



**CHECK LIST FOR SUBMITTING PLANS WHEN
APPLYING FOR A COMMERCIAL PERMIT**

Updated July 2, 2018

All drawings must be to scale and prepared by and bear the stamp and signature of a State of Texas registered Design professional and must comply with the minimum design requirements of the 2015 International Building Code, all federal, state and City of Wylie Amendments. All structural conditions require the stamp / seal of a State of Texas Professional Engineer. Four (4) complete sets of plans and specifications must be submitted when making application. The plans must include the following items and information and must be separately bound to four (4) packages – “No Loose Pages will be accepted”.

1. SITE / CIVIL DRAWINGS SHOWING ALL PERTINENT INFORMATION SUCH AS:

1. Boundary Survey – signed and sealed by State of Texas licensed Surveyor.
2. Buildings on the property (new, proposed additions and existing).
3. Plot plan should show all distances from property lines, set backs, easements or other buildings on that plot of ground (front, side and back).
4. Driveways, approaches and sidewalks (provide details on site plan).
5. Indicate site drainage with topography by registered surveyor. Contact the Public Works Department for requirements (972-442-7588).

2. DESIGN LOAD REQUIREMENTS

1. 2015 International Building Code (IBC). See Building Department web site for amendments.
2. City Ordinance requires wind strapping for wood construction.

3. DETAILS CONCERNING CONCRETE FOUNDATION

1. Sealed Engineer Designs based on the 2015 International Building Code (IBC).
2. Full scope of job with detail sheets.
3. Cover letter, sit, design and Geo specific.

Notes: WOOD SILL AND BEAM FOUNDATIONS MUST BE DESIGNED AS PER CODE (treated components, termite shields, etc.). All vegetation, top soil and foreign materials must be removed within foundation walls.

4. DETAILS NEEDED CONCERNING STRUCTURAL / FRAMING

1. Indicate all required design dead and live loads to include floors and roofs.
2. Provide construction details for walls, floors, roofs, ceilings and shear conditions.
3. Wood construction shall require:
 - (a) Details for shear and other specific structural conditions.
 - (b) Lumber grades, species and allowable spans from an approved span table.
 - (c) Wood contacting concrete must be treated.
 - (d) Indicate all fire blocking and draft stops required, such as at stairs, fur downs, fire places and etc...
 - (e) Include a header table and nailing schedule.
 - (f) Indicate anchor bolts, purlins, rafters, joists, collar ties, wind bracing, strong backs; indicate pitch of roof members and any other required bracing and show spacing.
 - (h) Metal items such as wind bracing straps, sill anchors, joist hangers, etc., need to have nailing requirements indicated.
 - (i) Show details of cornice, beams or other items that may need clarification.
4. Indicate the insulation that is to be used.
5. Fireplace chimneys must observe the ten foot (10') out and two feet (2') down rule.
6. Masonry ties must be twenty two gauge (22) spaced sixteen inches (16") vertical with each stud on eighteen inches (18") on center.

5. SHOW SUFFICIENT SECTION AND ELEVATIONS VIEWS.

6. SAFETY GLAZING – Indicate all required locations.

7. ELECTRICAL - Must comply with the currently adopted National Electrical Code (NEC), all federal, state, and City of Wylie Electrical Amendments. Licensed Master Electrician or a State of Texas Professional Engineer or Design Professional prepared and “signed” load analysis and one-line diagram required.

8. PLUMBING - Must comply with the currently adopted International Plumbing Code (IPC), all federal, state and City of Wylie Plumbing Amendments. Riser diagram and load calculations required.

9. AIR CONDITIONING AND HEATING/International Energy Conservation Code - Must comply with the currently adopted International Mechanical Code (IMC), International Energy Conservation Code (IECC), all federal, state and City of Wylie Mechanical Code Amendments. One copy of the International Energy Conservation Code Com check form shall be attached to each copy of plans submitted for permitting. Heat load calculations will accompany International Energy Conservation Code Com check forms for all new construction or complete remodel.

Compliance with the International Energy Conservation Code section above will require a third party International Energy Conservation Code certified inspector, or an Engineer, Architect registered with the City of Wylie Permit Department. The energy professional shall certify with field inspections prior to cover and final that all areas of the International Energy Conservation Code requirements have been met. A City of Wylie Energy Conservation Compliance form shall be on file prior to final inspection and before a Certificate of Occupancy is issued by the Permit Department.

10. ACCESSIBILITY - Projects with a valuation in excess of fifty thousand (50,000.00) dollars must provide proof of registration of the project with a third party certification program, per the State of Texas requirements. All projects must satisfy all required federal, state and local regulations for handicap / accessibility / architectural barriers.

11. DEMOLITION - Satisfy the requirements of the Texas Department of Health for Asbestos Abatement.

12. FIRE CODES – Must comply with the currently adopted International Fire Code (IFC) and the City of Wylie Fire Amendments.

REMODELING PROJECT OR LEASE IMPROVEMENTS / BUILD OUTS

If submitting an application for a remodeling project or lease build-out, include in the drawings, a key plan(s) showing the location of the project in the existing structure. As a bare minimum, you must reference established fire walls, rated corridors that are to be used as a means of egress, handicap restroom facilities that are to be used in lieu of having them offered in the lease space, distance of travel, tenant separation ratings and any other information that you feel may be pertinent in aiding the plan checker in evaluation of your project drawings. Note previous use group and construction type. Provide a site plans showing drainage, additions to building, landscaping and parking spaces.

