



Development Services Department

NON-RESIDENTIAL BUILDING PERMIT PROCEDURES For REMODELS

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.

1. Complete the City of Sachse, Texas building permit application.
2. A permit is **not** required for interior painting, replacing floor tile, repairing doors, replacing the glass in a window, installing plug in appliances or for similar types of maintenance items. Check with the Development Services Department if you have any questions if a permit is required for your project.
3. Confirmation letter from Texas Department of Licensing and Regulation (TDLR) showing that the project has been submitted to TDLR for accessibility review when the construction value is greater than or equal to \$50,000.00.
4. When the Construction Valuation is greater than or equal to \$50,000.00, all plan sheets will be required to be signed and sealed by a State of Texas licensed design professional (Architect and/or Engineer)
5. Provide one (1) full size and a PDF copy of the plan set. Plans shall be legible and submitted on sheet sizes 11" x 17" or larger. All plans shall be drawn to scale at not less than 1/8" equals to 1 foot. Each plan set will include the following:
 - a. Cover sheet; including but not limited to:
 1. Project name.
 2. Project address.
 3. Name, address, and contact of designers of record.
 4. An index of plan sheets.
 5. A list of the City's building codes, ordinances, and amendments.
 6. Building code analysis (occupancy type, occupant load, parking analysis, etc.).
 7. Life safety notes.
 8. Other notes deemed necessary by designer.
 - b. Site plan (showing all existing structures and any easements). The site plan shall also include the approximate location of the lease space and indicate the total area of the lease space in square feet.
 - c. Floor plan (showing the location of all windows, doors, indicating the areas of construction and accurately label all spaces and room types).



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- d. Mechanical plan including but not limited to mechanical details and a legend identifying all symbols and acronyms if any work is to be done.
 - e. Plumbing plan including but not limited to a riser diagrams for water, sewer and gas, plumbing details, and a legend identifying all symbols and acronyms if any work is to be done.
 - f. Electrical plan including but not limited to a panel board schedule, electrical details, and a legend identifying all symbols and acronyms if any work is to be done.
 - g. Interior lighting (reflected ceiling) plan if applicable.
 - h. Kitchen layout plan if applicable.
 - i. Roof plan if applicable.
 - j. Any appropriate finish schedules.
 - k. Foundation plan if applicable (stamped and signed by a State of Texas Licensed Engineer and an Engineer's letter).
 - l. Elevations if applicable (only when re-facing the exterior of the building).
 - m. Energy compliance report for building envelope, electrical lighting, mechanical and water heater (COMcheck, or any approved report).
6. The City retains one (1) approved plan set, sends one copy to the applicable appraisal district (Dallas or Collin County).
 7. An Asbestos survey is required (adding to, demolishing, or remodeling an existing building). Does not apply to interior completion of new buildings.
 8. State Law requires the applicant to provide an Asbestos Survey or sign a statement that an asbestos survey has been completed for a building prior to the issuance of a renovation or demolition permit.
 9. All Contractors and Subcontractors (Electrical, Plumbing, HVAC, Fence, Irrigator, Pool, etc.) shall register or validate permits through our office before any inspections will be conducted.
 10. 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.
 11. Additional permit fees are required for electrical, plumbing, and mechanical (HVAC) work if applicable.
 12. 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 adopted code amendments and the City of Sachse Code of Ordinances.
 13. Upon completion of the project, a certificate of occupancy (C/O) application is required to be submitted to the City unless deemed not necessary by the Building Official. C/O applications are available at the Development Services office. The Building Inspector's final green tag and the Fire Marshall's C/O approval report are required prior to the issuance of the C/O. If applicable, the health and alcohol permit applications shall be submitted and approved prior to the issuance of the C/O.