2006 IECC
- Statement of code criteria compliance shall be submitted with application.
- Reference to finish materials flame spread and smoke developed classification included in finish schedule.
- Plumbing and electrical plans shall show riser diagrams
- Architectural barrier project no. or evidence of TAS/TDLR review application.
- Structural design must be based on the 2006 International building code.
- General contractor and all trade contractors shall be registered prior to issuance of permit.
- Permit application shall be completed and submitted with all permit request.
- Incomplete submittals may cause the application to be rejected. It is the applicant's responsibility to verify current permit submittal requirements.

Construction Documents

- Three (3) complete sets of professionally sealed construction drawings containing all the basic architectural, structural and M/E/P drawings as required.



Commercial Permit Application Process

- Building permit application completed by General Contractor/Owner
- **Three** complete sets of plans (M,E,P's, foundation, site, landscape, irrigation, grading, paving & SWPPP)
- Com check required by design professional. Energy inspection shall be performed by 3rd party inspector and City shall be supplied with the results.
- TDLR permit # and application must be turned in with application.
- General Contractor and all trades must be registered prior to issuance of permit.
- Fire Sprinkler plans shall be submitted through the Hutchins Fire Department, all questions, comments and inspections shall be coordinated through the Fire Department (972) 225-3311.

***Plans will not be accepted if they are not complete!**



City of Hutchins Site Requirements

All projects are required to keep streets and or alleys clean from trash, debris, mud and dirt.

SWPPP must be in place before any work begins.

Each site shall have silt fence or curlex during construction and beyond until vegetation is established.

Trash barriers shall be installed as needed to reduce trash blowing to adjacent properties.

Trash container must be on site. Any dumpster left on site must be obtained from Republic Services at (972) 225-4207.

Port-o-let's must be on site per OSHA 1915.88 (d) (2)

1915.88(d)(2)

Minimum number of toilets.

Number of employees of each sex	Minimum number of toilets per sex
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	1 additional toilet for each additional 40 employees.

General Housekeeping

- Spoil piles, fill areas and unprotected exposed ground need erosion protection.
- Any mud tracked into streets must be removed immediately.
- Inlet must be in place, kept clean of sediments or replaced.
- Trash must be contained and removed regularly.

Concrete Washout

There shall be a containment area for concrete trucks to washout in, this concrete shall be allowed to harden and be broken up and hauled away to a proper disposal site.

Washing out in an area other than the approved washout pit **WILL** result in the General Contractor being issued citations.

Construction Requirements

There shall be a customer shut off on the house side of the meter at the property line.

There shall be a single long sweep city sewer clean out at the property line. Sewer lines shall be a minimum of four (4) inch and all sewer lines must be bedded in sand.

The Building Official/Inspector **WILL** at a minimum issue red tags and withhold any inspections if the site or development is determined to be in violation of these requirements. The Building Official/Inspector may require additional measures to bring the site into compliance as needed in the field.

Inspections of the overall site will be made weekly and after any rain event equal to ½ inch or more.



Notice Regarding Adoption of 2006 International Codes

Effective 4-6-2009 the City of Hutchins has adopted the provisions of the 2006 International Building Code and the 2005 National Electric Code with amendments established by the North Texas Council of Governments.

The applicable codes are:

International Building Code – 2006 edition
International Residential Code – 2006 edition (excluding appendix L and P)
International Plumbing Code – 2006 edition
International Mechanical Code – 2006 edition
National Electric Code – 2005 edition (excluding annex G)
International Energy Conservation Code – 2006 edition
International Fuel Gas Code – 2006 edition
International Fire Code – 2006 edition

The codes will be effective and shall apply to any permit request submitted after this date.

Please contact the building department for any questions or concerns regarding these codes. (972) 225-6121



Commercial Inspection Procedure's

- The general contractor will be responsible for requesting ALL inspections.
- Inspections must be called in between the hours of 8:00am and 4:30pm.
- Inspections will be scheduled for the day after they are called in.
- Same day inspections can be obtained for a fee of \$100.00 and must be paid prior to the inspection be performed.
- Inspection and first re-inspect are free second re-inspect shall be \$50.00 third and subsequent re-inspects shall be \$75.00 each.
- All re-inspect fees shall be totaled and paid at the time of request for final inspection.
- A form board survey showing finished floor elevation is required prior to the foundation inspection.
- Backflow tests are required on all irrigation and fire sprinkler systems.
- General contractor is responsible for obtaining a third party energy certification and providing a final report prior to final inspection.

