



## **COMMERCIAL NEW BUILDINGS & ADDITIONS**

### **BUILDING PERMIT SUBMITTAL REQUIREMENTS**

(ALL PROJECTS EXCEPT ONE AND TWO FAMILY DWELLINGS)

Submit Building Permit application, 25% of building permit fee, Energy Code compliance documentation (if any required), and an electronic pdf. set of plans. Plan sets shall consist of the information listed below. Architectural and Engineered plans require seal and signature of the responsible Texas licensed Architect or Engineer. Complete the City's **Asbestos Survey / Certification** form and provide a copy of a current Asbestos Survey or certification from a Texas licensed Architect or Engineer indicating the building and building materials do not contain asbestos. The permit can be submitted either in person or via email at [commercialpermits@midlandtexas.gov](mailto:commercialpermits@midlandtexas.gov).

Project shall be designed to meet the 2018 International Building, Plumbing, Mechanical, Fuel Gas, 2015 Fire and 2015 Energy Codes with City of Midland amendments, the 2023 National Electric Code with City of Midland amendments and the Texas Accessibility Standards. Projects with a construction value in excess of \$50,000 must have a TDLR **TABS Registration Number** at submittal. The following minimum information shall be included in the plans.

- 1. Plat**
- 2. Site Plan**
  - A. North Arrow, scale and plan date
  - B. Property size and dimensions
  - C. Dimensioned building footprint and total building area
  - D. Building height, number of stories
  - E. Building setbacks to property lines
  - F. Existing and proposed dumpster locations and enclosure
  - G. Existing and proposed ground mounted equipment and screening method
  - H. Existing and proposed utilities & fire hydrants (on-site and adjacent)
  - I. Existing and proposed easements (on-site and adjacent)
  - J. Existing and proposed sidewalks (on-site and adjacent)
  - K. Location of parking, number of spaces required and provided
  - L. Abutting alley and streets, including street name and surface type
  - M. Existing and proposed driveway locations with dimensions
  - N. Distance to driveways on adjacent properties
  - O. Compliance to Midland Right-of-way requirements including sight triangles
  - P. Exterior lighting
  - Q. Floodplain/Floodway information (if applicable)
- 3. Construction Storm Water Pollution Prevention Plan**
  - A. Site layout indicating locations of control methods (i.e.; silt fence, site entrance)
  - B. Required control method types
  - C. Maintenance inspection requirements
- 4. Civil**
  - A. Drainage & Grading Plans
  - B. R.O.W. Improvements (separate submittal)
  - C. Utility Plans

**5. Landscape & Irrigation Plans**

Meet requirements of COM Code of Ordinance Title 11 Section 9

- A. Project Description Project name and location  
Designer name and phone number
- B. Site Elements
  - North arrow
  - Scale
  - Structure location
  - Parking location
  - Property lines
  - Setback lines
  - Existing plant material and tree location
  - Proposed plant material and tree location
- C. Landscape Legend
  - Plant material/tree name
  - Plant material/tree symbol
  - Plant material/tree caliper
  - Plant material/tree quality
- D. Landscape Ordinance Compliance Schedule
  - Total lot area
  - Total area of building footprint
  - Total area required to be landscaped with plant material
  - Total area that will be landscaped with plant material
  - Total length of street frontage
  - Total number of trees required per street frontage
  - Total number of trees provided per street frontage
  - Total number of parking spaces
  - Total number of trees required per parking spaces

**6. Solid Waste**

- A. Contact the Solid Waste Department during preliminary planning, for waste disposal, (432) 685-7278.
- B. Indicate proposed location of solid waste containers and proposed screening

**7. Architectural and Structural**

- A. Key Plan identifying the location of the proposed work
- B. Code Analysis and Life Safety plan
- C. Use Group (required) with mixed use option (if applicable)
- D. Construction Type
- E. Total area of building- include open perimeter, height and area calculations
- F. Occupant load for all rooms or spaces and total building occupant load
- G. Use of all rooms and spaces on dimensioned floor plan
- H. Building elevations (complete building) including mechanical equipment screening for roof and ground mounted equipment
- I. Fire suppression and fire alarm requirements, fire extinguisher size and location
- I. Sections with construction details for all proposed foundations, floors, columns, beams, walls, partitions, ceilings and roofs
- J. All fire rated assemblies with UL or other agency design number and locations and fire resistance ratings of all fire doors, fire shutters, fire windows and fire dampers

- K. Firestop systems/devices for all penetrations and joints of fire resistance rated assemblies
  - L. Ceiling plan and material information
  - M. Door, door hardware and window schedule
  - N. Glazing information
  - O. Exiting information including travel distance, exit signs and emergency lighting
  - P. Stair and/or ramp details including guardrail and handrail details
  - Q. Accessibility details including exterior and interior accessible routes, parking, use group requirements, features and facilities.
  - R. Information pertinent to the structural design (live, dead, snow, wind, earthquake, concentrated, impact, combination, special loads)
  - S. Special Inspection Schedule and report submittal information(if applicable)
  - T. Energy Code compliance information and commissioning plan
- 8. Mechanical**
- A. Duct layout
  - B. Ventilation air requirements
  - C. Equipment sizing
  - D. Duct Detectors
  - E. Energy Code compliance information and commissioning plan
- 9. Plumbing**
- A. Layout
  - B. Underground plumbing and riser diagram including venting
  - C. Water distribution diagram including all backflow prevention devices
  - D. Fixture layout and information
  - E. Gas meter location and piping layout
  - F. Energy Code compliance information and commissioning plan
- 10. Electrical**
- A. Layout
  - B. Service information and location
  - C. Riser Diagram
  - D. Load study
  - E. Energy Code compliance information and commissioning plan
- 11. If applicable:** Project Manual  
Soils Report  
Asbestos Survey / Certification Form  
Hazard Materials Inventory