



CITY OF HAMILTON
BUILDING & PLANNING DEPARTMENT
 200 EAST MAIN HAMILTON, TX 76531
 TEL: 254-386-8116 EXT 4
BLDG@CITYHAMILTONTX.GOV
WWW.HAMILTONTXAS.COM

COMMERCIAL BUILDING PERMIT APPLICATION

An incomplete application will delay the review process or cause denial of the application.

PERMIT NO. B ____ - ____

PROJECT ADDRESS:			VALUATION:	
PROPERTY LOCATION:	SUBDIVISION, BLOCK & LOT		PROPERTY ID	
PROJECT DESCRIPTION: (Check all that apply)	☐ NEW CONSTRUCTION ☐ ADDITION ☐ REMODEL ☐ FINISH OUT ☐ INSTALLATION ☐ REPAIR ☐ MAIN STRUCTURE ☐ ACCESSORY BUILDING ☐ SPRINKLER SYSTEM ☐ FENCE ☐ SWIMMING POOL ☐ PLUMBING / GAS ☐ ELECTRICAL ☐ MECHANICAL ☐ LAWN IRRIGATION ☐ SIGN ☐ OTHER _____			
IS THIS PROPERTY IN A FLOODPLAIN?	☐ NO ☐ YES (If yes, provide Flood Plain Certificate)			
DOES/WILL THE BUILDING HAVE A FIRE SPRINKLER?	☐ NO ☐ YES			
HAS AN ABESTOS SURVEY BEEN CONDUCTED?	☐ NO ☐ YES (If yes, provide Asbestos Survey Documentation)			
IS PROJECT REGISTERED WITH TDLR (TAS)?	☐ NO ☐ YES (Required if over \$50,000 valuation)			
NAME:			EMAIL:	
OWNER INFORMATION:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			EMAIL:	
ENGINEER:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			EMAIL:	
ARCHITECT:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			REGISTRATION NUMBER:	
GENERAL CONTRACTOR:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			REGISTRATION NUMBER:	
MECHANICAL CONTRACTOR:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			REGISTRATION NUMBER:	
ELECTRICAL CONTRACTOR:	ADDRESS:		TELEPHONE:	
COMPANY NAME & CONTACT PERSON:			REGISTRATION NUMBER:	
PLUMBING CONTRACTOR:	ADDRESS:		TELEPHONE:	

ELECTRICAL PROVIDER:	☐ TNMP ☐ HAMILTON COOP	GAS PROVIDER:	☐ ATMOS ☐ OTHER
TOTAL SQUARE FOOTAGE:		NUMBER OF STORIES:	
WATER SERVICE:	☐ NEW ☐ EXISTING	SEWER SERVICE:	☐ NEW ☐ EXISTING
LOCATION OF LEGAL CONSTRUCTION WASTE DISPOSAL:			
NOTES:			
I hereby certify that I have read and examined this application and know the same to be true and correct. I certify that the project described herein will be built in accordance with the plans and specifications submitted at the time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. A Certificate of Occupancy must be issued before any building is occupied. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. ALL PERMITS REQUIRE FINAL INSPECTION. Permit Application must be presented with applicant's original signature. All submittals sent by mail or delivered by courier should be presented to the attention of the Building Official at the City of Hamilton, 200 East Main, Hamilton, Texas 76531.			
_____		_____	
Applicant's Signature		Date	
_____		_____	
Applicant Name (Please Print Legibly)			

OFFICE USE ONLY

PERMIT NO. B _____ - _____

APPROVED – PLAN REVIEW:	DATE:
APPROVED – PUBLIC WORKS:	DATE:
APPROVED - FIRE:	DATE:
APPROVED - BUILDING:	DATE:
Building Permit Fee:	
Plan Review Fee:	
Water Tap Fee:	
Sewer Tap Fee:	
Meter Deposit Fee:	
Other (Specify):	

