



Converse Building Department
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Common Commercial/Industrial Review List

Verify Zoning for the specific area to be developed.

A storm water permit may be required for silt fencing design and installation.

A wastewater survey must be filled out and completed prior to a building permit being issued. This form will determine if a wastewater permit issued by the Publicly Owned Treatment Works will be required. This will apply to all effluent determined by the Authorized Representative of the City of Converse to be other than domestic.

A COM-Check using the Texas adopted International Energy Conservation Code may be required. Please use the current code as adopted by Texas. The link to the free download is <http://www.energycodes.gov>. Federal Tax Credits for these required items can be found at http://www.energystar.gov/index.cfm?c=Products.pr_tax_credits#s8

A Texas Architectural Barriers Review is required on all commercial, industrial and multi-family projects of over \$50,000.00 dollars in value before a permit can be issued. The TAS confirmation number must be submitted at the time the application is made. If the structure is under the \$50,000.00 dollar value you must still comply with the American Disabilities Act.

An Asbestos survey is required by state law on all renovations and demolitions of structures where building material (this includes concrete, metal, wood walls, sheetrock, etc) may be disturbed. Renovations that are documented as asbestos free by a proper asbestos survey do not require a notice to the Texas Department of Health.

If the structure is located in a floodplain as determined by the Flood Insurance Rate Map or FIRM, a Base Flood Elevation certificate showing the finished floor elevation at one (1) foot above the 100 year flood plain is required. Please include any details on flood-proofing the structure and utilities. A no rise certificate is required for all floodplain constructed in the 100 year and Floodway zones.

The City has a landscape ordinance, which can be picked up from the Zoning Department and is available on line at:
<http://library.municode.com/index.aspx?clientId=14701&stateId=43&stateName=Texas>

Before any trees are removed from the proposed building site, a tree survey shall be conducted and presented to the Zoning Director for review. A list of protected tree species can be obtained at the Zoning or Building Permit Department.

Storm water Retention or Detention Development requirements are now in effect for all new developments.

Building

Building loads shall be based on a wind speed of 90 miles per hour, 5 pounds per square foot snow load, seismic design category – A, weathering-negligible, winter design temperature of 30, air freezing index of 50 and the frost line depth of 12 inches

Provide a Code page as part of documents showing hallways, exits, occupancy loads, fire protective assemblies (floors, walls, penetrations, etc). List all related aspects showing compliance with adopted city codes.

Check with the Texas Board of Architectural Examiners at <http://www.tbae.state.tx.us>) and the Texas Board of Professional Engineers at <http://www.tbpe.state.tx.us> for state required plan stamps.

All signage shall be permitted separately and not located on city right a ways or easements.

Windows within twenty-four (24) inches of the vertical edge of a door in the closed position where the bottom edge is less sixty (60) inches above the standing or walking surface and in areas that meet all of the following conditions; an individual pane greater than nine (9) square feet, the bottom edge is less than eighteen (18) inches above the floor, the top edge is greater than thirty-six (36) inches and have one or more walking surfaces within thirty six inches horizontally of the glazing shall be considered hazardous and require tempered or safety glazing with a visible label on each pane. Windows exceeding these requirements but complying with the items above must still be designed to withstand 90 to 100 miles per hour three-second gusts and a sustained wind speed of 90 miles per hour.

The new “**wolmanized**” lumber uses Copper Azole, Alkaline Copper Quat (ACQ), Chromated Copper Arsenate or Sodium Borate, which requires special fasteners and should not be allowed to contact galvanized metal, conventional fasteners or anchors. Do not mix stainless steel fasteners with galvanized hangers, as these metals will react with one another and rapidly rust away. Approved fasteners will be Double-dipped galvanized, stainless steel or Hot-dipped galvanized.

Drain waste vent lines, electrical or other systems shall not be allowed to cut, notch or bore through more than forty (40%) percent of the cross sectional area of bearing wall studs or 60% of non-bearing studs. At no time shall more than 2 successive studs be bored. A stud member may be bored up to sixty (60%) percent if in a bearing wall the stud is doubled and not more than two (2) successive studs are bored. Top plates in bearing and non-bearing walls cut more than fifty (50%) percent shall be reinforced with twenty-four (24) gage steel angle spanning the distance between adjacent studs on both sides of the plate. The one exception to this requirement is when the entire side of the wall with the notch or cut is covered by wood structural panel sheathing.

Plumbing Remarks

Vents and exhausts are to be terminated on the exterior in an approved manner and painted if PVC is exposed to sunlight.

Drain Waste Vent piping shall be Schedule 40. Interior water piping may be copper or PEX.

All interior electric water heaters shall be installed with an approved disconnecting means and have emergency metal pans equipped with a full sized drains to an approved location.

