



CITY OF FULSHEAR

PO Box 279 /6611 W. Cross Creek Bend Ln
Fulshear, Texas 77441
Phone: 281-346-8860 ~ Fax: 281-346-2556
www.fulsheartexas.gov

COMMERCIAL BUILDING PERMIT REQUIREMENTS

- I. All information on application completed
 - Water/Sewer application with all information completed (if applicable)
 - Plan Review Fee is collected at time of submittal
 - Water/Sewer Fee

- II. Drawings and Data- 2 Hard Copies & 1 Digital Copy
Preferred Size Requirement: 24 x 36
 - Provide USB Thumb Drive of all documents including applications or email to plans@fulsheartexas.gov.
 - Site plans showing all property lines, existing and proposed structures, and drive approach. Drawings must be drawn to scale and show a north arrow.
 - 1 additional Civil plan set
 - Engineered drawings if over 5,000 square feet; wet seal with floor plans, elevations, framing plan, material information identifying all construction material. Drawings must be drawn to scale.
 - Foundation details with reinforcing schedule with a State of Texas registered Engineer's seal.
 - Plumbing riser diagrams
 - Electrical wiring diagrams and load calculations.
 - Energy code Report (Energy Star or ResCheck) with property address and plan number, signed by architect, engineer, energy star provider or IECC certified plans examiner
 - Windstorm design details that meet 130mph wind speed

- III. Pre-Construction Meeting must be scheduled through permit office & completed prior to permit release

- IV. Fort Bend County Fire Marshal Letter

- V. Fulshear Environmental Public Health Approval (If applicable)



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Commercial Building Permit Application

Date of Application: _____ Application #: _____ - _____

Project Address: _____

Project Name: _____ Approved Plat: Yes No Zoning District: _____

Flood Zone: _____ Subdivision: _____ Section: _____ Lot: _____ Block: _____

Property Owner: _____ Address: _____ City: _____

State/Zip: _____ Phone: () _____ - _____ Fax: () _____ - _____

Occupancy Type: Commercial **Circle Appropriate Group** A-(), B, E, F-(), H-(), I-(), M, R-(), S-(), U
 Industrial 1-5 1-2 1-5 1-4 1,2 & 4 1-2

Class of Work: New Remodel Demolition Build-out **Square footage of Improvements:** _____

Renovation/Demolition As required for Public or Commercial buildings by Senate Bill 509 (Effective January 1, 2002)
Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) ? Yes No* Date of Survey: ____/____/____ TDH Inspector License No. _____ Copy Attached Yes No
* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) **prior** to a renovation/demolition permit being issued by the City of Fulshear. **Signed:** _____

Description of Work: _____

Valuation of the Project \$ _____

Texas Architectural Barriers Project Registration Number: (EAB#) _____

Applicant (Company Name): _____ Contact Person: _____

Address: _____ City: _____ State/Zip: _____

Phone #: _____ - _____ - _____ Email: _____

Contractor (Company Name): _____ Contact Person: _____

Address: _____ City: _____ State/Zip: _____

Phone #: _____ - _____ - _____ Email: _____

Signature of Applicant: _____ Date: _____

OFFICIAL USE ONLY

Date: _____ Time/Date Stamp: _____ Fees: _____

Commercial Submittal Requirements	New Construction or New Shell	New Interior Buildout	Remodel Interior	Remodel Exterior	Addition
Commercial Building Application	✓	✓	✓	✓	✓
Plan Review Fee Payment	✓	✓	✓	✓	✓
Complete Hard Copies	2	2	2	2	2
Complete Electronic Copies (PDF)	1	1	1	1	1
Civil Plans (2 Separate Sets)	✓				✓
COM Check (IECC 2015) (www.energycodes.gov)	✓	✓	✓	✓	✓
Floor Plans	✓	✓	✓		✓
Drainage Plan Showing Flow	✓				✓
MEP Plans (Signed and Stamped by Engineer)	✓	✓	✓	✓	✓
Exterior Elevations	✓			✓	✓
Foundation Plans (Signed and Stamped by Engineer)	✓				✓
Site Plan	✓	✓	✓	✓	✓
Landscape Plan (by Landscape Architect)	✓				✓
TAS Review (If Applicable)	✓	✓	✓	✓	✓
Fort Bend County Fire Marshal Approval Letter	✓	✓	✓	✓	✓
Fulshear Environmental Public Health Approval (If Applicable)	✓	✓	✓	✓	✓



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Commercial Building Fee Schedule

COMMERCIAL [Building Valuation is data produced by ICC and updated bi-annually, www.iccsafe.org]

Building Permit Fee* [Total cost of construction] -----\$ _____
 Plan Review Fee** [50% of total building permit fee] -----\$ _____
Total Building Permit fee: \$ _____

Plan Review Fee: Shall be paid at the time of plan submittal. It will be 50% of the Building Permit fee, this applies to all projects over \$1000.00.