Required Inspections

Concrete-	Pier holes (will accept engineers inspection for piers) Grade Beams Floor Slabs Concrete Tilt Walls Concrete Columns Paving and Flatwork Drive Approaches Sidewalks
Plumbing-	Plumbing Rough-In Service Lines (water and sewer) Grease Interceptors Sand Traps Top Out Gas Test Final
Electrical-	Temporary Pole Under-slab Rough In

	Under Ground Rough In
	Electrical Wall Rough
	Electrical Ceiling Rough
	Electrical Meter Release
	Final
Mechanical-	HVAC Rough
	HVAC Final
	Ventilation Hoods
	Mechanical Exhaust Fans
Structural-	Structural Frame (exterior walls)
	Wall Partition Frame
	Floor Frame
	Roof Frame
	Brick Tie
	Final
Site-	Parking
	Landscape
	Fire Lanes
	Screening Walls
	Dumpster Enclosure

Interior Finish Inspection Requests

When construction is commenced on an interior finish project, the following grouping of inspections will be required whenever possible, so as to limit numerous trips by the inspector and expedite your construction in a timely manner.

1. Plumbing Rough
2. Slab (steel inspection)
3. Wall Rough (framing, electrical, stub up above the top plates and plumbing top out)
4. Ceiling Cover (HVAC rough in, electrical complete above ceiling level, all roof or deck penetrations complete and flashed properly)
5. Final (consists of all inspections, building, plumbing, electrical and mechanical)

Service Meter Releases

Electrical Meter Release

1. Meter release inspection must be requested for utilities to be provided.
2. All electrical main disconnects and panel as well as meter base must be complete before meter release is approved.
3. Panel covers must be removed for inspection.

Gas Meter Release

1. Gas piping must be tested for leaks by pressure test and approved by inspector.
2. All shut off valves in place.

RPZ

- The City of Hutchins requires an RPZ to be installed on all commercial irrigation systems.
- Devices shall not be installed on locations subject to flooding, measures shall be taken to protect them from freezing.
- Devices shall be installed above ground and protected with an approved box with a hinge type lid, alternately the device may be located inside the riser room.



Construction Trailer Requirements

Commercial and Residential Construction Trailers

Construction trailers are allowed for active commercial and residential construction projects with a permit, if utilities are needed for the construction trailer electrical and plumbing permits will be required accordingly as will any impact fees.

Required Documents

1. Completed application.
2. Site plan which includes property lines, building line setbacks and location of trailer.
3. Other documents and/or drawings as may be needed.

Fees

Construction Trailer	\$50.00
Electrical Permit	\$60.00
Plumbing Permit	\$60.00

Note

All impact fees, meter set fees, water tap fees and sewer tap fees will be given on an as needed basis.



City of Hutchins Engineering Manual

General Notes

- All construction shall be in accordance with North Central Texas Council of Governments “Standard Specifications for Public Works Construction” and any City of Hutchins addendum thereto.
- Before beginning construction, the contractor shall prepare a construction sequence schedule. The construction schedule shall be such that there is the minimum interference with traffic along or adjacent to the project.
- Construction in or adjacent to residential districts may not begin earlier than 7:00am Monday – Friday and must stop at 7:00pm, on Saturday work may not begin earlier than 8:00am and must end at 7:00pm without prior approval of the City of Hutchins. No work in these areas is allowed on Sundays.
- The contractor is responsible for verifying the location of all underground utilities and structures, and protecting them from damage during construction.
- Work **WILL NOT** be backfilled or covered until it has been inspected and passed by the City of Hutchins.
- Material testing shall be performed by an independent testing laboratory and paid for by the contractor.
- All excavation on the project is unclassified.
- Temporary erosion control shall be used to minimize the spread of silt and mud from the project onto existing streets, alleys, drainage ways and public and private property. Temporary erosion controls may include straw bales, berms, dikes, swales, strips of undisturbed vegetation, check dams and other method as required by the City of Hutchins.
- Finished slopes on public right-of-ways and easements shall not be steeper than 4:1. All slopes steeper than 6:1 shall be solid sodded or hydro mulched and maintained until grass covers the entire slope.