



COMMERCIAL

PERMIT & CONSTRUCTION PACKET

- New Commercial
- Commercial Additions
- Shell Buildings
- Finish-Outs
- Multi-Family Construction

CONTENTS

Site Plan Requirements

Permit Process

- Adopted Codes
- Permit Fees
- Building Permit Application
- Commercial Plan Review Checklist
- SWPP Form
- Grading & Drainage Affidavit
- Food Establishment Smoking Form

Inspection Process

- Contact Information
- IVR Instructions
- Energy Inspection Form

CO Process

- Overview
- CO Application
- Fire Dept. Inspection Request

Additional Information

- General Information
- CWD Waste Disposal Guidelines
- Contractor Registration Application
- Guide to Building Permit Submittals

Available online at

www.cityofallen.org

City of Allen

Building Services Division

305 Century Parkway, Allen, Texas 75013-8042

214/509-4130 • Fax 214/509-4139

www.cityofallen.org • permits@cityofallen.org

SITE PLAN APPROVAL REQUIREMENT



A site plan must be submitted to the Planning Division for review prior to the issuance of a building permit. There is a review fee of \$250, which is in addition to the building permit fee. The following is an excerpt from the Allen Land Development Code with regard to site plan review.

Section 6.05. Site Plan Approval

Section 6.05.1. Purpose – Site Plan approval is intended to ensure efficient and safe land development, compatible use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage, and other utilities.

Section 6.05.2. Applicability – No building permit shall be issued for the following unless a Site Plan is first approved by the City.

1. Any non-residential development.
2. Any multi-family development or mobile home park.
3. Any development with two (2) or more buildings per platted lot.
4. Any Planned Development, Specific Use or Temporary Use Permit – No building permit shall be issued except in conformance with the approved Site Plan including all conditions of approval. No certificate of occupancy shall be issued unless all construction and development conforms to the approved Site Plan as approved by the City. A public hearing on a Site Plan is not required except in conjunction with a Specific Use Permit or when required by a Planned Development District.

Section 6.05.3. Site Plan Details – The Site Plan shall be drawn to scale and shall include information as identified on the [Site Plan Application](#).

For questions regarding site plan approval contact the Planning Division at 214-509-4160.



ADOPTED CODES

(Effective July 1, 2011)

International Building Code	2009
International Residential Code	2009
International Plumbing Code	2009
International Mechanical Code	2009
International Fuel Gas Code	2009
International Energy Conservation Code	2015
International Fire Code.....	2009
National Electrical Code.....	2011
Local Amendments can be found at www.cityofallen.org	

Building Permit and Contractor Registration Fees



(Res. No. 2118-11-02(R); Res. No. 2312-7-04(R); Res. No. 2870-10-09(R);
Ord. No. 3105-9-12; Res. No. 3111-9-12(R); Ord. No. 3125-11-12)

Contractor/Inspector Registration Fees

The annual registration fee for all contractors who are required to be registered with the City pursuant to Section 3.10 of the Allen Land Development Code and/or Chapter 4 of the Code of Ordinances shall be \$50.00 annually. The contractor registration fee shall be paid in addition to other provisions and fees required.

Re-inspection and After Hours Fees

1 st re-inspection fee	\$50.00
2 nd re-inspection fee	\$75.00
3 rd re-inspection fee	\$100.00
After-hours fee	\$50.00/hr. 2 hr. minimum
Inspections in which no fee is specifically indicated	\$50.00/ ½ hour
For use of outside consultants for plan checking, inspections or both	Actual cost

Building Permit Fees

Residential single-family, duplex and townhome (valuation based on \$75.00 per square foot)	Fee determined by Table 1
Multi-family	\$450/unit plus 25% plan review fee
Commercial addition	Fee determined by Table 1
New construction, finish out and shell building	Table 1, plus 25% plan review fee
Residential alteration/addition and commercial alteration	Table 1, minus 30% discount

Single Fee Items

Accessory structures 120 sq. ft. or less	\$25.00
Accessory structures in excess of 120 sq. ft.	\$50.00
Certificate of Occupancy	\$100.00
Demolition	\$50.00
Duplicate permit (reprint)	\$3.00
Fence (residential only)	\$25.00
Foundation repair	\$50.00
Landscape irrigation (one and two-family dwelling)	\$75.00
Landscape irrigation (commercial and multi-family)	\$10/zone
Landscape irrigation (minimum fee)	\$75.00
Landscape irrigation (maximum fee)	\$500.00
Moving	\$50.00
Re-roofing residential only (repairs/replacements > 1 sq. ft.)	\$150.00
Screening wall	\$40.00
Spa permit	\$50.00
Swimming pool, in ground	\$150.00
Swimming pool, above ground	\$50.00
Temporary building	\$50.00
Water heater	\$30.00

Any fee not listed above shall be based on actual cost and then determined using Fee Table below.