Total Fees: _____

Receipt #: _____

Issued Date: _____

Issued By: _____

BV Project #: _____





COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

1. For new construction and additions, a Building Permit will not be issued until the project is 'released' following completion of the Plan Review. Expect a 2-4 week turn-around time for a full plan review. Additional time will be required when plans contain unresolved code issues or require substantial revisions or re-submittals.
2. A prerequisite for any building permit is the full compliance with all sections of the current Planning & Zoning Ordinance.
3. One review-stamped set of plans, marked red with the reviewer's comments, shall be released to the applicant upon payment of assigned fees. This set shall be the PERMIT SET and must be kept available on the jobsite for the inspectors.
4. For shell buildings or whenever necessary, one **HALF-SIZE** of final (as built) drawings are required to be filed as reference for future finish-out plan coordination.
5. Records of plans are not kept indefinitely by the City. After the Certificate of Occupancy has been issued, records are temporarily archived for a period until they are finally discarded by law. Applicants are encouraged to retain their own records.
6. Current Adopted Codes: 2024 IBC, 2024 IPC, 2024 IECC, 2024 IFC, 2024 IMC, 2023 NEC, TAS Requirements, ADA Requirements, Asbestos Abatement Requirements

At time of commercial building permit application submission:

- ☐ Commercial Building Permit Application COMPLETELY filled out, signed and dated.
- ☐ Valuation and total square footage of project provided on application.
- ☐ General Contractor and subcontractor(s) if known. Contractors must be validated before a permit release. Please indicate as "TBD" if sub- contractors have not been selected.
- ☐ Three (3) bound sets of professionally sealed construction drawings, containing all the Architectural, Structural, Electrical, Mechanical, Plumbing/Gas, Energy, etc. drawings, plans and reports. Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, or Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.
 - An additional set of plans will be required for buildings with fire sprinklers.
 - An additional set of plans will be required for projects which require a health review.
 - Drawings containing a label such as "Not for Construction" or "For Pricing Only" will not be accepted for permit application.
 - Each set of building plans submitted for plan review (*including each of the completed & signed Applications*), must be dated and signed on the first (1st) page of each plan set.
 - The Energy Report is to include Building Envelope, Lighting and Mechanical Compliance. (Lighting and Mechanical COMchecks: www.energycodes.gov/comcheck)
 - Energy Code Tabulation (meeting or exceeding the min. requirements of the 2024 IECC.) with thermal value summary of insulation is to be provided for the building envelope.

- References to finish materials' Flame-spread and Smoke-developed classification to be included in the finish schedule (Catalog sheets evidence may be required by inspectors).
- Architectural and M.E.P. design drawings must include code required fire-stopping, fire resistive joint and fire barrier systems with corresponding ASTM's and UL design's reference numbers for contractor's pricing and proper installation.
- REQUIRED DRAWINGS AND DOCUMENTS: Drawings must be drawn to scale, dimensioned and of sufficient clarity: (1) Site Plan, (2) Floor plans and roof plans, (3) Exterior elevation, (4) Door schedules, window schedules, and hardware schedules, (5) Construction details; interior elevations and interior finish schedules, (6) Structural plans that must include foundation plans, roof and floor framing plans, and wall sections and details, (7) Mechanical, electrical and plumbing / gas site plans and schedules, (8) plumbing / gas plans (including riser diagram), (9) Mechanical plans, (10) Electrical plans (include riser diagrams), (11) Certified Energy Compliance Report (U.S. Department of Energy – www.energycodes.gov)

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Three (3) Printed copies of the site plan to include the following

1. Address & Legal description of the lot (Subdivision, Block & Lot).
2. Platted boundary of the existing property.
3. Lot size, lot dimensions & % of lot coverage.
4. Size of building(s).
5. Building footprint(s).
6. Proposed occupancy.
7. Drainage, electric, telephone, gas, cable television, or other utility easements.
8. Finished floor elevation.
9. Drainage arrows.
10. Existing or proposed water and sanitary sewer lines.
11. Means of egress and ingress.
12. Parking layout and drives.
13. Adjoining streets and alleys, including curbs, medians, and storm drains
14. Loading areas.
15. Fire lanes.
16. Areas to be landscaped.
17. Screens, Fences and Walls.
18. Public and private sidewalks.
19. Refuse facilities with screening.
20. Sign locations.

