



# APPLICATION FOR COMMERCIAL BUILDING PERMIT

*Department of  
Community Development*

**Incomplete applications will not be accepted.  
Indicate "NA" when an item does not pertain to your application.**

All projects must comply with City of Willis [land use and zoning requirements](#). Construction plans must be designed IAW the City of Willis [adopted codes](#). One PDF digital copy of the plans and all supporting documents, must accompany the application. If new water and/or sewer taps are required, please include the [water and sewer tap application](#). If a new driveway is proposed, please include the [driveway application](#).

Plan review and permit fees are based on the Permit Fee Schedule. The Building Official reserves the right to make the Square Foot determination based on the plans and the Permit Fee Schedule. The plan review fee is .22 per square ft. fee and is required at time of submittal. The remaining fees are due at the time a permit is issued. Permit fees may be found on our [Fee Schedule](#). If the project cost is  $\geq$  \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) [Architectural Barriers](#).

Please complete and submit the application and all necessary documentation and forms to the permit office. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City's written comments, and notification of any additional requirements, within 20 business days.

**ALL DOCUMENTS MUST BE OF SUFFICIENT CLARITY TO FACILITATE A REVIEW.**

## SUBMITTAL CHECKLIST

Please make sure all of the following information is included on the plans or addressed in the submittal. "N" denotes information required for most new construction. (Additional information may be required.) "R" denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N,R	<b>Is the property legally platted or subdivided? A permit may not be issued if the parcel where the building permit is required is part of another lot or tract of record.</b>			
N,R	<b>Is the property in a Floodplain? If yes, elevation certificates will be required.</b>			
R	Asbestos survey (Required on all additions to, or alterations, of existing commercial buildings.			
N,R	Architectural Barriers # if project cost is $>$ or $=$ to \$50,000 or engineer's cost estimate. (Reference page 1)			
N	Civil drawings (Site plan, utility plan, grading and drainage, SWPPP, etc.)			
N,R	Code data sheet showing construction type, occupancy type, codes used, occupant load, and area increase calculations if required. 2018 IBC			
N,R	Occupant load calculation determined by the current adopted version of the International Building Code. (reference <a href="#">Adopted Codes</a> ) 2018 IBC			
N	Survey or Plot plan of proposed and existing structures with easements, driveways and set-backs shown.			
N	Structural plans designed for 100mph wind load, certified by an engineer licensed by the State of Texas.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed construction with wall details.			
N	Finish floor elevations shown. (Form survey with elevations in relation to street crown)			
N,R	Floor plan showing the location and type of fire extinguishers. 2018 IFC			
N	Energy code compliance (COMcheck) as published on the <a href="http://www.energycodes.gov">U.S. Dept of Energy website (www.energycodes.gov)</a> . 2015 IECC			
N,R	Plumbing plans with details and specifications. 2018 IPC			
N,R	Electrical Plans with details and specifications including emergency lighting. 2017 NEC			
N,R	Mechanical Plans with details and specifications. 2015 IECC			
N	Water and Sewer Tap Application (if applicable).			
N	Driveway Application (if applicable).			
N,R	Parking requirements (reference <a href="#">Section 155.170</a> , Willis Code of Ordinances.			
N	Landscape plan in compliance with <a href="#">Section 150.40</a> , Willis Code of Ordinances			

**PROJECT LOCATION**

[911](#) Assigned address:

Subdivision:	Lot:	Blk:	Sec:
--------------	------	------	------

**PROJECT INFORMATION**

New Construction	Addition/Remodel	Demolition	Other:
------------------	------------------	------------	--------

Number of stories:	Bldg. Square FT.:	Architectural Barriers EABPRJ#
--------------------	-------------------	--------------------------------

Area 1st Floor:	Area 2 ND Floor	Additional Area:	Total Area:
-----------------	-----------------	------------------	-------------

Brief Description of Work:

**OWNER INFORMATION**

Name:	Phone:	Fax:
-------	--------	------

Address:

Email:

**CONTRACTOR INFORMATION**

Name:	Phone:	Fax:
-------	--------	------

Address:

Email:

**APPLICANT INFORMATION**

Name:	Phone:	Fax:
-------	--------	------

Title:

Address:

Email:

**CERTIFICATION:** THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM SUPPORTING DOCUMENTATION AND PLANS ARE TRUE AND CORRECT.

BY SIGNING THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.

**THIS APPLICATION SHALL EXPIRE:** PURSUANT TO SECTION 105.3.2 OF THE 2018 INTERNATIONAL BUILDING CODE, APPLICATIONS FOR PERMIT WILL BE DEEMED ABANDONED 180 DAYS AFTER THE FILING DATE, UNLESS THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.

Signature of Applicant

Printed Name

Date

**OFFICE USE ONLY**

Regulated Flood plain:	In	Out	Zone:	BFE:	LFFE:	Panel #
Notes:						
Approved by:	Date		Issued by:		Date:	
Building Permit Fees:		Plan Review Fees:			Inspection Fees:	
Registration Fees:		Tap Fees:			Other Fees:	
Total Fees:				Permit Number:		

# Permit Application Review Check List

**\*\*Please check all that apply to this project or scope of work. \*\***

- Application – Fully Completed – Contact information – owner, contractor, Architect, engineer or agent.
- Site plan/plot plan / Survey – fully dimensional – flood zone - \_\_\_ - \_\_\_yes \_\_\_no.
- SWPPP Plan -
- COMcheck 2018/2015 IECC – building envelope – mechanical and ventilation – electrical lighting – Energy rating certificate.
- Cover sheet / Scope of work – Code Analysis 2018 ICC codes 2017 NEC – Index of Drawings – Details – floor plans – MEP-
- Drawings / Plans –
  - Floor plans
  - Structural – Engineered – Sealed and stamped – Foundation – Framing – Roofing etc.
  - Architectural – Sealed and stamped
  - Mechanical – Attic and Crawl Space Ventilation – Duct isometric diagram – fresh air intake with change’s per hour
  - Electrical – Load analysis – One line Diagram – Smoke and Carbon monoxide Detectors etc.
  - Plumbing – Water Supply – DWV – Building Drain – Building Sewer – Gas Riser – isometric diagrams
  - Details – Water resistance – Flashing – kick out flashing – Fire blocking – Doors (egress) – windows (rescue, safety, SHG and U values) – Thermal barriers – Ignition Barriers etc.
- Form Survey / Elevation Certificate – from a registered professional land surveyor licensed to do business in the State of Texas.
  - Flood zone – Form survey and elevation certificate
  - Not in flood zone – Form survey

The design professional shall affix the design professional's official seal or Name, License type, license number and signature to the drawings. (Engineer, Architect, Surveyor, Master Electrician, HVAC Master or Responsible Master Plumber), which ever may apply.

## 2018 Editions

- |   |  |   |
|---|--|---|
| A. International Building Code (IBC)    | E. International Mechanical Code (IMC)     | I. International Energy Conservation Code |
| B. International Residential Code (IRC) | F. International Plumbing Code (IPC)       | J. International Swimming and Spa Code    |
| C. International Fire Code (IFC)        | G. International Existing Building Code    | K. International Performance Code         |
| D. International Fuel Gas Code (IFGC)   | H. International Property Maintenance Code | L. International Zoning Code              |
- Latest Edition of the NFPA70 National Electric Code (Currently the 2017 NEC)

Phone: (936)856-4611

Email: [permits@ci.willis.tx.us](mailto:permits@ci.willis.tx.us)

Web: [www.ci.willis.tx.us](http://www.ci.willis.tx.us)

Fax: (936) 890-1246