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$23.50
\$501.00 TO \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

When calculating fees, be sure to round the multiplier to the nearest dollar. Be mindful that calculations are to a "fraction thereof" and merely an estimate. Contact the City of Allen Building Services Division at 214.509.4130 for exact permit fee.

Building Permit Application



Permit Number _____

Site Information				
Property Address:	Suite #	Subdivision	Lot	Block
Permit Request		Construction Type		Permit Type
<input type="checkbox"/> New Permit	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Building / Finish-Out*	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sign*
<input type="checkbox"/> Permit Extension	<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Storm Shelter*	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Fence*
<input type="checkbox"/> Permit Renewal	<input type="checkbox"/> Residential, Single-Family/Duplex	<input type="checkbox"/> Remodel: New Use*	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Pool/Spa*
<input type="checkbox"/> Permit Revision	<input type="checkbox"/> Is this a CDBG Project?	<input type="checkbox"/> Remodel: Existing Use*	<input type="checkbox"/> Electrical	<input type="checkbox"/> Irrigation*
<input type="checkbox"/> Change of Contractor	<input type="checkbox"/> Other:	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Roofing	<input type="checkbox"/> Deck
<input type="checkbox"/> Other:		<input type="checkbox"/> Patio Cover/Carport	<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation
		<input type="checkbox"/> Other:	<input type="checkbox"/> Donation Bin	<input type="checkbox"/> Addition*
* Application must be submitted with a corresponding Plan Review Checklist.				
Description of Work:				
Describe work to be done:			Proposed Use:	
Total Sq. Ft.:			Total Value of Work:	
Bldg. Fully Sprinkled: <input type="checkbox"/> Yes <input type="checkbox"/> No		TDLR#:	\$	
Responsible Parties				
Owner / Tenant:		Office #:	Cell #:	
Address:		City/State:	Zip:	Email:
Contractor Type	Business Name	Address	City, State, Zip	Phone
General				
Plumbing				
Plumbing Master (Name, State License #):				
Electrical				
Electrical Master (Name, State License #):				
Mechanical-HVAC				
Mechanical Master (Name, State License #):				
I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances, Adopted Codes and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or a duly authorized agent. Permission is hereby granted to enter the premises and make all inspections.				
APPLICANT NAME:		SIGNATURE:		DATE:
CONTACT PHONE:			DRIVERS LICENSE #:	
EMAIL:			Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other	
PLAN REVIEW FEE:	RECEIVED BY:		DATE:	
PERMIT FEE:	ROADWAY FEE:		OTHER FEE:	
TOTAL FEE:	ISSUED BY:		DATE:	

COMMERCIAL PLAN REVIEW CHECKLIST

2009 IBC, IPC, IFGC, IMC, 2015 IECC & 2011 NEC



★ **This checklist must be submitted with a Building Permit Application for any commercial construction.**

Job Information

Property Address:	Suite #	Contractor:
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New Commercial Shell Finish-Out Addition Multi-Family Remodel Other

Proposed Use in Building:

- | | |
|---|--|
| <input type="checkbox"/> A-1 Assembly (Theater/ Concert Hall) | <input type="checkbox"/> M - Department Store / Drug Store |
| <input type="checkbox"/> A-2 Assembly (Restaurant/Night Club/Bar) | <input type="checkbox"/> M - Gas Station |
| <input type="checkbox"/> A-3 Assembly (Worship/Amusement/ Community Hall) | <input type="checkbox"/> M - Retail/ Warehouse |
| <input type="checkbox"/> B - Business | <input type="checkbox"/> S-1 Storage Mod. Hazard (Repair Garage) |
| <input type="checkbox"/> D/E - Daycare & Educational | <input type="checkbox"/> S-2 Storage Low Hazard (Excluding Parking Garage) |
| <input type="checkbox"/> I-1 Institutional (Ambulatory) | <input type="checkbox"/> S-2 Storage (Parking Garage) |
| <input type="checkbox"/> I-2 Institutional (Non Ambulatory) | <input type="checkbox"/> Other |

Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (4 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (4 sets, prepared by a Registered Design Professional, Architect or Engineer)
- Storm Water Pollution Prevention Form
- Grading and Drainage Affidavit
- Food Establishment Smoking Compliance Form (if applicable)
- Plan Review Fee (Nonrefundable at time of submittal, permit fee is due at issuance of permit)