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Asbestos-Free Report - Signed & Sealed by Architect, Engineer or Licensed Inspector (if required)

- An Asbestos Survey by a TDSHS Licensed professional is required for renovating or demolishing work of any public or commercial building before a permit is issued as per **TAC (Texas Administrative Code) Title 25, Part1, ch 295.31295.73.**
- The Owner, Contractor or other Representative must send notification to the Texas Department of State Health Services (TDSHS) **10 working days** prior to starting any demolition project, regardless of whether the site contains asbestos or not.
- If asbestos is not present and testing is not necessary, a statement from a registered professional designer (P.E. or R.A.) could be used in lieu of an asbestos survey.

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Backflow Prevention Information Sheet

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Architectural Barrier Registration from the Texas Department of Licensing & Regulation (TDLR#) for all projects valued at \$50,000 or greater provided. <https://www.tdlr.texas.gov/ab/ab.htm>

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One (1) electronic set of everything listed above on USB Flash Drive in .pdf format (PDF).

ADDITIONS, ALTERATIONS AND REMODELING

Additions, alterations and remodeling projects to commercial properties require documentation about the existing structures. Provide true-scale Architectural and Engineered plans. Plans of existing conditions must be included in the submittal package.

MISCELLANEOUS FORMS & CHECKLISTS

The following forms are to be submitted with the Commercial Building Permit Application, if applicable:

- ☐ Food Establishment Permit Application
- ☐ Health & Food Safety Submittal Requirements Checklist
- ☐ Grease Interceptor Form
- ☐ Medical / Dental Facility Checklist
- ☐ Radiation Equipment and Medical Gas Systems Installation
- ☐ Statement of Required Special Inspections (per IBC Section 1704 Special Inspections)

1705.1.1 Special cases
1705.2 Steel Construction
1705.3 Concrete construction
1705.4 Masonry construction
1705.5 Wood construction
1705.6 Soils
1705.7 Driven deep foundation
1705.8 Cast-in-place deep foundations
1705.9 Helical pile foundations
1705.10 Fabricated items
1705.11 Special inspections for wind resistance
1705.14 Sprayed fire-resistant materials
1705.15 Mastic and intumescent fire-resistant coatings
1705.16 Exterior insulation and finish systems (EIFS)
1705.17 Fire-resistant penetrations and joints
1705.18 Testing for smoke control

THE ISSUANCE OF A BUILDING PERMIT IS CONTINGENT UPON FULL COMPLIANCE TO ALL CITY OF HAMILTON CODES, REQUIREMENTS AND ALL APPLICABLE LAWS.



BACKFLOW PREVENTION INFORMATION SHEET

Permit Number: _____

Project Address: _____

Contact Person: _____

Phone Number: _____

Please indicate by placing an X in the appropriate box with regard to the backflow items provided. **To prevent delays at time of final inspection this form must be completed and accurately filled out.**

Place "X" Here	** Backflow Items**	Type of Protection	Type of Protection Provided	Number of Assemblies Provided
	Auxiliary water supply mainline & isolation	R.P.Z.		
	Boilers/ Chillers for space heating mainline & isolation	R.P.Z.		
	Building containing a reclaimed water system mainline & isolation	R.P.Z.		
	Carbonated Drink Dispensers	STAINLESS STEEL R.P.Z. ONLY		
	Car Washes mainline & isolation	R.P.Z.		
	Chemical Mop Bucket Washers	A.V.B. with no downstream shut-off Valves and an Air Gap on Hose		
	Commercial Laundry Washers, Dry Cleaners mainline & isolation	AIR GAP or R.P.Z.		
	Cooling Towers/ Evaporative Coolers mainline & isolation	AIR GAP and R.P.Z.		
	Dishwasher (Residential type)	AIR GAP Fitting on drain line (Loop option is prohibited)		
	Fire protection systems utilizing chemicals or additives (New installations only or complete remodel)	R.P.Z. (Assembly must have U.L. or F.M. and U.S.C. ratings)		
	Fire protection Commercial and Residential systems without chemicals or additives	D.C. (Assembly must have U.L. or F.M. and U.S.C. ratings)		
	Food and beverage processing plants	R.P.Z.		
	Fountains/ Outdoor Decorative Pool	AIR GAP, R.P.Z. or P.V.B. with no Downstream pump.		
	Funeral home and mortuary mainline & isolation	R.P.Z.		
	Green house or nursery (With Toxic Chemicals)	R.P.Z.		
	Hospital / Dental / Doctor / Veterinarian Equipment (All medical equipment) mainline & isolation	R.P.Z. or AIR GAP		
	Ice cream/ Yogurt/ Custard Machine with antifreeze circulating system connected to the water supply	R.P.Z.		
	Irrigation Chemical Injection	R.P.Z.		
	Irrigation Commercial / Residential	D.C., P.V.B. or R.P.Z.		
	Laboratories (Including medical, dental, research labs and labs at educational facilities) mainline & isolation	R.P.Z.		
	Main supply line for: Hospital mainline & isolation	R.P.Z. (Parallel system Required)		
	Main supply line for: Building 3 or more stories in height	R.P.Z.		
	Manufacturing plant (Toxic) mainline & isolation	R.P.Z.		
	Mixing Valves with Hose Attachments	R.P.Z. or A.V.B. with No downstream shut-offs		
	Photography Equipment	R.P.Z.		
	Plants using radioactive materials mainline & isolation	R.P.Z.		
	Plating or chemical plants mainline & isolation	R.P.Z.		
	Temporary construction fire hydrant meter	R.P.Z. or AIR GAP		
	Trap Primers	AIR GAP (1 Inch Minimum)		
	Sewage lift stations mainline & isolation	R.P.Z.		
	Sewage treatment plants mainline & isolation	R.P.Z.		
	Stationary construction fire hydrant meters	R.P.Z. or AIR GAP		

