



Development Services Department

NON-RESIDENTIAL BUILDING PERMIT PROCEDURES For COMMERCIAL ANTENNA / TOWER

The following are the procedures and instructions for obtaining commercial remodel permits within non-residential zoned districts. For permit information, please contact the Development Services Department at 469.429.4781 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. This is information generally required for permitting and should not be considered an all-inclusive list. If you have specific inspection questions during the construction process, you may contact one of our building inspectors at 469.429.4781. The inspectors are generally available Monday-Friday from 7:30-9:00 a.m.

LIST OF REQUIRED SUBMITTAL DOCUMENTS TO CITY ENGINEER

- A. For new tower construction, contact the City's Engineer for civil engineering submittal requirements.

LIST OF REQUIRED SUBMITTAL DOCUMENTS FOR BUILDING PERMIT

- B. A completed City of Sachse, Texas building permit application.
- C. Provide one (1) full size hard copy and a PDF copy of the submittal documents. All construction plans shall be signed and sealed by a State of Texas licensed Architect and State of Texas licensed professional Engineer as required.
- D. Plans shall be submitted on sheet sizes 11" x 17" or larger. All plans shall be drawn to an appropriate scale with legible drawings and notes. Each plan set will include the following:
 - 1. Cover page; including but not limited to:
 - a. Project name.
 - b. Project address.
 - c. Name, address, and contact of designers of record.
 - d. An index of plan sheets.
 - e. A list of the City's building codes, ordinances, and amendments.
 - f. Other notes deemed necessary by designer.
 - 2. Site plan (matching approved civil plan set).
 - 3. Antennas and other related construction details.
 - 4. Structural plans with details prepared, signed and sealed by a State of Texas licensed professional Engineer.
 - a. Foundation plan and details.
 - b. Structural framing plans and details.
 - 5. Exterior elevation (for new tower construction).



Development Services Department

6. Mechanical plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer and a legend identifying all symbols and acronyms (if applicable).
7. Plumbing plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer including but not limited to riser diagrams (water, sewer and gas) and a legend identifying all symbols and acronyms (if applicable).
8. Electrical plan and details prepared, signed and sealed by a State of Texas licensed professional Engineer including but not limited to a panel board schedule and a legend identifying all symbols and acronyms (if applicable).

ADDITIONAL SUBMITTAL REQUIREMENTS

The following requires a separate permit submittal:

- A. Fence and/or screen wall plan and details (if applicable).
 1. Provide one (1) full size plan set and one (1) PDF copy.
- B. Retaining wall plan and details (if applicable).
 1. Provide one (1) full size plan set and one (1) PDF copy.
- C. Signage plan and details for attached and freestanding signs (if applicable).
 1. Contact Development Services Department for sign permitting submittal requirements.

ADDITIONAL NOTES

1. All Contractors and Subcontractors (Electrical, Plumbing, Mechanical, Fence, Sign, etc.) shall register and shall validate permits through our office before prior to the issuance of the building permit.
2. Permit fees are calculated and based on the City of Sachse Master Fee Schedule. The plan review fee is due prior to the start of the plan review process.
3. All work and materials shall be in compliance with the City's current adopted building codes: International Building Code (IBC), International Plumbing Code (IPC), International Mechanical Code (IMC), International Fire Code (IFC), International Fuel Gas Code (IFGC), International Energy Conservation Code (IECC), National Electrical Code (NEC), the code amendments, and the City of Sachse Code of Ordinances.