Check which of the following have been included:

Y / N

- Correct Building Codes used for design / Site Plan approval (if required)
- Occupancy type and type of construction
- Structural framing
- Floor plan/building plans shall be to scale and no larger than 42" x 30" unless approved by the City, the font shall be legible and no smaller than 3/32" high
- State UL listing, provide approved listing number(s) and construction details for fire rated assemblies and penetrations Energy Compliance Report in accordance with requirements stated in IECC 2015
- TDLR number (for projects over \$50,000)
- Asbestos survey and confirmation of completion, if project is a remodel requiring demolition
- Site specific soils report
- Foundation design based on site specific soils report
- Masonry dumpster enclosure
- Plumbing riser diagram
- Lighting plan
- Exit and emergency lighting plan
- Electrical power plan/electrical riser plan
- Mechanical plan/fresh air calculations
- Typical exterior wall cross section
- Door schedule with hardware/window schedule
- Finish schedule
- Roof plan giving location of roof mounted equipment and roof drainage
- Elevations of all sides of building showing finishes
- Handicapped parking spaces
- Screening fence requirements
- Parking lot lighting/photometric plan/fixture and pole information

Applicant's Signature: _____ **Print Name:** _____ **Date:** _____

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may result in the delay of approving your permit.

Building Services
305 Century Parkway, Allen, Texas 75013-8042
214/509-4130 • Fax 214/509-4139
www.cityofallen.org • permits@cityofallen.org



STORM WATER POLLUTION PREVENTION AND CONSTRUCTION SITE WASTE CONSENT FORM FOR CONTRACTORS / BUILDERS / DEVELOPERS

Project: _____

Developer: _____

Pollution prevention from a construction site is not only about controlling sedimentation and siltation by means of erosion control. All construction site waste that leaves a construction area will eventually make it into the storm water system. Siltation and the contribution of other pollutants from construction sites can cause physical, chemical and biological harm to our nation's waters.

ILLICIT DISCHARGE:

Any discharge from a site that is not entirely composed of storm water is known as an illicit discharge.

Pollutants Most Commonly Discharged from Construction Sites
Sediment
Solid and Sanitary Wastes
Fertilizer
Pesticides
Oil and Grease
Concrete Truck Washout
Construction Chemicals
Misc. Construction Debris

Please identify that you have read and understand the following construction waste guidelines by initialing each item below.

- _____ During a short period of time, construction sites can contribute more sediment to streams than can be deposited naturally during several decades. The City of Allen requires that erosion control measures be placed and maintained regularly at all construction sites.
- _____ If a construction site disturbs more than one (1) acre of land, it must be covered by the State's TPDES Permit TXR150000 that regulates storm water discharges to state waters.
- _____ All building construction debris must be gathered up and removed by the end of each day of construction or just before any projected rain event. This includes, but is not limited to excavation material, vegetation, bricks, concrete, timber, metals, glass, tiles, paper and food waste.
- _____ Waste, construction materials and pollutant materials must be kept in the proper City approved containers at designated waste storage areas throughout construction activities.
- _____ Weeds, grass, shrubs or brush shall not be deposited in any area that will allow drainage to the storm sewer system or waters of the State.
- _____ Any potential storm sewer pollutant (pesticides, grease, petroleum products, paints, toxic chemicals, etc.) must be stored in the upright position and on racks/stands during construction.
- _____ Access shall be provided at all times during construction or demolition for waste collection vehicles.
- _____ All of the following are indications that storm water leaving a construction site contains an illicit discharge. *The contractor must keep a constant check that any water leaving a construction site is free of these indicators:*

Unusual Color or Cloudiness	Strong Musty or Pungent Odor	Floating Debris
Surface Scum or Foam	Oil Sheen	Algae
- _____ If the site contains construction trash, does not maintain its erosion control measures, is releasing illicit discharges or is not in compliance with any portion of the City of Allen Code of Ordinances (incl. Article IV, Property Maintenance Code) it may be issued a Notice of Violation.

My signature below indicates that I have read and understand the above information.