	Swimming Pools	AIR GAP or R.P.Z.		
	Wall Hydrants / Commercial Landscape Areas	A.V.B. unless chemical injectors are to be used.		
	Wall Hydrants / Commercial Garage Areas	A.V.B. Unless it is a Radiator Shop, Chemical Tanker Repair Shop etc. Then it must be an R.P.Z.		
	Water Heaters	AIR GAP (6 inch minimum) on T&P Drain Line		
	Water Injected Garbage Disposals	A.V.B. on water supply line with an AIR GAP on drain line.		
	Water Injected Soap Dispensers	R.P.Z. or AIR GAP		
	Water softeners	R.P.Z.		
	Other:	RP.Z., P.V.B., D.C and A.V.B.		
	None of the Above			

CITY OF HAMILTON BACKFLOW PREVENTION INFORMATION SHEET

** Situations which are not covered in the Table above shall be evaluated on a case-by-case basis by the City, and the required backflow prevention assembly shall be determined by the Public Works Department.

- Mainline - Reduced Pressure Back-flow Assembly or Air Gap only. No closer than 3 ft from meter & no tee's or branches before assembly
- Isolation - Backflow Assembly to be installed at the point of a water connection to equal the following: R.P.Z - Reduced Pressure Backflow Assembly (Assembly required to be tested- see reverse side). D.C. - Double Check Valve Backflow Assembly (Assembly required to be tested- see reverse side).
- Air Gap to equal a separation of one-inch (**1"**) minimum or twice the diameter of the pipe whichever is greater. No vacuum Breaker shall be subjected to any type of backpressure situation.
- P.V.B - Pressure Vacuum Breaker Assembly (Assembly required to be tested - see reverse side) P.V.B - Assemblies can have a downstream shut-off valve
- A.V.B - Atmospheric Vacuum Breaker A.V.B - Assemblies are not allowed in any health situation and no downstream shut-off valves. Spill Proof Vacuum Breakers are not allowed in the City of Hamilton.

REGISTRATION: Prior to performing any testing of Backflow Prevention Assemblies within the City of Hamilton, a Certified Backflow Prevention Assembly Technician must be registered with the City of Hamilton.

TESTING OF BACKFLOW PREVENTION ASSEMBLIES: The backflow prevention assemblies shall be tested by a Certified Backflow Prevention Assembly Technician. In order to properly register a backflow assembly with the City of Hamilton, a Backflow Assembly Test Report Form shall be completed by a certified technician on each backflow prevention assembly tested. Each completed form, together with the records of such test, repair or replacement, shall be forwarded to the City of Hamilton within ten (**10**) days after the testing, repair or replacement.

BACKFLOW PREVENTION ASSEMBLIES REQUIRED:

(A) Each service connection from the public water system to a premise having an auxiliary water supply shall be protected against backflow of water from the premise into the public water system with a Reduced Pressure Backflow Prevention Assembly.

