

Commercial Building Permits

Step 1

- Must bring in two (2) complete sets of engineered or architectural drawing/plans
- One set goes to City Inspector & Director of Public Works
- One set goes to City Fire Marshall
- One set will be returned with required changes to be made
- Must also bring in site/plot plans
- Proof of Submission for TDLR/Architectural Barriers
- Order /Install Knox Box key safe
- Fire Marshall also needs to see and approve site/plot plans
- Site plan must depict building(s) and setbacks
- Erosion Control plan
- Foundation plan and details
- Floor plans
- Plumbing layout/plans
- Electrical layout/plans
- Heat & Air layout/plans
- Framing plan and/or building sections depicting structural systems
- Schedule depicting doors, windows and other material installations
- Exterior building views
- Fire protection system locations
- Texas Sales Tax permit with Nash physical location listed
- Proof of Submission for TDLR/Architectural Barriers

Site plan permit can be issued in 4-5 days if approved by all parties. There is no charge for this permit.

This permit will only allow contractor to do land clearing and build pad site.

Step 2

- It can take up to 7-10 business days to approve engineer drawings.
- Once approved the company will pay for building permit, before starting any building
- All sub-contractors (plumber, electrician, heat & air), will be allowed to get permits only after the building contractor permit is issued, not before

Step 3

- Owner/occupant permit will be issued with signature along with City Inspector and City Administrator
- Fire Marshall inspection will be attached