

Commercial Building Information/Checklist



City of Boerne
2012

City of Boerne

COMMERCIAL BUILDING PLAN CHECKLIST

Two complete sets of plans, including the following are required at the time of submittal:

- Plan Review Fee
- Landscaping Plan
- Illumination Plan
- Site (Plat) Plans
- Fire Protection Plan
- Electrical
- Mechanical
- Plumbing
- COMCheck (2006 IECC, heating days 2149, City of Boerne, street address, signed by person running the COMCheck)
- ADA Letter with EAB number on it if project is \$50,000 or over.
- Drainage and Detention Pond Report
- Planning Dept. design review documents (see Zoning Ord. Art. 3, Sect.9 and Art. 5, Sect. 25).
- Check with Public Works for Fees and/or documents needed.

All the above material must be included for plans to be accepted for review by our office.

OFFICE INFORMATION

Direct Dial: (830) 248-1529

Fax: (830) 249-7202

Chief Building Inspector: Jesse Aguirre

Building Inspector: Sean Skaggs

Code Enforcement Officer: Betty Kwasneski

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BUILDING CODES

INTERNATIONAL BUILDING CODE – 2006 EDITION

INTERNATIONAL RESIDENTIAL CODE – 2006 EDITION

INTERNATIONAL PLUMBING CODE – 2006 EDITION

INTERNATIONAL MECHANICAL CODE – 2006 EDITION

NATIONAL ELECTRIC CODE – 2005 EDITION

INTERNATIONAL FIRE CODE – 2006 EDITION

INTERNATIONAL FUEL & GAS CODE – 2006 EDITION

ASBESTOS INFO:

An asbestos statement will be needed on all commercial remodels. A list of contractors can be obtained from the Texas Department of State Health Services Regulatory Services. Asbestos Abatement Contractors.

ONLINE INFORMATION:

The city website is www.ci.boerne.tx.us. Article 3 of the Zoning Ordinance (latest edit. 11/19/07) has the majority of the zoning information that you might need. Zoning questions should be directed to Laura Talley (830) 249-9511, ext. 1151.

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PERMIT APPLICATION INFORMATION

Square footage for all new commercial projects being built must be filled out in the appropriate space on the application. The fee for brand new commercial building projects is based on total square footage. Please call our office if you need assistance in figuring the permit and plan review fee amounts. Please complete the entire application. If a contractor has not been chosen yet for your project, put TBA in the contractor information field. The contractor information must be given to us before permit issuance, so as soon as you choose your contractor, have them come in and register with us if they have not done so already. Plan review fees are due at the time of permit application submission. Plan review fees are non-refundable.

PLAN REVIEW INFORMATION

Commercial plan review time varies with the size and scope of the project. When your project has been completely reviewed by the Fire Marshall's Office, Public Works Department and the Code Enforcement Department, you will be called and advised that the plan review is complete. At that time, you will be advised to call Public Works to set up a pre-construction meeting.

PRE-CONSTRUCTION MEETING & IMPACT FEES

After you have called Public Works to set up your pre-construction meeting, we will be contacted by them as to the date/time of the meeting. When the pre-construction meeting is finished, you will need to meet with Public Works to complete the paperwork for any impact fees that are due. Once you have completed the paperwork for impact fees, we will be notified.

PERMIT RELEASE

Once you are through doing the impact fee information with Public Works, you'll need to proceed to the Code Enforcement Office to pick up your building permit and set of plans. The building permit is in triplicate. All 3 copies will need to be signed and dated at which time you can go to the Customer Service window in the main building to pay for your impact fees and permit fee. Once these are paid, customer service will hand you back your copy of the building permit with "PAID" stamp on it, which is to be posted at the jobsite along with your copy of the stamped and approved plans. The subcontractors may come in at that point to register and pull their permits. A copy of each permit issued is required to be posted at the jobsite at all times.

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INSPECTION INFORMATION

Inspections are scheduled 24 hours in advance of the time needed by calling our office at our direct dial line of (830) 248-1529.

Commercial inspections are scheduled between the hours of 9 a.m. and 11 a.m. Inspections needed outside of the normal time frames need to be called in to this office. Permit numbers are required for calling inspections in to our office.

FOUNDATION PRE-POUR INSPECTIONS: Before a foundation pre-pour inspection can be called in, a form survey from a licensed survey company must be submitted to our office. We do accept faxed copies. Our fax number is 830-249-7202.

FRAMING INSPECTIONS: Before a framing inspection can be called in, an original engineer's letter must be submitted to our office. We accept faxed copies of this letter but the original must be mailed in and received by our office before the final inspection can be scheduled. All rough-ins (building, electrical, mechanical, and plumbing) must be as complete as possible for an inspection to be scheduled.

FINAL INSPECTIONS: The building should be **complete** at this stage. Street address should be on the building and suite numbers should be on the doors. Lighting certificate should be on file with our office and original foundation letter should have been received in our office by this time. No final inspection will be scheduled without them and **no Certificate of Occupancy will be issued while this information remains outstanding.**

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PLAN REQUIREMENTS FOR LANDSCAPING

Zoning Reg. 4.03.002.