(B) For all newly constructed premises in which a substance is handled which may enter the public water system, a backflow prevention assembly must be installed at each service connection from the public water system to such premises to protect against the backflow of water from the premises into the public water system. This requirement shall apply to each premise in which persons handle processed water or water originating from the public water system which has been subjected to deterioration in sanitary quality.

(C) For all existing premises in which a substance is handled in which it may enter the public water system, a backflow prevention assembly should be installed at each service connection from the public water system to such premises to protect against the backflow of water from the premises into the public water system upon the final determination of the Right of Way Engineer or designee(s). This requirement shall apply to each premise on which persons handle processed water or water originating from the public water system which has been subjected to deterioration in sanitary quality.

(D) Backflow prevention assemblies shall be installed on a service connection to premises: (1) having internal cross connections that cannot be permanently corrected or controlled, (**2**) upon the appropriate city

official's determination that intricate plumbing exists and makes it impractical to determine whether cross-connections would fit therein or (3) where a portion of the premises cannot be readily accessed for inspection purposes making it impractical or impossible to determine if a cross-connection exists. The customer connected to the public water system shall make all necessary arrangements, at their sole expense, to remove without delay security barriers or other obstacles for access by the Right of Way Engineer or designee(s).

(E) If a water main intersection results in two or more service connections (supplying water to said premises from different water mains) to the same building, structure or premises, then a standard check valve shall be installed adjacent to the respective meters and the owner's property. If a check valve is not adequate to protect the public water system's water mains from pollution or contamination the installation of an approved backflow assembly may be required. Approval will be given if a backflow prevention assembly is functioning. A final determination will be made by the Right of Way Engineer, building official or their designee(s) that a check valve is inadequate or that an approved backflow prevention assembly is required.



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ASBESTOS-FREE REPORT

(As required by the CITY OF HAMILTON for permit applications)

PROJECT: _____
(Name and Address)

(A) ASBESTOS SURVEY DOCUMENTATION

() In accordance with the Texas Asbestos Health Protection Rules (TAHPR), the National Emission Standards for Hazardous Air Pollutants (NESHAP) and Asbestos Hazard Emergency Response Act (AHERA), as applicable, I hereby certify that an asbestos survey has been conducted for the area(s) to be renovated, altered and/or demolished. Related documentation is

Attached herewith () (Survey Date: _____ TDH Insp. License No. _____)

Shall be submitted () (TAC Title 25, Part 1, ch 295.31-295.73) states that a permit may not be issued without an Asbestos Survey or Architect/Engineer's certification stating that the project does not contain asbestos).

I understand that it is my responsibility to have this asbestos survey conducted and submitted prior to a permit being issued by the City of Hamilton and to notify the Texas Department of State Health Services (TDSHS) not later than 10 working days, as required before starting asbestos abatement or any demolition project, regardless of whether the site contains asbestos or not.

Name _____ Phone _____
(Owner, Authorized Representative or TDH Inspector)

Signature _____ Date _____

(B) A STATEMENT THAT THE INSTALLATION OF MATERIALS CONTAINING ASBESTOS IS PROHIBITED.

() Having reviewed the Material Safety Data Sheets (MSDS's) for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with this (TAHPR's); and In accordance with (TAC Title 25, Part 1, ch 295.31-295.73) to the best of my knowledge, information and belief, I hereby attest that all parts of the buildings or materials affected by the alteration, renovation and demolition as planned for the new construction does not contain asbestos.

Signed: (Seal, Title or License No.)

Professional's Authentication:

