



New Commercial Construction Packet

This packet is provided as a guide to assist with new commercial building permit process. Please contact the Development Coordinator at 254-298-5269 with any questions.

This packet includes:

Adopted building codes

Requirements for new commercial construction

Development Review Coordinator submittal requirements

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Adopted Codes

International Building Code.....	2015
International Residential Code.....	2015
International Plumbing Code.....	2015
International Mechanical Code.....	2015
International Energy Conservation Code.....	2015
International Fire Code.....	2015
International Fuel Gas Code.....	2015



Development Review Coordinator Non-Residential & Multi-Family Review

Project Address: _____ Zoning: _____

Project Name: _____ Proposed Use: _____

Is Property Platted: Yes No If no, are there other buildings on the site: Yes No

If yes, Subdivision name: _____

(Only one principal building may be issued without requiring a Final Plat approval) UDC 3.13.1(c)

PD or CUP: Yes No If yes, # _____ (a copy of the PD/CUP must be submitted with the building permit)

Please note that this checklist is intended to assist developers and design professionals in the preparation of building permit review. Additional information may be requested as needed to make an informed judgment about conformance with standards set forth in the City's Unified Development Code (UDC). For properties located in TMED, I35 Corridor Overlay, and 1st and 3rd Overlay, site plans must be reviewed and approved by the Planning Department before a building permit is submitted. The complete UDC can be accessed online at: <http://www.ci.temple.tx.us/DocumentCenter/View/4362>.

<u>Site Plan</u>	
<input type="checkbox"/>	Lot dimensions clearly noted on site plan?
<input type="checkbox"/>	Building setbacks from property line identified and dimensioned? UDC 4.6
<input type="checkbox"/>	Easements identified and dimensioned?
<input type="checkbox"/>	Building locations, dimensions, and gross floor area identified?
<input type="checkbox"/>	Access and circulation identified? UDC 7.2
<input type="checkbox"/>	Drive aisles and width identified?
<input type="checkbox"/>	Curb and gutter locations identified? UDC 7.5.5.B
<input type="checkbox"/>	Curb cuts and drive approaches identified?
<input type="checkbox"/>	Parking spaces identified and dimensioned? UDC 7.5
<input type="checkbox"/>	Refuse containers and compactors identified? UDC 7.7.6
<input type="checkbox"/>	Outdoor storage areas identified?
<input type="checkbox"/>	Screening and buffering identified? UDC 7.7
<input type="checkbox"/>	Sidewalks identified and dimensioned? UDC 7.3 & 8.2.3
<u>Elevations</u>	
<input type="checkbox"/>	Building material identified on elevations?
<input type="checkbox"/>	Articulations shown?
<u>Landscape</u>	
<input type="checkbox"/>	Landscape calculations included on landscape sheet? UDC 7.4
<input type="checkbox"/>	Size of type and size of landscape identified in legend?
<input type="checkbox"/>	Sodded or seeded identified in legend?
<input type="checkbox"/>	Irrigation or hose bibs shown?



Fire Marshal's Plan Submittal Requirements

A Fire Protection sheet is required with all permit submittals for commercial or multifamily new construction, additions, finish outs and remodels. This drawing will be separate from any fire sprinkler or fire alarm plans and will be included with the construction drawings turned in for permitting.

Fire Protection drawings shall be a basic floor plan and include:

- Building Identification / Name and Address
- Occupancy classification / Occupant load
- Exit Signage and Emergency Lighting locations
- Fire Extinguisher Locations
- Room Usage (office, storage, etc ...)
- Key Safe Location-Knox Box (located just right of the main entrance at 6-7 feet)
- Fire Hydrant reference with location and distance to furthest part of structure
- Fire Alarm panel (if applicable)
- Fire Riser Room and Fire Dept. Connection (if applicable)
- Hazardous Material Storage locations (if applicable)
- Fire lanes (if applicable and not clearly labeled on site plan)

Additional information for compliance with Fire Code for Fire Inspection:

- Address should be clearly visible in contrasting 6 inch numbers.
- All electric gates on fire access roads need to be equipped with an emergency access control device. The approved device can be ordered from a distributor found at <http://www.click2enter.net/> for more information contact the Fire Marshal's Office 298-5682.
- City Ordinance Fire Prevention codes can be found at <http://www.templetx.gov/123/Fire-Rescue>
- Fire Extinguishers should be mounted in a conspicuous location, readily accessible and 3-5 feet of the floor.