Plumbing vents in islands and areas which do not permit installation of normal vents, shall be loop vented and a relief vent, which may be flat vented, ran to the nearest wall. This will need to occur at the plumbing rough-in. It is the plumber’s responsibility to comply with this section of the International Plumbing Code.

Install expansion tanks on all water heaters where the system is “closed” due to the installation of back-flow protection.

Install trap primers on all floor drains

Install back-flow devices to code and provide after installation field-testing certification.

Drinking fountains are required or provide a bottled water dispenser.

Mop sink or curbed floor drain shall be provided.

Water pressure shall not exceed 80 PSI in the domestic water system.

Install cleanouts at all locations required by code.

Water temperature at lavatories, tubs and showers shall not exceed 110 degrees Fahrenheit by use of approved mixing valves.

Commercial Kitchen Remarks

An air gap is required on all kitchen fixture tie-ins to the sanitary sewer system. See IPC 2009 Special Wastes Section 803

Need a three-compartment sink or a commercial type dish machine.

Separate hand-washing sink in the food preparation area to be provided.

A grease trap is required where tied to the City Sewage System. It is recommended a grease trap be installed on septic tanks to prevent damage to these types of systems. Automatic grease traps are approved where exterior grease traps cannot be installed. Other devices where approved by the Health Officer are acceptable.

Walls, floors, and ceilings in the food preparation areas shall be constructed of smooth light colored easily cleanable material and finish. All surfaces are to be damage free and non-porous.

Adequate refrigeration for food products is to be provided.

Provide restroom facilities for employees and post hand-washing signs.

All walls within 2 feet of a commode or urinal shall be of a smooth, hard non-absorbent material extending a minimum of 4 feet above the finished floor with a base floor intersecting material of a minimum of 4 inches in height. Urinals must also have a privacy screen not more than 12 inches above finished floor to a height of not less than 60 inches AFF. The partition shall extend to not less than 18 inches off the wall surface to not less than 6 inches beyond the outer most point of the urinal lip or whichever is greater. The partitions or walls shall be on both sides of urinal.

A food establishment license is required.

A Beer and Wine License and or Liquor License is required.

Light fixtures to be shielded in food preparation areas.

Exterior openings shall be weather and vermin proof.

Automatic Fire Suppression systems shall be installed over all grease laden vapor-producing equipment. Install fire extinguishers as required.

If sit down dining is provided, public restrooms are required.

Provide the Health Inspector with a copy of the pest control contract.

A Texas approved Food Manager's certificate is required.

Mechanical

Provide a 125-volt 15/20 volt-ampere duplex ground fault protected duplex receptacle within 25 feet of each ground or roof top mounted unit.

Use UL 181 A or B Tape or UL 181 Mastic as required

The primary drain shall tie into the sanitary sewer system in an approved manner.

Provide types and details of all fire/smoke dampers, alarms or fire related systems required by the International Fire Code.

Provide location of all drains to approved disposal points

Energy code certification may be required by third party testing of the building system.

Fire

The International Fire Code requires certain types of commercial, public and industrial structures over 5,000 square feet, multifamily dwelling units, hotels, motels and dormitories to be sprinkled by a fire sprinkler system in accordance with NFPA 13 or NFPA 13 R. In addition, fire hydrants shall be spaced with no more than 300 feet between hydrants. Fire hydrants are to Mueller Senturion type with a five and a quarter inch barrel, 4.5 inch National Standard Thread, steamer connection with (2) - two and one half-inch N.S.T. thread connections. Where a portion of a facility or building exceeds 500 feet from a fire hydrant along the normal driving route of a fire apparatus access road, a fire hydrant shall be placed in an approved location not exceeding 25 feet from the fire apparatus access road, or 100 feet from any fire department connection. Contact the Fire Marshal's office for specific requirements.

All fire exit pathways, corridors, rooms without an outside light source and exit doors shall be illuminated to (1) one foot-candle by a light source capable of providing power for not less than 90 minutes.

Provide exit signage at all required exterior exit doors. Check with fire department for emergency illumination requirements.

Provide panic hardware on each required exit door as required by the Fire Marshal.

Install fire extinguishers for proper coverage. See the City of Converse Fire Marshal for locations and sizes of the units to be installed. All fire systems require a third party licensed by the State Fire Marshal's office certificate of approval.

A Fire Lane is required. Provide markings and labels per the NFPA Life Safety Code 101 or International Fire Code. If a conflict between codes exist the more stringent shall apply.

A Knox box shall be purchased through the Fire Department and installed at a location specified by the City Fire Marshal. The property owner shall place entry keys in the Knox box after contacting the Fire Marshal for box access.

