

**Development Services**  
**Multi-Family Residential & Commercial Building Permit Checklist**

**Permit Process**

- ❖ Apply for site plan approval through Planning and Zoning Department. (903.892.7229)
- ❖ Obtain Flood 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")**
- 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 are reviewed by the City Lab 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.

**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:**

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

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
	David Cheshier	903.813.8215
	Robert Buck	903-892-7332