

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#techninfo>

Submit Building Plans

- Provide two complete sets of plans. (one paper copy and one digital copy) Indicate square feet of living, garage, porches and total.
- 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.)
- Provide Manual J Load Calculations for Air Conditioning.
- Identify type of occupancy. (Ex: business, assembly, storage, factory, restaurant, etc.)
- Provide 2018 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 completed impact fee worksheet (found on City website)
- Contact the Fire Marshal (903) 892-7267 regarding fire codes.

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

- The City of Sherman has adopted the following Codes (Effective March 7, 2021)
- ❖ 2018 International Building Code
 - ❖ 2018 International Residential Code
 - ❖ 2018 International Plumbing Code
 - ❖ 2018 International Mechanical Code
 - ❖ 2018 International Fuel Gas Code
 - ❖ 2018 International Energy Conservation Code
 - ❖ 2020 National Electric Code
 - ❖ 2018 International Fire Code
 - ❖ 2018 International Existing Building Code
 - ❖ 2018 International Swimming Pool & Spa 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.

Impact Fees

Ordinance No. 6326 was approved on September 21, 2020 establishing water, wastewater, and roadway impact fees per service unit. The effective date for collecting Impact Fees in the City of Sherman is June 7, 2021. New development that has received final plat approval before the effective date of June 7, 2021 will have one year after the effective date to apply for a building permit/water meter without requiring the collection of impact fees.

Required Inspections:

Electrical	Plumbing	HVA C	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.

Building Official: Larry Bollier 903.892.7331

Inspectors: Byrle White 903.892.6535
 Nathan Russell 903.813.8215
 Robert Buck 903-892-7332
 Trey Gruhn 903-892-5983



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