Fire Extinguisher Requirements Based on Square Footage			
	Light (Low) Hazard Occupancy	Ordinary (Moderate) Hazard Occupancy	Extra (High) Hazard Occupancy
Minimum Rated Single Extinguisher	5 lb. ABC	5 lb. ABC	5 lb. ABC
Maximum Floor Area Per Unit	3,000 Sq Ft	1, 500 Sq Ft	1,000 Sq Ft
Maximum Travel Distance to Extinguisher	75 feet	75 feet	75 Feet



Online Submittal Process

www.mygovernmentonline.org

*Prior to getting started, we encourage you to download and install the web browser Google Chrome or Mozilla Firefox. While the MyGovernmentOnline software is designed to operate in any web browser, we have found that Mozilla Firefox is the most secure browser platform when logged on to www.mygovernmentonline.org

Create a New User Account for MyGovernmentOnline

1. To get started, go to www.mygovernmentonline.org
2. Click on the blue Create Account link at the top right of your screen.
3. Fill in the user account login information required to create your new account. A valid E-mail address is required. The password you enter is very important. Please do not forget the e-mail address. Also ensure that you are not typing in capital letters as the password you enter will be case sensitive. The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active. Please phrase the Challenge Question in the form of a question such as "What is your mother's maiden name?" The answer you type should be one word only such as "Smith."
4. You will receive an "Account Created" confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.

If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>



Apply for a Building Application

www.mygovernmentonline.org

1. Once you are logged in, go to the “Permits and Licensing” button in the top left area of the screen and then click on Apply Online.
2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.
3. Select “Get Started on a New Application” to begin the application process. You should only use the “Add a Permit to an Existing Account” option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.
4. Select an application type.
5. Enter the physical address of the project and then click next.
6. Now enter the Property Owner’s contact information and then click next.
7. The Applicant contact information will automatically pre-fill from the user account information of your log-in account. You may select how you wished to receive automatic notifications during the project. Please note that e-mail notifications are primary notification method for the City of Temple. It is strongly encouraged that you opt in for e-mail notifications. To opt in for any notification method type, please click the check box next to the preferred method in which you would like to be notified. Click next to proceed.
8. Click the “Click Here” button to enter the Contractor’s Information. Proceed to enter the Contractor’s contact information and then click next.
9. Select the Application Type desired from the drop down list. This represents the type of permit you are applying for.
10. Select the Applicable Fee that corresponds with the permit you are applying for. You must go in order by selecting the Category first, next select the Type, then select the Calculation and then click the Add button. Sometimes a variable will be required to calculate the fee. If a variable is required, an additional box will display for you to enter it. If you add a fee in error, you may click the Remove button and then select the correct fee by following the steps again.
11. Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter “Not Known” or Not Applicable” so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.
12. Upload any files required with your application. Files uploaded must be in PDF format. To upload documents, click on the Upload Files button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the Next button to proceed.
13. Click the Submit button only once to submit your application to the jurisdiction for review. You will receive a confirmation message and an application number. The jurisdiction will receive your application and begin processing the application. Once the jurisdiction accepts the application, you will be able to pay the permit fees. Please be patient. Someone from the jurisdiction will contact you to proceed or if they need additional information.

The application will go to Plan Review after the fees have paid.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>



Tracking a Building Application

After a permit application is submitted and the **fees have been paid**, the application will go into plan review. The City of Temple has 10 business days to review and make comments. Commercial permit applications are reviewed for compliance for Building, Electrical, Plumbing, Engineering, and Fire codes and along with compliance with the UDC – Development Review.

The Development Coordinator will contact you by the **e-mail** on file with application to let you know the status of the permit application once all the departments have reviewed the permit application.

You can then submit the required revisions online. Revisions must include a comment sheet noting where all revisions can be found. All requested revision must be submit at the same time, incomplete revisions will not be accepted. (If building and fire both request revisions both revisions must be submitted at the same time)

View Files and Plan Review Letters during Plan Review

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.
2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.
3. When the project opens, scroll down the page to the section called Jurisdiction Documents and Plan Review Letters. The Jurisdiction Documents section displays files that can be downloaded and viewed in PDF format. The Plan Review Letters section allows you to download and view letters in PDF format. The links to the far right allow you to view any of the items. The documents will open in your computers PDF Reader just as any other PDF document is viewed.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>



Upload PDF Documents to Your Building Application

In the event revised plans are needed for your project, you can upload the documents through the customer portal. Please ensure that the document is a PDF document and is saved to your local computer prior to starting the process.