Signature: _____

Date: _____

Print Name: _____

**DRAINAGE & GRADING
AFFIDAVIT**



I, _____, by filing this affidavit certify that I am the owner or authorized agent of _____; and further, certify that I have enclosed a record set of, or photocopy thereof, the Grading and Drainage Plans to be included as part of the Building Permit Application for the following:

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

PROPERTY ADDRESS: _____

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plans. If it is determined by the City of Allen at a later date that the drainage configuration does not function as intended because the grading is not consistent with the attached plans, I will assume full responsibility to make corrections in order that the drainage will function as intended.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

ATTEST: THE STATE OF TEXAS: COLLIN COUNTY

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledge to me that he or she executed the same for the purposed and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)

**FOOD ESTABLISHMENT
SMOKING ORDINANCE
COMPLIANCE FORM**



Establishment Name: _____

Address: _____ City: _____ St: _____ Zip: _____

I hereby certify as the owner or the owner's authorized agent that the aforementioned food service establishment is a:

_____ Smoking Facility

_____ Non-Smoking Facility

_____ Facility containing designated smoking and non-smoking areas for patrons in compliance with Section 10-35 © of City of Allen Ordinance Number 2176-6-03.

Signature: _____ Address: _____

Print Name: _____ Phone Number: _____

Date: _____ Fax Number: _____

CITY OF ALLEN ORDINANCE NO. 2176-6-03
Restaurant Smoking Section Design Criteria

Must be separated from non-smoking areas by a wall with a minimum height of eight (8) feet, or a barrier system, that hinders or prevents the movement of smoke from the designated smoking area into a non-smoking area.

Must be ventilated with a separate ventilation system which provides an air change every fifteen (15) minutes and shall exhaust the air to the exterior of the building and configured such that smoke from the smoking area is not drawn into, across, or mixed with non-smoking areas.

Ventilation systems serving smoking areas in food service establishments shall be designed to filter tobacco particulate and odors to minimize the recirculation of smoking byproducts into the occupied space.

COMMERCIAL INSPECTIONS



SPECIAL INSPECTIONS

Special inspections are required as prescribed in Chapter 17 of the 2009 International Building Code. Elements that require special inspection must be inspected by approved agencies and personnel as determined by the Chief Building Official. The following require special inspection: structural steel construction including welding and high-strength bolting, concrete construction, structural masonry construction, manufacturer's or engineer's designed wood construction, soil preparation, pier foundations, pile foundations, wall panels and veneer, sprayed fire resistant material, smoke control systems, and other as determined by the Chief Building Official. These inspections are in addition to those performed by the City of Allen personnel.

INSPECTION REQUESTS

IVR Permits Line: 214.509.4149



OVERVIEW

Inspection requests must be called into the City's automated phone system (IVR). Make sure that you follow the instructions indicated on the phone line precisely. You must have a phone access code (located on your permit - **please note** that there are different phone access codes for each trade) and the inspection type code (the list is available online or in your Construction Packet) to use the automated phone system. For your convenience, this line is available from 6 a.m. – 11:59 p.m. Inspections that are called in before midnight will be scheduled for the following business day, in most cases. Inspection hours are 8 a.m. – 5 p.m., Monday through Friday. **NO SPECIFIC APPOINTMENT TIMES DURING INSPECTION HOURS CAN BE SCHEDULED.** For questions or to report problems with the IVR system, please call a Customer Service Representative: 214.509.4130. Office hours are Monday – Friday from 8 a.m. – 5 p.m.

CANCELLATIONS & RE-INSPECTION FEES

Cancellations:

Cancellations must be called in before 9:00 p.m. on the automated phone system. You may also contact your inspector on their phone number listed in the Residential Permit & Construction Packet.

Re-Inspection Fees:

IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING THE INSPECTION TO PERSONALLY CHECK TO SEE IF THE WORK IS READY FOR AN INSPECTION TO BE CONDUCTED. ALL FEES MUST BE PAID BEFORE THE FINAL INSPECTION CAN BE REQUESTED. PLEASE FOLLOW THE ESTABLISHED PROCEDURES SO WE MAY COMPLETE YOUR INSPECTIONS IN A TIMELY MANNER.

Inspection Questions:

Please do not call the office with questions regarding a RED TAG. You will be referred to your inspector.

ITEMS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING WILL CONSTITUTE AN AUTOMATIC RE-INSPECTION FEE AND THE INSPECTION WILL NOT BE CONDUCTED:

- Work not complete on initial inspection
- Items not corrected on re-inspection
- Trash bin not provided on site
- Blowing trash not placed in trash bin
- Permit packet not provided on site
- Form survey not provided on site at plumbing rough inspection
- Drainage, water or gas line tests not performed
- No concrete around sewer tap or double clean-out
- Any portion of work covered
- Foundation letter not provided on site at plumbing top-out/HVAC rough-in inspection
- Full set of plans not provided on site for framing inspection
- Brick ties not installed at framing inspection
- Panel cover not removed for electric meter inspection
- Installing temporary electrical service
- Electrical panel left off after service is hot
- Grounding not complete on spa motor
- Electric meter base not complete

WELCOME TO IVR PERMIT SYSTEM

IVR Permits Line: 214.509.4149

Schedule Inspections – Cancel Inspections – Retrieve Inspection Results – Check Plan Review Status

Call the Automated Voice IVR System for all of your Building Inspection transactions 24 hours per day, 7 days a week. You will be prompted through the entire process. Press (*) at any time for more information.