Architect/Engineer _____

TDH licensed Insp. _____

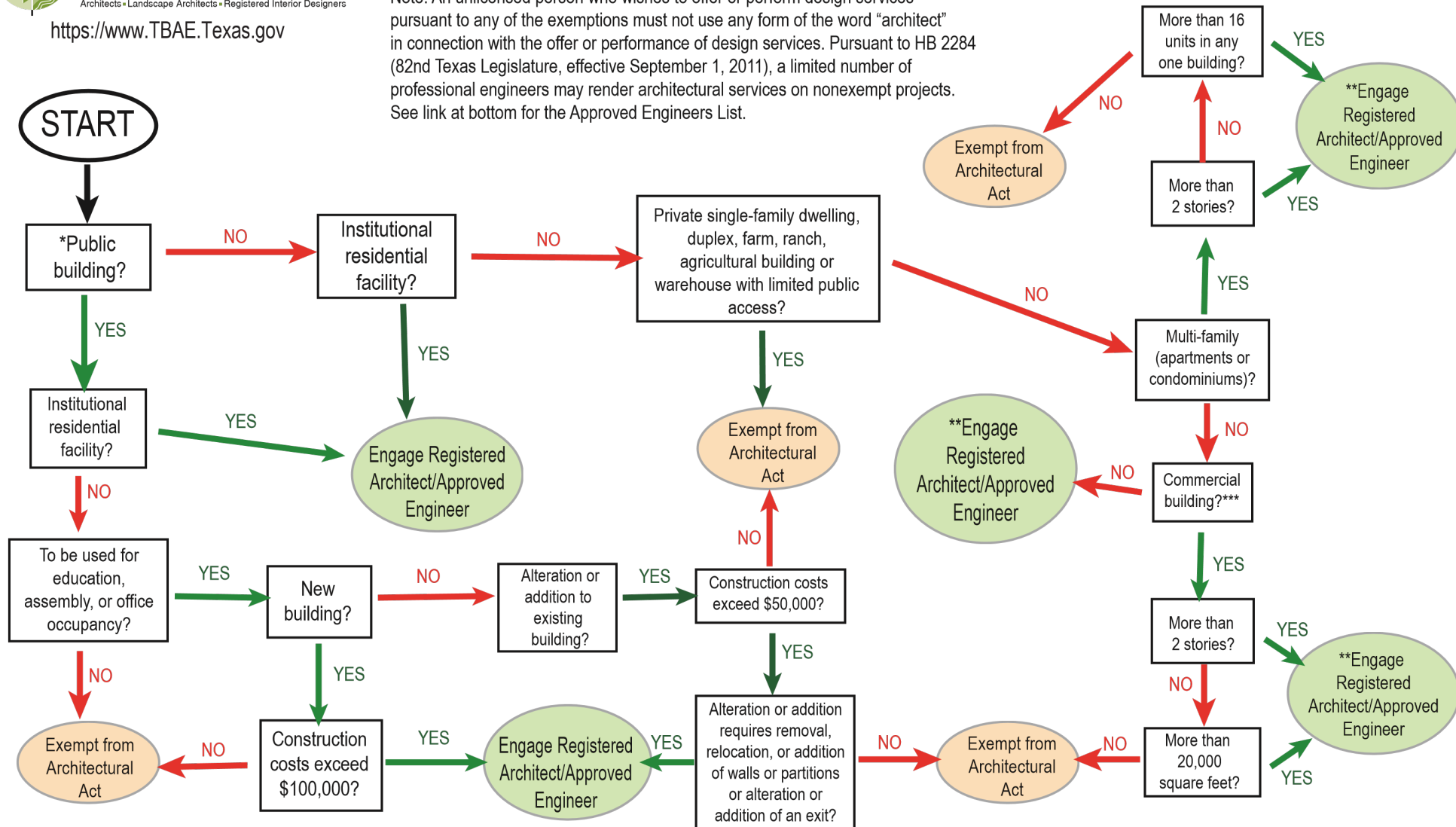
Company _____

Phone _____ Ext. _____ Date _____

NOTES: The City of Hamilton requires that the statement be signed & professionally authenticated by a professional Engineer or Architect in order to be considered acceptable.

When to Engage an Architect or Approved Engineer for Design and Construction Observation

Note: An unlicensed person who wishes to offer or perform design services pursuant to any of the exemptions must not use any form of the word “architect” in connection with the offer or performance of design services. Pursuant to HB 2284 (82nd Texas Legislature, effective September 1, 2011), a limited number of professional engineers may render architectural services on nonexempt projects. See link at bottom for the Approved Engineers List.



* “Public Building” means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas.

