City of Celeste

Phone: (903) 568-4512
www.cityofceleste.org

201 N. US Hwy. 69
Celeste, TX 75423

Commercial Permit Application

Building Permit Number: _____ **Valuation:** _____

Project Name: _____ **Zoning:** _____

Project Address: _____ **Square Foot:** _____

Project Description: **New** ☐ **Addition** ☐ **Remodel** ☐ **Finishout** ☐
Sign ☐ **Plumbing** ☐ **Mechanical** ☐ **Electrical** ☐ **Other** ☐

Scope of Work: _____

THIS PROPERTY IS IN A FLOODPLAIN: **Yes** ☐ **No** ☐ ***If yes, provide Flood Plain Certificate to the City***

DOES THIS BUILDING HAVE A FIRE SPRINKLER? **Yes** ☐ **No** ☐

Owner Information: _____

Name: _____ **Project Contact Person:** _____

Address: _____

Phone Number: _____ **Cell Number:** _____ ***Email:*** _____

Engineer	Contact Person	Phone #:	Email
Architect	Contact Person	Phone #:	Email
General Contractor	Contact Person	Phone #: Email:	Contractor License Number ☐
Mechanical Contractor	Contact Person	Phone #: Email:	Contractor LIcense Number ☐
Electrical Contractor	Contact Person	Phone #: Email:	Contractor License Number ☐
Plumbing Contractor	Contact Person	Phone #: Email:	Contractor LIcense Number ☐
TPO Energy Provider	Contact Person	Phone #: Email:	Contractor LIcense Number ☐

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review		**Fire**	
Public Works		**Planning**	

Building Permit Fee: _____ Meter Deposit Fee: _____ **Total Fees:** _____

Plan Review Fee: _____ TAS Registration #: _____ **Receipt #:** _____

Water Tap Fee: _____ **Issued Date:** _____

Sewer Tap Fee: _____ **Issued By:** _____

BV Project #: _____

City of Celeste, Texas

Subcontractor Validation Form

Building Inspection

If a Building Permit has been submitted or issued for a project, subcontractors must validate onto the building permit instead of securing individual permits for each trade. The validation form must be signed by the registered subcontractor or one of the authorized designees of that subcontractor listed on the contractor registration form. The validation form must be submitted prior to the commencement of work by that subcontractor. Please specify the work be performed – in some cases there may be multiple subcontractors of the same trade. Subcontractor validations may only be rescinded in writing.

Permit Number: _____ **Address of Permit:** _____

General Contractor: _____

Subcontractor Validating: _____

Subcontractor Address: _____

City: _____ **State:** _____ **Zip code:** _____

Subcontractor Telephone: _____ **Email:** _____

Type of Work Being Validated:

☐ **Electrical** ☐ **Plumbing** ☐ **HVAC - TDLR License**

☐ **Mechanical (No License Required other than HVAC)**

Specific description of work you are validating for: _____

_____

_____

PERTMITS ARE PROCESSED WITHIN 5-7 BUSINESS DAYS
FOR OFFICE USE ONLY BELOW

_____ _____

Approval Signature Title

_____

Date

_____

PERMIT INFORMATION

The City of Celeste enforces the 2015 International Building Code (IBC) and the 2014 National Electrical Code (NEC) for all residential and commercial permit applications.

Permit Requirements

A permit is necessary whenever you or your contractor builds, repairs, modifies, erects, expands, converts, installs, or replaces any building or its utility systems. If work starts without a permit, it may result in a fine.

Examples of projects that require a permit:

- Interior remodels & additions
- Irrigation
- Permanent storage sheds or accessory buildings
- Signs
- Roofing (structural additions)
- Window size replacement
- Foundation repair
- Plumbing
- Electrical
- Solar
- Fencing

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan {a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report/ ComCheck
12. Asbestos Survey (for renovation or demolition permits){b}
13. Texas Department of Licensing and Regulation architectural barriers project registration information, if project is over $50,000 this is for Acessibility{c}

NOTE:

a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.htm]
c. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

Adopted building codes.

2015 International Building Code and local amendments.

2015 International Plumbing Code and local amendments.

2014 International Electrical Code and local amendments

2015 International Mechanical code and local amendments

2015 International Energy Conservation Code and local amendments

2015 International Fuel Gas Code and local amendments

2015 International Fire Code and local amendments

Typical Commercial Inspections

Utilities
__ Utility Storm Sewer
__ Utility Sanitary Sewer
__ Utility Water Service
__ Electric Underground - Site

Underground
__ Plumbing Rough
__ Water Service
__ Yard Sewer
__ Electric Underground
__ Gas Underground

Foundation
__ Pier / Footing
__ Grade Beam
__ Foundation
__ Form Survey

Building
__ Electrical Rough
__ Mechanical Rough
__ Gas Piping Rough/Test
__ Plumbing Top-Out
__ Framing
__ Stucco Mesh
__ Brick Tie
__ Tilt Panel

Energy
__ Energy Insulation

Above Ceiling
__ Above Ceiling Electrical
__ Above Ceiling Mechanical
__ Above Ceiling Plumbing

Utilities
__ Construction Electric
__ Gas Final

Finals
__ Electrical Final
__ Mechanical Final
__ Plumbing Final
__ Customer Service Inspection Letter
__ Energy Final
__ Building Final

Miscellaneous
__ Electric T-Pole
__ Flatwork
__ Grease Trap
__ Grease Duct
__ Type I Commercial Kitchen Hood after Grease Duct
__ Retaining Wall

How to Schedule an Inspection Through Bureau Veritas for New Residential or Commercial Construction

A Step-by-Step Guide for Organizing Inspections

- You will receive an invoice for the new construction package billed by The City of Celeste. The inspection package fee must be paid in full prior to any inspection request. Payment can be made in office or online at www.govpaynow.com, location code a000wj. Please reference the permit number, address and invoice number being paid for. Normal business hours of Monday through Friday 8am-12pm and 1pm-3pm.
- The contractor with the building permit must contact BV Inspections Scheduling at inspectionstx@bureauveritas.com or 817-335-8111 to schedule inspections.
- Include the permit number BV# and specify the type of inspection.
- Do not request an inspection in a new group until all previous group inspections are approved (e.g., plumbing top-out only after ground rough approval).
- Submit inspection requests by 4:00 PM for next-day scheduling.
- Inspections occur between 8:00 AM and 5:00 PM; upon completion, results are sent immediately to the applicant and to the City at 4:00 PM.