Building Valuation of

- \$50,000 or Less = \$700.00 plus \$5.75 per thousand over \$1000.00 or fraction thereof;
- \$50,001.00 to \$100,000.00 = \$800.00 plus \$4.75 per \$1000 or fraction thereof over \$50,001.00
- \$100,001.00 to \$500,000.00 = \$1000.00 plus \$3.50 per \$1000 or fraction thereof over \$100,001.00;
- \$500,001.00 to \$1,000,000.00 = \$3,500.00 plus \$3.00 per \$1000 or fraction thereof over \$500,001.00;
- \$1,000,001.00 or more = \$4,064.00 plus \$3.00 per \$1000 or fraction thereof over \$1,000,001.00.

Example: Total Cost of Construction: \$401,250.00

Building Permit Fee*: \$1000.00 + (\$301,249.00/\$1000=301.249 X\$3.50= \$1,054.37) = \$2,054.37

Plan Review Fee** = 2054.37/2 = \$1,027.19

Total Building Permit Fee----- \$3081.56



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APPLICATION FOR COMMERCIAL UTILITY SERVICES

Date of Application: _____

Service Address: _____

Subdivision/Project Name: _____

Lot: _____ Block: _____ Section: _____

Billing Information for Monthly Water Bill:

Customer Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

METER TYPE AND SIZES

Domestic Water Meter Size: 3/4" _____ 1" _____ Other _____

Irrigation Meter Size: 3/4" _____ 1" _____ Other _____

****ALL DOMESTIC & IRRIGATION METER SIZES 4" AND UP REQUIRE A VAULT****

Continued on Back



APPLICATION FOR COMMERCIAL UTILITY SERVICES

Fire & Domestic Combination Water Meter Assembly Size: _____

Stand Alone Fire Line Only Meter Size: _____

*****Applicant/Contractor Responsible For Installation of All Required Backflow Prevention Devices*****

*****All Fire Meter Taps will include the City of Fulshear Standard Vault Assembly, Applicant/Contractor is Responsible for installation of any and all Fire Marshal requirements i.e. PIV or FDC *****

NOTES:

- Applicants must attach a PDF utility plan showing proposed location(s) of meters
- Taps will be installed up to 60 business days (weather permitting) after payment has been received

I HEREBY ACCEPT ALL THE ABOVE CONDITIONS AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

Signature Printed Name Phone # Date

Payment Date: _____ Payment Amount: _____ Transmittal Date: _____



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For City of Fulshear Roll-off Container Deliveries:

GFL Environmental is happy to provide roll-off containers for waste removal within the city limits of the City of Fulshear, Texas.

To order deliveries inside the City of Fulshear, please call the GFL Environmental Sales Department at the following number or email the following GFL Environmental person:

Marjorie West- Phone: 281-906-0491 or Email: mwest@gflenv.com

We will be happy to talk you through the set up/delivery process. If your company has a pre-printed credit form, please have that in hand when calling. This will speed up the credit process. GFL Environmental can also set up your account on a COD, pre-pay, basis.

After the initial delivery, your best way to get the container hauled or empty/final is to email or call the number above.

Thank you,

GFL Environmental Sales



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Commercial Building Permit Information

Certificate of Occupancy:

- Inspection by Building Services Inspector will be required at the time of application. The fee for this type of inspection is \$60.00 each. A floor plan must be submitted at time of request.
- If work is being done for the Building, Electrical, Mechanical, and/or Plumbing, then those contractors will need to take out permits and have inspections on their work.
- Prior to the Certificate of Occupancy being approved, the Fort Bend County Fire Marshal will need to give approval. You can contact them at 281-238-1500.
- Some occupancies may require a Health Inspection as well, you will need to get approval from City of Fulshear, Health Dept at health@fulsheartexas.gov.
- Electrical power release may be obtained once the Building Services Department completes an inspection and finds that there are no electrical issues. Although the final Certificate of Occupancy will not be issued until all requirements are met.
- An owner of the building may request electrical power for “Clean and Show Only” this is a \$10.00 fee and the Building Service Inspector performs an inspection. This is a TEMPORARY electrical release for a period of not to exceed 6 months.

What is a Change of Use

A change of use is when an existing building is to switch to a different use, e.g. a house to an office, a house to a church, an office to a retail store, a retail store to a restaurant, etc. Making a major switch requires a complete evaluation of the building and the property including the number of parking spaces. This will require a Change of Use Building Permit to evaluate all of the new requirements. Many of these changes require certain items to be corrected or upgraded, e.g. more parking, installing handicap access and restrooms, exit signs, ventilation, etc. Therefore, if any Electrical, Mechanical or Plumbing adjustments are necessary, those permits need to be obtained.