



Phone: 979-478-6893

secretary@cityoforchardtx.gov

9714 Kibler Street (P.O. Box 59)

Orchard, TX 77464

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square _____	
Foot: Project Description: New <input type="checkbox"/>		Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
Sign <input type="checkbox"/>		Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>
		Electrical <input type="checkbox"/>	Finishout <input type="checkbox"/>
			Other <input type="checkbox"/>
Scope of Work: _____			
THIS PROPERTY IS IN A FLOODPLAIN: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide Flood Plain Certificate to the City			
DOES THIS BUILDING HAVE A FIRE SPRINKLER? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Owner Information: _____			
Name: _____ Project Contact Person: _____			
Phone Number: _____ Cell Number: _____ Email: _____			
Engineer	Contact Person	Phone #:	Email
Architect	Contact Person	Phone #:	Email
General Contractor	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
		Email:	
Mechanical Contractor	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
		Email:	
Electrical Contractor	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
		Email:	
Plumbing Contractor	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
		Email:	
TPO Energy Provider	Contact Person	Phone #:	Contractor License Number <input type="checkbox"/>
		Email:	

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.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review		Fire	
Public Works		Planning	

Building Permit Fee: _____

Meter Deposit Fee: _____

Total Fees: _____

Plan Review Fee: _____

TAS Registration #: _____

Receipt #: _____

Water Tap Fee: _____

Issued Date: _____

Sewer Tap Fee: _____

Issued By: _____

BV Project #: _____

Implementation ver. 10.16.2023



New/Remodel Commercial Building Plan Review Checklist

Project Address: _____ Project Name: _____

City: _____ State: _____ Zip Code: _____

Note: Incomplete permit applications will delay the plan review and permit approval processes

Permit Application shall be completed in full and include applicant's name, phone number and email address with an original signature and submitted electronically with the following information:

- _____ **Site Plans to include:**
 - _____ Legal Description (lot, block, subdivision)
 - _____ Property lines and lot dimensions
 - _____ Proposed structure and all existing buildings
 - _____ All easements, including Utility Easements
 - _____ North arrow and scale
 - _____ Existing and proposed location of utility poles, pad mounted transformers
- _____ **Parking lot layout plans**
- _____ **Grading plans**
- _____ **Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- _____ **Construction plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.
- _____ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**
- _____ **Driveway approaches and drainage culverts – Engineered plans**
(Driveways accessing State Highways require TXDOT permit)



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

____ ELECTRICAL CONTRACTOR
____ MASTER ELECTRICIAN
____ JOURNEYMAN ELECTRICIAN
____ MASTER SIGN ELECTRICIAN

____ MECHANICAL (HVAC)
____ IRRIGATOR (LANDSCAPE)
____ BACKFLOW (*special form required*)

____ MASTER PLUMBER
____ JOURNEYMAN PLUMBER

____ OTHER

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____
EMAIL ADDRESS: _____
COMPANY ADDRESS: _____
CITY, STATE, ZIP: _____
LICENSEE NAME: _____
LICENSEE NUMBER: _____ PHONE: _____
ADDRESS (MAILING): _____
CITY, STATE, ZIP: _____
SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

For City use only



**BUREAU
VERITAS**

COMMERCIAL INSPECTION RECORD

This record must remain on site until project completion

PROJECT ADDRESS _____ PERMIT# _____

DO NOT COVER WORK UNTIL APPROVED

Approved				
	Inspection	Date	Inspector	Comments
UNDERGROUND	T-Pole			
	Plumbing Rough			
	Water Service			
	Building Sewer			
	Form Survey			
	Electric Underground			
	Mechanical Underground			
	Gas Underground			
FDTN	Pier			
	Footing			
	Grade Beam			
	Foundation			
ROUGH / MISC	WALLS	Electric Rough		
		Plumbing Top-Out		
		Gas Rough Piping Test		
		Mechanical Rough		
		Duct Rough		
		Grease Duct Rough		
		Framing		
		Energy Insulation		
	CEILING	Mechanical Rough Ceiling		
		Electric Rough Ceiling		
		Hydronic Piping		
		Drywall		
	SPEC.			
FINALS		Mechanical Final		
		Electrical Final		
		Plumbing Final		
		Gas Final		
		Energy Final		
		Building Final		

Comments: _____