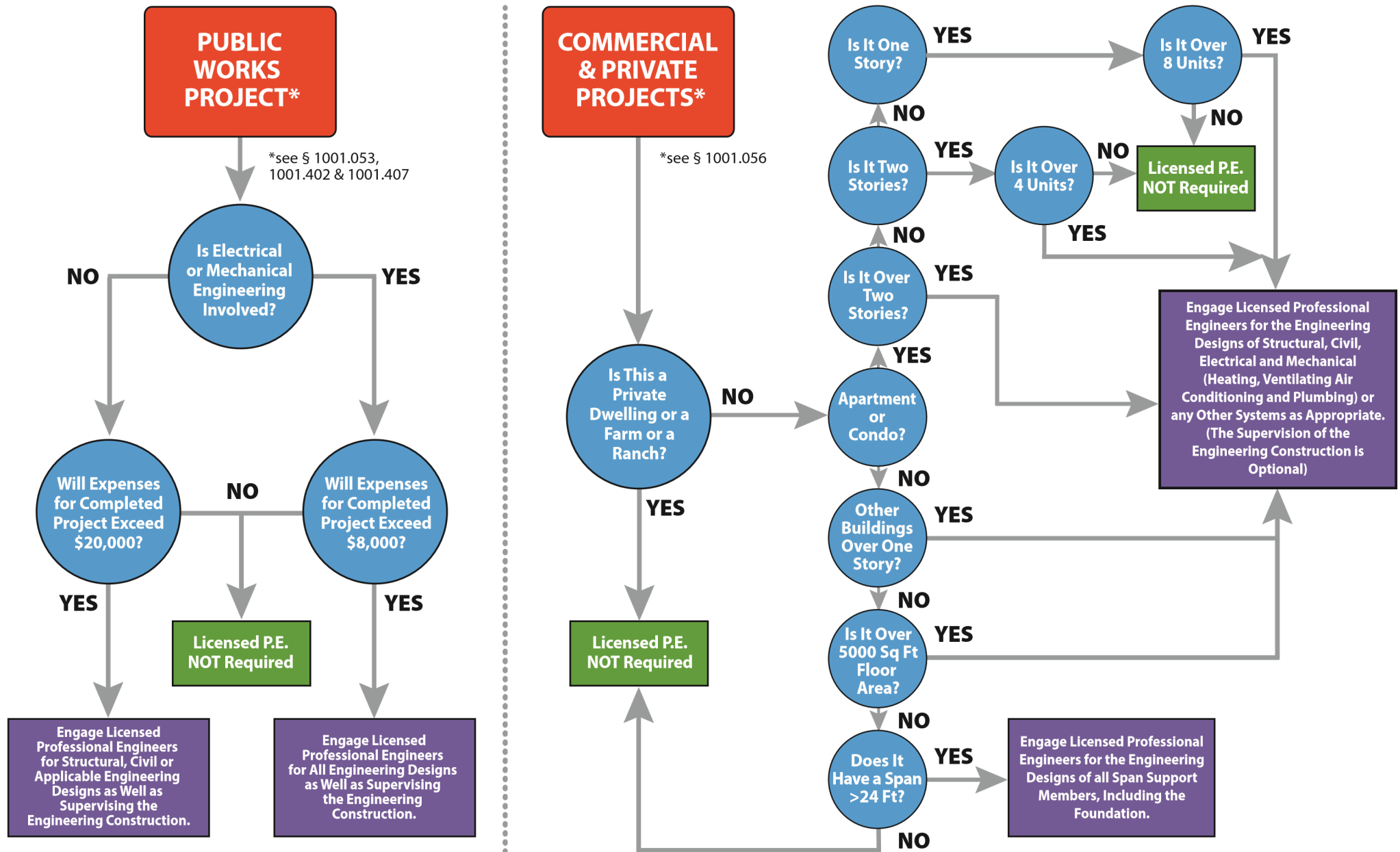
** If a project involves only the alteration of an existing building and the alteration does not involve a substantial structural or exit way change to the building, the project is exempt from the architectural act.

*** “Commercial building” means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.

When is a Professional Engineer required on a project?



Texas Board of Professional Engineers
Engineering For A Better Texas



This flowchart is intended for guidance purposes only and the Texas Engineering Practice Act and Rules govern final interpretation. Local codes and ordinances may be more restrictive as long as not in conflict with the Texas Engineering Practice Act and Rules.

Visit <http://engineers.texas.gov/downloads.htm> for a copy of the Texas Engineering Practice Act and Board Rules and download this diagram.