COLLIN COUNTY FLOOD CONTROL REQUIREMENTS

Should your project fall under the jurisdiction of the Collin County Flood Control District, proof of approval must be filed and approved by the city Engineering Department (972-516-6400). Contact them directly for clarifications of this requirement.

REJECTION OF PLANS

Failure on the applicant’s part to provide all necessary submittal and project specific requirements for all of the City of Wylie Departments will result in a project permit “Rejection” and would require corrections and a re-submittal with corrected revisions to the original drawing packages for approval review.

The applicant is required to provide an itemized summary of corrections based on the letter of “Reasons for Rejection”. If the rejection corrections result in a new revision of a plan/sheet that was previously reviewed by the City of Wylie, before “re-submittal”, the applicant will need to fold over the lower right hand corner of the plan/sheet that is no longer valid and staple it. Then place the new revised plan/sheet with the corrections directly behind it and high light all corrections. “No loose pages will be accepted”. Do not remove or otherwise omit previously marked pages as this will result in your plans being required to go through all other required departments again.

The information in this package is the minimum Commercial Project application requirements for the City of Wylie Building Department

For specific permit submittal requirements and clarifications of other Departments in the City of Wylie - Refer to the contacts provided in the City of Wylie Commercial Development Letter

Required Code Analysis Information-Commercial
Building Application
Based on the 2015 IBC

The purpose of this list of questions and requested information is to help expedite the plan review process and to aid you in navigating the building code book.

Each item on this list must be answered by the design professional and attached to the application when submitting for a building permit. (It is acceptable for all of this information to be part of and be displayed on one of the pages of the drawings.)

Classification of Occupancy and/or Occupancies (as found in chapter 3):

What occupancy classification is declared? (See Chapter 5):

What is the Construction Type (as found in chapter 6):

What are the height and area limits of your building (s) as indicated in Chapter 5.

Indicate the actual height, actual sq. ft. per floor and total area of your proposed building. If the separated mixed occupancy option is used, show the calculations proving compliance per Chapter 5.

What is the maximum area allowed per Chapter 5?

If open perimeter increase allowance is used for an area increase, include calculations.

If fire suppression is used for an allowable area increase, provide calculations.

What is the maximum area allowed?

Are you trying to make your project comply with the Unlimited Area Buildings as described in Chapter 5?

Is your building required to have a fire suppressions system? If so, indicate the type that is required to be used.

Is your building required to have a standpipe system?

Are you required to have a fire alarm and/or fire detection systems?

In combustible construction, have you provided draft stops and fire blocks and all locations required by the various sections listed in chapter 7?

Is your corridor system required to be fire rated? See chapter 7.

What is the occupancy load of this building per Chapter 10?

How many exits are required per Chapter 10? How many are provided?

What are the required widths of stairs and ramps per table 1010? What is the total required? What is the total provided?

Indicate the number of parking spaces required per the City of Wylie and indicate the number of spaces actually provided. Also, include the total sq. ft. of improved paving and parking area.

2015 International Energy Conservation Code Compliance Form

The City of Wylie Permit Department will require compliance with the 2015 International Energy Conservation Code adopted by the Texas State Conservation Energy Office. [Codified in 34 TAC §19.53](#). Please submit North Central Texas Council of Governments (NCTCOG) energy compliance form. The registered professional must be an Architect, Engineer, or an International Energy Certification Code Certified Professional on the 2015 International Energy Certification Code. All shall be registered with the Permit Department of the City of Wylie.

A final energy inspection form must be provided to the Permit Department for review and approval. The Building Permit Department will not allow occupancy to take place prior to satisfying this requirement.

Verification of compliance can only be made by a person who is currently registered with the City of Wylie by an acceptable Nationally Recognized Agency.

The 2015 International Energy Conservation Code governs any structure that has utility services. This includes all permitted building, electrical or mechanical projects with new construction, additions, remodel or a change of occupancy that will affect the energy load.

Commercial Development Information

The following is a list of contacts to have if specific questions answered concerning commercial development requirements.

1. Contact the city department of Public Works (972-442-7588) for clarification of letter of availability, utilities, detention, base flood elevation verification, drainage requirements and address number size requirements. They also provide information about all sewer taps, water meters, fire line taps and boring information including location and fees associated with these items.
2. Contact the city Planning Department (972-516-6320) for clarification of deed restrictions, platting, parking and landscaping requirements. Discuss possible setback requirements for future right of way expansion on major streets and collector streets.
3. Contact the Collin County Health Department (972-424-1460) for clarification of health related questions. Cliff Edwards is the city health inspector.
4. Contact the city Fire Marshall (972-442-8110) for clarification of his requirements.
5. Contact the city Building Permit/Inspections Department (972-516-6420) for clarification of signage requirements and contractor licensing requirements.
6. Contact the City Engineer (972-516-6400) for clarification of their requirements.
7. Contact the Building Permit/Inspection Department (972-516-6420) to get specific answers to field related questions. The inspectors can be contacted by phone between 7 – 8 am and 3 – 4 pm.
8. Contact Melvin Gatson, Plans Examiner (972-516-6423) for guidance in obtaining general information regarding the plan review process.