All fire alarm or fire sprinkler or fire extinguishing systems shall be submitted to the City of Converse Fire Marshal for review and permitting prior to the system (s) being installed.

The Department of Transportation now requires the following for review and permitting.

<http://onlinemanuals.txdot.gov/txdotmanuals/acm/index.htm>

http://onlinemanuals.txdot.gov/txdotmanuals/rdw/urban_streets.htm

The information below may change without notice please refer to the links above for the most current information.

In View of the quantity of permits processed in the San Antonio District and to improve the efficiency of permit review, TxDOT will not begin the permit review process for a specific development until all of the following documents have been submitted as required. Incomplete submittals will be returned to the landowner or landowner's representative and permit review will be further delayed.

Preliminary Plat Review- All developments adjacent to state highways must submit the following:

1. Copies of the appropriate preliminary subdivision plat.
2. Preliminary plats shall show the adjacent highway number, the adjacent right-of-way line bearing in relation to TxDOT's right-of-way map bearing, the highway right-of-way width and tie to the nearest highway right-of-way corner point as shown on the latest TxDOT right-of-way maps.
3. A site master plan may be required to determine optimum access locations and number from planned internal traffic circulation patterns.
4. Any traffic control measures (left-turn lane, signal, etc.) for any access fronting a state maintained roadway shall be the responsibility of the developer/owner. The necessity of these traffic control measures may be required to be determined by a Traffic Impact Analysis, prepared by a qualified traffic engineer.

Drainage Permits- All developments adjacent to state highways must submit the following:

1. A map of the entire development showing all existing natural ground topographic contours and the direction of runoff including all drainage calculations, hydraulic calculations, locations of discharge, and quantities of discharge (pre and post development conditions) from the development onto highway right of way, and the location of state highway edge of pavement or curb and other highway, street, road facilities adjacent to the site.
2. Existing and proposed utility lines within highway right of way. A TxDOT Utility Permit must also be obtained for each proposed utility line within highway right of way.
3. Existing and proposed drainage easements on the development.
4. Existing trees or significant brush, swales, ditches, channels, inlets, highway curbs, storm sewer pipes, bridges, culverts, guardrail, traffic signals, highway signs, fire hydrants, and other above ground utility features, and all other facilities within the highway right of way.

5. Proposed contours, direction of runoff, storm sewer systems, drainage inlets, ditches, and all proposed drainage facilities on the development.
6. Proposed drainage areas for the entire site including all drainage calculations, hydraulic calculations, locations of discharge, and quantities of discharge (pre and post development conditions) from the development onto highway right of way. Discharge of runoff from developments is not permitted to flow directly (sheet flow or point discharge) onto the surface of highway pavement unless highway curb inlets directly adjacent to the site are adequate to accept the developed condition runoff in accordance with TxDOT Drainage Design Manual and District requirements for permit review/approval.
7. Proposed drainage improvements (i.e. Excavation, embankment, storm sewer, inlets, ditches, culverts, etc.) or drainage modifications within highway right of way. All construction/modification (including re-vegetation and restoration) within highway right of way must be in accordance with TxDOT Standard Specs. For Construction and Maintenance of Highways, Streets, and Drainage or better standards as shown on plans. In general, open cutting of state highway pavement will not be permitted for drainage improvements. Thus, proposed storm sewer or culverts across highways must be bored and jacked under highway pavement.
8. Adequate engineering calculations and construction plans, signed and sealed by a registered professional engineer to prove that drainage from the development will not adversely impact highway right of way.
9. Adequate engineering calculations and plans to show drainage discharge within a ditch along the right of way will not adversely impact the highway roadway surface at the downstream driveways. Downstream driveway culvert modifications or other measures may be necessary to maintain the existing hydraulic conditions.
10. If development is located within the jurisdiction of a city that has adopted a City Ordinance requiring storm filtration/sedimentation ponds and/or detention ponds such as their outlet devices, and all their appurtenances must be shown. Outlet devices for detention ponds shall be placed an adequate distance from the highway right-of-way to prevent soil erosion from occurring or other measures shall be provided to reduce outlet velocities and prevent soil erosion.
11. A traffic control plan in accordance with the Texas Manual on Uniform Traffic Control Devices for any proposed work within highway right-of-way.
12. Erosion/sediment control devices shall be provided during construction operations to prevent erosion/sediment from occurring on the highway right-of-way. The location and type of all temporary erosion/sedimentation control devices shall be shown on the site and within the highway right of way.

Sidewalks Permits

1. Letter from property owner requesting placement of sidewalks in highway right-of-way.
2. If the development is located within the jurisdiction of a city that has adopted a city ordinance requiring construction of sidewalks along public roads, the location and width of proposed sidewalks must be shown. If sidewalks are proposed outside highway right of way, TxDOT will not require a Sidewalk Permit. TxDOT encourages the construction of public sidewalks within sidewalk easements outside highway right of way when practical.
3. Requirements under Drainage above shall be satisfied.

