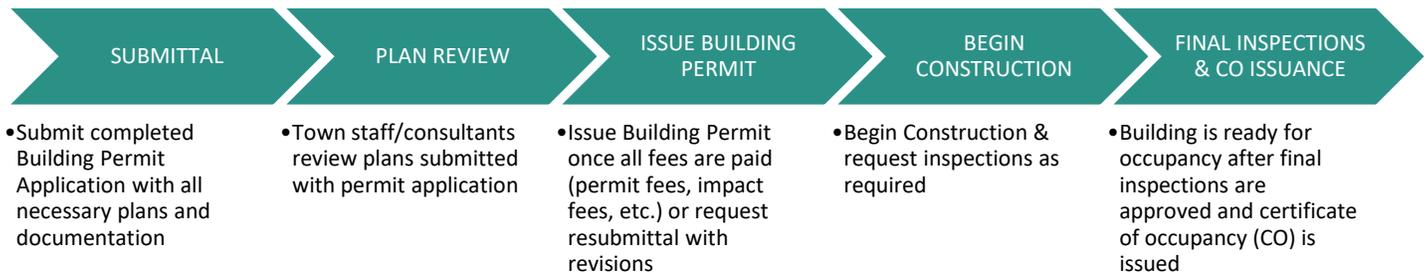


COMMERCIAL BUILDING PERMITS & INSPECTIONS PROCESS

This guide was prepared by the Town of Northlake to provide an overview of the requirements for all multi-family residential and non-residential construction. The construction process begins with the submittal of a building permit application and appropriate plans and documents for review. These applications are then reviewed for compliance with all applicable ordinances and adopted codes of the Town. Once the application is determined to be in compliance with these requirements, a building permit will be issued and construction may commence. Inspections are required at various stages of construction to verify that the adopted codes of the Town are being met. Upon completion of construction, final inspections will be performed. If all code requirements and any other applicable ordinance requirements have been met, the final inspections shall be approved, and a certificate of occupancy (CO) will be issued. A building may only be occupied once a CO is issued.



ADOPTED CODES

The Town of Northlake has adopted the following codes with the amendments recommended by the North Central Texas Council of Governments (NCTCOG).

- 2018 International Building Code (IBC) and Amendments
- 2018 International Residential Code (IRC) and Amendments
- 2017 National Electrical Code (NEC) and Amendments
- 2018 International Mechanical Code (IMC) and Amendments
- 2018 International Energy Conservation Code (IECC) and Amendments
- 2018 International Plumbing Code (IPC) and Amendments
- 2018 International Fuel Gas Code (IFGC) and Amendments
- 2018 International Fire Code (IFC) and Amendments

GENERAL BUILDING PERMIT INFORMATION

A building permit must be secured from the Town prior to the construction of any building or structure.

- Unless otherwise provided, no permit for the construction of a building or buildings upon any land shall be issued until a building site has been created by the land being a platted lot appearing on a subdivision plat properly approved by the Town and filed in the records of the County Clerk of Denton County or where a subdivision plat is not required by the Town, until a development plat has been approved by the Town.
- Further, no building permit shall be issued for any building or structure which is in violation of any provision of the Unified Development Code (UDC), including zoning and design standards. A site plan must be approved prior to obtaining a commercial building permit, and all construction must be in accordance with the approved site plan.
- Exemptions from permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the codes adopted by the Town of Northlake or any other laws or ordinances of the Town of Northlake. Please contact the Town of Northlake if there are any questions about the necessity of a building permit. Permits shall not be required for the following:
 - Detached accessory buildings provided the floor area does not exceed 120 square feet.
 - Minor repair and/or maintenance of building components.

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BUILDING PERMIT SUBMITTAL REQUIREMENTS

Format of all Building Permit Submittals:

- Electronic copy:** An electronic copy (PDF format) of all plans and related documents as described below is required for all commercial building permit applications. Such plans may be emailed to M.J. Randolph: mrandolph@town.northlake.tx.us or submitted on a CD/Flash Drive.

