

CITY OF CANTON COMMERCIAL PLANS SUBMITTAL GUIDELINES

Requirements for New Commercial Projects:

1. A completed Building Permit Application and Two complete sets of plans, with an extra set of civil drawings, are required for plan review. These must contain an erosion control plan. All plans for commercial projects must be (wet sealed) stamped by a licensed engineer for the State of Texas.
2. Plans are to be to bound and submitted to scale and no less than 24" x 36" in size. (Half sizes may be accepted IF they are fully legible)
3. We require two copies of the completed Commercial Energy Code Compliance by a certified 3rd party reviewer. (IECC 2009 or later edition)
4. Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number. TAS number must be submitted with Building Permit Application.
5. All plans must have a cover sheet containing the following data (Code Analysis):
 - Building Code used — City of Canton current adopted codes or later editions ICC & NEC
 - Occupancy classification
 - Building type
 - Sprinkled or Non-Sprinkled
 - Square footage of building (If mixed occupancy, list the square footage for each occupancy)
 - Building height
 - Area modifications
 - Amount of egress required for occupancy load
 - Fire separation rating, if needed
6. A commercial project includes multifamily residential developments larger than duplex. Plans for commercial projects shall include the following:
 - The lot and block number
 - Platted boundaries of the lot
 - Exterior dimensions of lot drawn to scale
 - Street address
 - Zoning classification
 - All setbacks from the property lines
 - All easements on the lot
 - Location of curbs, storm sewers, adjacent street and public right-of-way lines, dimensions and locations of driveways, and edge of roadway
 - A grading, drainage and erosion control plan with all pertinent topographic information on lot and surrounding lands
 - Finished floor elevations and escape routes with distances.
 - Location of any designated floodplains or floodways within the boundaries of the lots
 - The name, address, and phone number of the individuals responsible for the project
 - Total number and location of off-street parking spaces provided
 - Fire walls and draft stopping
 - Garbage dumpster location with a concrete pad
 - Location of building sprinkler and stand pipe systems, including fire flow requirements, location of building exits and exit lights, occupancy use, boiler rooms and heating system areas, fire alarm

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- system, and fire hydrants. All fire-rated building elements including doors and dampers with design reference for same from (UL, FM, IBC, etc.)
- Fire lane locations and markings
 - Two (2) sets of Site Plans and two (2) complete sets of working drawings with a plan size not smaller than eighteen (18) inches by twenty-four (24) inches and not larger than thirty-six (36) inches to be submitted to Development Services
 - Plans for all buildings with twenty-four (24) feet or more of clear span or five thousand (5,000) square feet and all retaining walls equal to or greater than four (4) feet high shall be sealed with a registered engineer's seal.
 - Total area of lot and building.
 - All existing or planned utilities on the lot, including sanitary sewer manholes, fire hydrants, size and location of service lines.
 - Location of curbs, storm sewers, on premise signs, light-poles, adjacent streets and public right-of-way lines, dimensions and locations of driveways, edge of roadway and parking layout, and the location of existing storm sewer drainage systems.
 - Photometric site lighting plan to include levels and spillage at property lines. All site lighting to maintain Dark Sky listing.
 - Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
 - Door schedules, window schedules, hardware schedules.
 - Construction details; interior elevations and interior finish schedules purposed use per ASTM E-84, Class A, B, and C – flame spread and smoke development.
 - Exterior elevations (Front-Back-Sides)
 - Mechanical, electrical and plumbing site plans, riser diagrams, legends, design info and schedules.
 - Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.
 - Sealed irrigation system plan(s) to be included with landscape plan(s).
7. The plans and application are then sent to Development Services for verification on platting, zoning, lot and block number, and address. A plan review fee must be paid at this time before the review process shall begin. Review fee is determined from Building Permit Fees Schedule / Plan review fees.
 8. The City Engineer, Public Works Department and Fire Department will review them as necessary, for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines. All easements must show on plans.
 9. Once the plans have been checked and approved by all applicable departments, Development Services issues the permit and the applicant then pays the permit fee.
 10. Permit fees are based on square footage under roof. Projected construction cost to be included with submittals; if not provided, these will determined using current ICC Building Valuation Data.
 11. The City of Canton may require Wet sealed letter(s) of completion and compliance from the Engineer of record at the close of the project.
 12. “As Built’s” to be submitted on CD to the City at the close of the project by the Building Final and before issuance of Certificate of Occupancy (CO).

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Requirements for Commercial Remodel Projects:

1. Requirements for New Commercial Projects
2. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards. The results of the survey must be submitted with the plans.
3. Demolition Plan to show existing and removal.

If a structure was built prior to 1978, the Lead PRE Rule, governed by the Environmental Protection Agency, must be complied with.

[<https://www.epa.gov/sites/production/files/documents/pre-renovationform.pdf>]

Texas Department of State Health Services, Asbestos Program Branch

[512-834-6600, www.dshs.texas.gov/asbestos/faq.shtm]

Texas Department of Licensing and Regulation

[800-803-9202, www.license.state.tx.us]

Due to the uniqueness of individual projects, this list is not inclusive of all possible requirements. Submittals will be reviewed for code compliance and are subject to “field approval”.

These requirements are subject to updates and/or corrections without notice.

{Effective 1/15/14; updated 9/16/15; updated 12/27/17—TP}