The landscape plan shall include the following:

- A. The date, scale, north point, project title, and name of property owner.
- B. The locate of existing lot lines, setback lines, dimensions of the lot, and location of all proposed buildings and parking areas on the lot.
- C. The location and size of existing and proposed streets and alleys and existing and proposed easements on or adjacent to the lot.
- D. The approximate center lines of existing water courses, the location of the 100 year flood plain, and the approximate location of significant drainage features on the lot.
- E. The location and species of all existing shade trees having a caliper of 8 inches or more and ornamental trees having a caliper of 4 inches or more.
- F. The following trees shall be marked on the landscape plan:
 - 1. *Protected Trees*
 - a. Ornamental trees with a caliper of 4 inches,
 - b. Shade trees with a caliper of 12 inches,
 - c. Shade trees with a caliper of 8 inches located in the front yard or side yard setbacks.
 - 2. Signature trees.
 - 3. Heritage trees.
- G. The total number of existing and proposed On-site parking spaces, and a statement of the minimum number of On-site parking spaces required by this ordinance.
- H. Approximate delineation of the root protection zones and notes indicating how the applicant plans to be retained.
- I. A description of the proposed watering methods for each part of the landscaped area.

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ILLUMINATION PLAN REQUIREMENTS FOR DEVELOPMENT PROJECTS

Zoning 3.02.004.

The submission shall contain, but shall not be limited to the following, all or part of which may be part or in addition to the information required elsewhere in the ordinances of the City of Boerne upon application for the required permit.

- A. Two copies of an illumination plan shall be submitted with the building permit for review for compliance with this section.
- B. A site plan, drawn to a scale of one-inch equaling twenty (20) feet, showing buildings, landscaping, parking area, and all proposed exterior fixtures including lamps, supports, reflectors and other devices.
- C. Specifications for all proposed lighting fixtures including photometric data designation as IESNA full cut-off fixtures where required, and other descriptive information on the fixtures. Photometric data need not be submitted when the full cut-off performance of the fixture is obvious to the reviewing official.
- D. When a submittal includes a statement by a registered design professional that the existing site lighting is being modified less than 10%, it shall not be necessary to comply with paragraph 5 below in this section.
- E. When the lighting plan includes a statement by a registered design professional that the design is in accordance with this ordinance the requirements of paragraph 2 above shall not apply.
- F. A schedule on the plans to confirm compliance with Table 1 (see below). The schedule shall include the following information:
 1. Each exterior luminaire type with the mean lumens for that type, the quantity of each type.
 2. The total of mean lumens for the parcel.
 3. A statement of the Lighting District, the size of the permitted parcel, and the maximum allowed mean lumens.

| Table 1 Maximum Total Outdoor Light Output Requirements Lumen Caps: Mean Lumens per Net Acre (2) | | | |
|-----------------------------------------------------------------------------------------------------|---------|---------|--------|
| Lighting Districts (Defined in Subsection 3.02.002) | | | |
| | 1 | 2 | 3 |
| Commercial, Industrial and Multifamily | | | |
| All lighting must be FCO | 225,000 | 100,000 | 50,000 |

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CONSTRUCTION AND MAINTENANCE

Zoning 3.10.004.

On-site parking facilities shall be constructed, maintained and operated in accordance with the following specifications:

- A. **Drainage and Surfacing.**
 - 1. All commercial parking areas, vehicle maneuvering areas and driveways shall be paved with concrete, asphaltic concrete, asphalt, brick or interlocking paving blocks, or other durable and all-weather material acceptable to the City of Boerne Planning and Zoning Commission.
 - 2. Driveway and parking areas for a single family dwelling may be paved, in the areas within the lot up to the lot line, with gravel, crushed stone, or another durable and all-weather material acceptable to the City Manager. The area between the lot line and the road shall be concrete.
 - 3. All facilities shall be properly graded for drainage and maintained in good condition, free of weeds, dust, trash and debris.
- B. **Wheel Guards.** Boundary of perimeter areas shall be provided with wheel guards or bumper guards, so located that no part of a parked vehicle will extend beyond the lot line of the parking area.
- C. **Protective Screen Fencing.** Parking areas shall be provided with solid protective screen fencing so that occupants of adjacent uses are not unreasonably disturbed, during day or night, by the movement of vehicles.
- D. **Lighting.** Lighting facilities shall be arranged so that they do not unreasonably disturb occupants of the site or of adjacent residential properties or interfere with traffic.
- E. **Entrances and Exits.** Parking areas shall be provided with entrances and exits so located as to minimize traffic congestion.
- F. **Prohibition of Other Uses.** Parking areas shall not be used for any business involving the sale, repair, dismantling or servicing of any vehicles, or the sale of any equipment, materials, or supplies.