

Multi-Family Residential & Commercial Building Permit Checklist

Permit Process

- ❖ Apply for site plan approval through Planning and Zoning Department. (903.892.7229)
- ❖ Obtain Floodplain information from the Engineering Dept. (903.892.7208)
- ❖ Submit plans to the State for Accessibility compliance for projects greater than \$50,000. Obtain information at <http://www.license.state.tx.us/ab/ab.htm#techinfo>

Submit Building Plans

- Provide two complete sets of plans and one set of specifications.
- Provide site plan (8.5" x 11")**
A form survey may be required illustrating the location of the building in relation to the property lines, building lines and easements.
- Provide floor plan drawn to scale and accurately dimensioned.
- Identify the use of each room.
- Provide door, window and hardware information.
- Provide foundation drawing.
- Provide framing plan (size of materials and spans)
- Provide Mechanical, Plumbing, and Electrical Plans.
- Electrical Plans shall include anticipated loads and a rise diagram.
- Provide elevation plans, (all sides).
- List exterior finishes.
- Identify "Type of construction" (Example: wood studs, metal studs, cinder block, etc.)

- Identify type of occupancy. (Ex: business, assembly, storage, factory, restaurant, etc.)
- Provide 2015 Com Check Energy Code Compliance Report. Obtain information at <http://www.energycodes.gov>
- Provide Texas Accessibility Registered Project Number for projects over \$50,000. (TDLR#)
- Submit Notice of Intent (NOI) or Construction Site Notice (CSN) along with your Stormwater Plan (SWP3) to Public Services Department (903.892.7077).
- Submit total impervious area for site on site plan.

Additional Information

- ❖ Separate Plumbing, Mechanical, and Electrical permits are required and must be obtained by a registered contractor with the City of Sherman.
- ❖ Buildings over 5,000 sq. ft. shall have a Professional Texas Engineer design the foundation, structural, mechanical, plumbing, and electrical.
- ❖ Department of State Health Services requires that before renovations or demolition work is conducted, an Asbestos Survey must be conducted by a person certified to safely and accurately collect samples. Contact the DSHS office for assistance. 512.834.6773 or 800.572.5548.
- ❖ Buildings with structural members having a clear span greater than 24 feet shall have a Professional Texas Engineer design all structural roofs, the supporting members and the foundation.
- ❖ Buildings in excess of 20,000 sq. ft. shall require a State of Texas Licensed Architect.

- ❖ Grease Trap Requirements and Oil-Sand Water Separators are reviewed by Pretreatment Services 903.892.7036
- ❖ Comply with Tree Preservation Ordinance.
- ❖ Sidewalks, parking lots and flatwork should be reviewed by the Engineering Dept. (903.892.7208)
- ❖ Separate Drive Approach Permits are required from the Engineering Department. (903.892.7208)
- ❖ Provide square feet of total impervious area you are expecting the site to have.
- ❖ Portable restrooms are required at building site

Plan Review Process

- ❖ Commercial Permit Application must accompany Plans.
- ❖ The permit fee must be paid prior to City accepting plans for review.
- ❖ Plan review process takes approximately fifteen working days depending on work load.

Code Information

- ❖ 2009 International Building Code
- ❖ 2009 International Plumbing Code
- ❖ 2009 International Mechanical Code
- ❖ 2009 International Fuel Gas Code
- ❖ 2015 International Energy Conservation Code
- ❖ 2017 National Electric Code
- ❖ 2009 International Fire Code
- ❖ 2009 International Existing Building Code

Solid Waste

Solid Waste Ord. #5247 requires the collection and disposal of all solid waste shall be regulated and permitted by the City. You may contact the Solid Waste Department (903-892-7288) for more information.

Required Inspections:

Electrical	Plumbing	HVAC	Building
T-Pole	Rough-In	Rough-In	Stringline
Loop	Top Out	Duct	Foundation
Rough-In	Gas	Final	Framing
Ceiling/Walls	Fixtures		Brick ties
Final	Final		Certificate of Occupancy

Some projects require a sequence of inspections; for example, prior to scheduling a framing inspection, all trade and rough-in inspections must be approved. All final inspections must be approved prior to a Certificate of Occupancy.

Inspection Request Phone Number: 903.892.7032
Re-inspection fees must be paid prior to final inspection.

Inspectors: Byrle White 903.892.6535
 Larry Bollier 903.892.7331
 Nathan Russell 903.813.8215
 Robert Buck 903-892-7332



City Hall: 220 W. Mulberry Street, Sherman, TX 75090
 PO Box 1106, Sherman, TX 75091
 903-892-7229