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.
2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.
3. When the project opens, scroll down the page to the section called Customer Documents. Click on the link at the far right that says “Add New File”.
4. Click the “Upload Files” button in the window that appears.
5. Select the file you wish to upload from the folder location on your computer and then click Open.
6. Allow the file time to upload. The length of time to upload will vary based on your Internet connection speed and the size of the file. Once the file has finished uploading you will see the File Name in the window. You may enter a short description in the Description box but it is not required. Click the Save button to complete the file upload process.
7. The file name will display in the Customer Documents section confirming the document has uploaded to the project. We will see the file and contact you if necessary.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>



Required Inspections

- Plumbing rough-in (under slab – pre-pour)
- Foundation - Concrete encased electrode aka Ufer ground– can be done with foundation inspection
- Electrical rough-in
- Electrical Walls
- Plumbing top-out
- Framing
- Wind Brace
- Mechanical rough-in
- Insulation
- Approach
- Driveway
- Flatwork
- Electrical temporary power pole
- Underground plumbing (sewer yard line & water line)
- Electrical Temporary Release
- Sewer Yard Line
- Yard Line
- Underground Yard Line
- Plumbing final
- Electrical final
- Mechanical final
- Masonry inspection (Development Coordinator)
- Landscape inspection (Development Coordinator)
- Site Plan inspection (Development Coordinator)
- Sidewalk placement (Development Coordinator)
- Engineering Final (Public Works Office)
- Engineering Letter of Acceptance (Public Works Office)
- Storm Water Inspection (Public Works Office)
- Notice of Termination (Public Works Office)
- Fire Final (Fire Marshal's Office)
- Certificate of Occupancy (scheduled through the Permitting Office)



Scheduling an Inspection

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.
2. Scroll down to the “My Permits” section and click on the “Request” button associated with the project you desire.
3. Begin by selecting the inspection type you wish to have performed from the drop down list. If the inspection you need is not listed call 254-298-5640 option 1 to schedule.
4. Select the date you wish to have the inspection performed by clicking on the calendar icon and then clicking on the date within the calendar displayed. Please note that based on work load, weather and other factors, it is possible that the jurisdiction may not be able to perform the inspection on the date requested.
5. Enter a note to the jurisdiction if desired. For example, you may want to provide a gate code, lock box, or any other information helpful to the inspector that will arrive at your job site. Notes are not required however.
6. Click the “Add” button to add the inspection request to the queue. You may repeat steps 3 – 6 to add another inspection type to the list. **IMPORTANT:** Once you have added the inspections you desire you must click the “Submit Request(s) to Jurisdiction” button to complete the process.
7. You will receive a confirmation message as shown below which confirms that your request has been submitted. You are now finished with requesting your inspection.

<https://www.mygovernmentonline.org/MyGovernmentOnlineCustomerPortalInstructions.pdf>



Reference Phone Numbers

Atmos Energy	800-460-3030
AT&T	800-464-7928
Bell County Health Department	254-778-4766
Development Coordinator	254-298-5269
Engineering Department	254-298-5660
Fire Marshal Office	254-298-5682
Building Official	254-298-5643
Permitting	254-298-5640
Planning Department	254-298-5668
Solid Waste	254-298-5725
Street Department	254-298-5653
TXDot	254-217-0192
TXU Commercial	800-399-5501
TXU Residential	800-242-9113
Water Department	254-298-5611
Water Taps	254-298-5611



Permit Fee Schedule

New Single Family Residential & Duplex Construction

\$0.135 per square foot

This fee is calculated based on the total square footage under roof and includes permits for the structure, electrical, mechanical, plumbing, flatwork, certificate of occupancy, and plans review. This fee does not include permits for fences, storage buildings, accessory structures, lawn irrigation, or swimming pools.

New Commercial Construction

Building	\$35 base permit fee plus \$0.12 per square foot
Electrical	\$50 base permit fee plus \$0.01 per square foot
Mechanical	\$50 base permit fee plus \$0.01 per square foot
Plumbing	\$50 base permit fee plus \$0.01 per square foot
Plan Review Only	\$50 base permit fee plus \$0.01 per square foot

This category includes new townhouse, multi-family, & commercial construction including shell buildings, warehouses, and parking garages. This fee is calculated based on the total square footage under roof. This fee does not include permits for fences, storage buildings, accessory structures, lawn irrigation, or swimming pools.

Remodeling, Alterations, Additions, Repairs, and Finish-Out

Building	\$35 base permit fee plus \$4 per \$1,000 of job costs
Electrical	\$50 base permit fee plus \$0.10 per \$1,000 of job costs
Mechanical	\$50 base permit fee plus \$0.10 per \$1,000 of job costs
Plumbing	\$50 base permit fee plus \$0.10 per \$1,000 of job costs
Plan Review Only	\$50 base permit fee plus \$0.10 per \$1,000 of job costs

This category includes remodeling, alterations, additions, repairs, and finish-out for residential or commercial construction.