Requirements for New Commercial Buildings and Additions:

- Completed Commercial Building Permit application.
- One (1-PDF copy) set of building plans to typically include the following information (elevations; floor plan; roof plan; door, window & hardware schedule; structural plans; foundation plan (signed & sealed by a professional engineer); construction details: interior & exterior wall sections, interior finish, interior elevations, etc.; mechanical, electrical & plumbing (MEP) plans).
- One (1-PDF copy) set of site and civil plans (Site plan, Landscape Plan, Irrigation Plan and engineered paving, grading, drainage, and utility plans). Reference the Engineering Design Manual (EDM) at www.town.northlake.tx.us/edm for checklists and standard details
- One (1-PDF copy) *COMcheck* or equivalent energy code compliance report.
- Payment of Plan Review Fee (65% of Permit Fee) with check payable to the "Town of Northlake" (All other permit fees due when permit is issued).

Requirements for Commercial Remodels and Interior Finish Outs:

- Completed Commercial Building Permit application.
- One (1-PDF copy) set of building plans to include any of the following information if applicable (elevations; floor plan; roof plan; door, window & hardware schedule; structural plans; foundation plan (signed & sealed by a professional engineer); construction details: interior & exterior wall sections, interior finish, interior elevations, etc.; mechanical, electrical & plumbing (MEP) plans)
- One (1-PDF copy) *COMcheck* or equivalent energy code compliance report if applicable.
- (1-PDF copy) of site and civil plans as noted above for New Buildings and Additions if any changes to the site are proposed.
- Payment of Plan Review Fee (65% of Permit Fee) with check payable to the "Town of Northlake" (All other permit fees due when permit is issued).

BUILDING PERMIT FEES

Commercial Building Permit Fees

Includes new construction, additions, remodels, and interior finish outs for commercial, industrial, mixed-use, multi-family residential, and any other type of construction not addressed by a fee in the Town's adopted fee schedule.

- | | |
|---------------------|---|
| (a) Plan Review Fee | 65 percent of the permit fee (non-refundable fee due with application) |
| (b) Permit Fee | Fee based on value of construction according to the Construction Value Fee Schedule |

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Construction Value Fee Schedule

All permit fees based on value of construction shall use the following schedule to determine the fee. Applicants shall provide the actual value of construction on the permit application. However, the Town Building Official will make the final determination of construction value if the value provided on the application is unreasonable and/or no documentation for the value is provided.

Total Valuation	Fees
\$1 to 500.00	\$23.50
\$501 to 2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to 25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to 50,000	\$391.75 for the first \$25,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to 100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to 500,000	\$993.73 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to 1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 For each additional \$1,000 or fraction thereof

Please consult the Town's fee schedule for a full listing of fees that may be required.

CONTRACTOR REGISTRATION

All electrical, mechanical, plumbing and irrigation contractors must be registered with the Town of Northlake before obtaining a permit or performing work within the Town. See the contractor registration application for the registration requirements. Registration is good for one (1) year from the date of registration.

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BUILDING INSPECTIONS

Inspection requests may be emailed to Countywide Inspections: inspections@cwistx.com for inspections to be conducted on the next business day. The following is the typical schedule of inspections (some inspections listed below may not apply depending on the type of project):

1. T-pole
2. Plumbing Rough
3. Foundation
4. Seconds (Includes Electrical rough, Plumbing Stackout, Mechanical Rough, Framing)
5. Insulation
6. Drive Approach
7. Temporary Utilities (This is an optional inspection)
8. Finals

ADDITIONAL PERMITTING

Electrical, Mechanical & Plumbing Permits Typically, a master building permit is issued which covers the permits for each trade (electrical, mechanical, and plumbing). The sub-contractors for each trade must be registered with the Town and listed on the permit. Individual trade permits, if necessary, may be obtained by completing the Miscellaneous Permit application.

Other Permits Separate permits may be required for the installation of culverts/drive approaches, irrigation, fencing, swimming pools & spas, and signs. Please see the appropriate application for more information on obtaining these permits.

Water/Sewer Service For new water service, the Water Service application must be completed. A water service deposit, tap fee, meter placement fee, and impact fee or cost recovery fee may apply.

CONTACTS

Building permits and inspections are coordinated by the Development Services Department. The Town contracts with Countywide Inspection Services for plan review and inspection services.

Contact for questions related to application, process, fees, etc.

Contact for questions related to specific code requirements

Development Services Department

M.J Randolph

Permit Technician

mrandolph@town.northlake.tx.us

Phone (940) 648-3290 Ext. 274

Fax (940) 648-0363

Development Director

Nathan Reddin

Development Director

nreddin@town.northlake.tx.us

Phone (940) 648-3290 Ext. 271

Building Official for Town of Northlake

Countywide Inspection Services

inspections@cwistx.com

Phone (940) 521-0470

Fax (855) 220-0192