4. Proposed sidewalks on highway right-of-way must comply with all ADA standards and be constructed five feet in width. Plans shall show any proposed ADA features (i.e. Handrail, curb ramps, etc.), retaining walls, etc. when necessary for the installation.

Driveways/Access Permits

1. Application form submitted with property owner or authorized agent's signature.
2. Requirements under Drainage above shall be satisfied.
3. Existing driveways will be located and identified on the plans.
4. Proposed driveway locations, width, return radius and typical sections showing construction materials and depths shall be shown on the plans.
5. Existing or proposed Access Easements on the property shall be indicated on the plans.
6. Proposed modifications to existing driveways shall be shown on the plans.
7. A site master plan may be required to determine optimum access locations and number from planned internal traffic circulation patterns.
8. Location and identification of the edge of highway pavement and/or curb on the highway pavement shall be shown on the plans.
9. Location of exit/entrance ramps (along frontage roads) in the vicinity of existing/proposed driveways shall be shown on the plans.
10. All pertinent details for construction or modification of driveways shall be shown on the plans.
11. Any traffic control measures (left-turn lane, signal, etc.) for any access fronting a state maintained roadway shall be the responsibility of the developer/owner. The necessity of these traffic control measures may be required to be determined by a Traffic Impact Analysis, prepared by a qualified traffic engineer.

Landscaping Permits

1. Letter from property owner requesting placement of landscaping in highway right-of-way.
2. If landscaping/irrigation system improvements are proposed within highway right of way, the type and location of plants and irrigation system improvements must be shown on the plans.
3. Landscape irrigation system approval to be placed within the highway right-of-way shall be determined for each specific location at the time of request from the owner.
4. Landscaping on TxDOT right-of-way must not restrict horizontal sight distance. This means the height of any plant; shrub, etc. should be kept low, maximum 18 inches and trees trimmed to minimum 12 feet above the ground line.
5. No fixed objects or boulders will be permitted on the right-of-way that would be a hazard to traffic. Maximum size rock or stone permitted is 6 inches in diameter.
6. No signs or decorative lights are permitted on TxDOT right-of-way.
7. Landscaped areas are subject to removal or damage during utility line installations.

8. Maintenance of landscaped areas is the responsibility of the abutting property owner making the installation.
9. The Director of Maintenance shall review the sprinkler system design. Rain sensors and freeze sensors are required on all systems. Location of sprinkler heads must be a minimum of 3 inches behind the curb line.

Common Inspections

For the Foundation

Set-back verification for zoning

Steel installation or footing inspection of the slab or building support.

1. The Design engineer shall inspect all residential engineered foundation systems.
2. A letter shall be executed by the design engineer certifying his/her responsibility for the system.
3. Electric rough-in or grounding of steel foundation
4. Plumbing rough in which includes the water pipe and drain, waste, vent system or DWV
5. The City shall inspect the foundation for compliance with the approved plans.

For the erection of the lumber and drying-in of the structure

1. Framing, building code items, fastening of the wood elements, roof system and fire wall if needed
2. Insulation, which includes windows, doors, wall and attic batting or spray in, mechanical duct and cooling lines,
3. Framing, bored hole fill, and frame work sealing
4. Electric rough-in
5. Plumbing top-out
6. Mechanical rough-in and associated access work

The driveway curb cut is to be inspected by the Public Works Department.

For the Final Inspection of the building for a Certificate of Occupancy

1. Building final with the driveway completed
2. Electric final
3. Plumbing final
4. Mechanical final
5. Energy/insulation final
6. Duct Test certification by Third Party Inspection Agency licensed as approved by the IECC
7. An engineer's letter for the installed drainage system stating that it has been constructed per original design specifications is required before the Certificate of Occupancy will be issued.
8. Texas Department of Transportation approval if required.
9. Fire Department approval

Codes to be utilized

2011 National Electric Code – Adopted by the State of Texas
2011 National Fire Protection Code – Life Safety Code 101 (when required)
2009 International Existing Building Code
2009 International Residential Code
2009 International Fire Code
2009 International Energy Conservation Code
2009 International Plumbing Code

2009 International Mechanical Code
2009 International Building Code
Texas Architectural Barriers Code
American Disabilities Act
City Flood Ordinance and FEMA Guidelines
City Zoning Ordinances
City Sign Ordinance
City Landscape Ordinance
City Fire Sprinkler Ordinance
City of Converse Ordinances

Some of the above referenced codes have locally adopted amendments more stringent than the referenced code requirements.

GD/GD