Multi-Family Remodeling, Alterations, Additions, Repairs, and Finish-Out

Building	\$70 per unit for units 1 to 8
	\$50 per unit for units 9 to 16
	\$35 per unit for units 17 and up
Electrical	\$55 base permit fee per unit
Mechanical	\$55 base permit fee per unit
Plumbing	\$55 base permit fee per unit



Miscellaneous

Annual Contractor Registration	\$80 annually
Accessory Structure	\$35
Approach	\$35
Accessory Structure - Carport, Shed, Deck, or Patio	\$35
Curb Cut	\$35
Curb Cut Bond - Deposit	\$3,000
Demolition	\$55
Fence	\$35
Flatwork, Driveway, or Paving	\$35
House Moving	\$55
Lawn Irrigation	\$110
Manufactured Home Set-Up	\$110
Pool or Spa (In Ground)	\$110
Pool or Spa (Above Ground)	\$35
Re-inspection Fee (paid in person after 3rd time)	\$50
Retaining Wall	\$35
Roof (Residential)	\$35
Roof (Commercial)	\$35 base permit fee plus \$4 per \$1,000 of job costs
Commercial Siding	\$35 base permit fee plus \$4 per \$1,000 of job costs
Sign or Billboard	\$110
Solar Panel	\$85
Tap Administration Fee (Water, Sewer, Irrigation)	\$30
Temporary Pole	\$35
Temporary Use Permit Fee	\$35
Tower- New or Modification	\$35 plus \$4 per \$1,000 of job costs
Water Service Inspection Fee- Outside City Limits	\$50
Wireless Service in ROW- ROW Rate	\$250 per node, annually
Wireless Service in ROW- Small Cell or Node Fee	\$500 up to 5 nodes, \$250 for each additional
Wireless Service in ROW- Support Pole	\$1,000
Working Without a Permit	\$50 plus doubling of permit fees
Any Other Permit Required	\$50.00
Wrecking Bond - Deposit	
Building not to exceed 5,000 sq. ft.	\$500
5,001 – 100,000 sq. ft.	\$1,500
100,001 sq. ft. or greater	\$5,000
This deposit is non-refundable after 6 months.	



Fire Permit Fees

Above Ground Tank Install	\$105
Above Ground Tank Removal	\$60
Above Ground Tank Removal	\$60
Blasting Permit (one time)	\$100
Blasting Permit (annual)	\$1,030
Boarding Home	\$55
Burning	\$105
Day Care	\$45
Day Home	\$15
Family Care	\$25
Fire Alarm Installation	\$105
Fireworks	\$250
Foster Homes	\$40
Fuel Dispenser Replacement	\$80
Fuel Tank Installation	\$105
Fuel Tank Removal	\$60
Hauling or Transporting LPG	\$55
Hauling or Transporting Flammable or Combustible Liquid	\$50
Hospital	\$300
LPG Tank Hauling/Transport	\$55
LPG Tank Installation	\$55
New Fire Alarm Installation	\$105
Nursing Homes	\$65
Other New Suppression Systems	\$80
Public Displays Inside Malls	\$100
Smoke Control Systems	\$50
Sprinkler Installations	\$130
Sprinkler Installations with Fire Pump	\$180
Sprinkler Test Remodel	\$105
Standpipe Systems	\$105
Suppression System	\$80
Underground Installations	\$105
Underground Tank Install	\$105
Underground Tank Removal	\$60
Water Line Installation	\$105
Welding Permit	\$80



Water and Sewer Tap Fees

Tap Size	Current Rates			Plus costs
	½ Tap	Full Short	Full Long	
Water				
1"	\$205	\$410	\$1,170	
1 1/2"	\$225	\$450	\$1,210	plus the cost of meter
2"	\$245	\$490	\$1,240	plus the cost of meter
3"	\$480	\$960	\$3,240	plus the cost of meter and materials required to complete the tap
4"	\$640	\$1,280	\$4,320	plus the cost of meter and materials required to complete the tap
6"	\$960	\$1,920	\$6,480	plus the cost of meter and materials required to complete the tap
Sewer				
4"	N/A	\$420	\$1,180	plus the cost of materials required to complete the tap
6"	N/A	\$500	\$1,260	plus the cost of materials required to complete the tap

Water Meter Cost

Size/Purpose	Cost	Type
1 1/2" Irrigation	\$406.85	Turbine (Turbo)
1 1/2" Domestic	\$267.90	Positive Displacement
2" Irrigation	\$431.62	Turbine (Turbo)
2" Domestic	\$377.01	Positive Displacement
2" Domestic	\$1,256.80	Dual Body
3" Irrigation	\$700.20	Turbine (Turbo)
3" Domestic	\$1,825.33	Dual Body
4" Irrigation	\$975.80	Turbine (Turbo)
4" Domestic	\$2,363.60	Dual Body

Meter Deposits

3/4" Meter	\$115	4" Meter	\$650
1" Meter	\$170	6" Meter	\$850
1 1/2" Meter	\$200	8" Meter	\$1,200
2" Meter	\$450	10" Meter	\$2,500
3" Meter	\$550	Fire Hydrant Meter	\$600

Bores

Dirt - \$15 per foot (open cut)	Rock - \$20 per foot
Permit Fee	