Before calling you will need:

- 1) **A touch-tone telephone**
- 2) **A site specific permit number**
- 3) **An inspection code – choose from the codes listed**

Choose from the following options:

Press (1) Schedule an Inspection
Press (2) Cancel an Inspection
Press (3) Obtain Inspection Results
Press (0) Emergency Assistance
Press (*) General Additional Information

The IVR Permit Voice User system will prompt you through the steps below during your call. You may perform multiple transactions during each call. At the end of your call you will be issued a Confirmation Number. *We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.*

Schedule an Inspection

- 1) Enter the **permit type**
 - a. Enter the **permit number** (the system will confirm this permit by speaking back the site address)
- 2) Enter the **inspection code** from the list on the outside of this brochure or refer to your building permit for a complete list of IVR inspection codes for your job
- 3) Enter the **inspection date** (the cut-off time is 11:59 p.m. for an inspection on the next business day).

After you have scheduled the inspection, you will be able to:

- **Leave a message** for the inspector
- **Request another inspection**, same permit
- **Request another inspection**, different permit
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Cancel an Inspection

- 1) Enter the **permit type**
- 2) Enter the **permit number**
- 3) Enter the **inspection code** from the list on the outside of this brochure

After you have cancelled the inspection, you will be able to:

- **Cancel** another inspection, same permit
- **Cancel** another inspection, different permit
- **Retrieve Inspector message**
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Obtain Inspection Results

- 1) Enter the **permit type**
- 2) Enter the **permit number**
- 3) Enter the **inspection code** from the list on the outside of this brochure

After you have listened to the inspection results you will be able to:

- **Listen to more results**, same permit
- **Listen to more results**, different permit
- **Get a confirmation number and hang up**
 - Use this confirmation number when inquiring about this telephone request
- **Return to Main Menu**

Transfer to Staff & Additional Information

You can press (0) at any time to transfer to a live staff member **in case of emergency only**. You can also press (*) to hear an explanation of your current options.

IVR INSPECTION CODES

PLUMBING:

CODES	DESCRIPTION
100 (RP)	Plumbing Rough
110 (PLTO)	Plumbing Top Out
120 (GL)	Gas Line
125 (SL)	Sewer Line
135 (WL)	Water Line
140 (PT)	P-Trap
150 (WH)	Water Heater
160 (GS)	Gas Install & Test
170 (GM)	Gas Meter Release
198 (IRRC)	Irrigation Comm. Final
199 (PFLN)	Plumbing Final

ELECTRICAL:

CODES	DESCRIPTION
200 (TP)	Temporary Pole
210 (ER)	Electrical Rough
220 (ELGR)	Electrical Underground
230 (EMCM)	Electric Meter Commercial
240 (EMSF)	Electric Meter Residential
299 (EFL)	Electric Final

MECHANICAL:

CODES	DESCRIPTION
300 (HRF)	HVAC Rough Duct
310 (GDFW)	Grease Duct Fire Wrap
320 (GRHD)	Grease Hood Duct
330 (DFEX)	Down Flow Exhaust
399 (HACF)	HVAC Final

BUILDING:

CODES	DESCRIPTION
400 (FDN)	Foundation
405 (FBS)	Form Board Survey
412 (SHWL)	Shear Wall
415 (LATH)	Lathe
420 (FF)	Framing Commercial
425 (SHEA)	Sheathing Inspection
430 (FWRK)	Flat Work
435 (PIER)	Pier Inspection
440 (BCLG)	Ceiling Commercial
450 (FW)	Fire Rated Wall
470 (MDFL)	Model Home Inspection
480 (FNL)	Final
490 (SFDF)	SFD Final/Elect/Energy/Termite
499 (CFNL)	Commercial Final

SWIMMING POOLS:

CODES	DESCRIPTION
500 (SPG)	Swimming Pool Ground
510 (SPD)	Swimming Pool Deck
599 (SPF)	Swimming Pool Final

MISCELLANEOUS:

CODES	DESCRIPTION
900 (FENC)	Fence Final
910 (ACC)	Accessory Building Final
920 (RF)	Roof Final
930 (SELE)	Sign Electrical
940 (SFDN)	Sign Foundation
960 (SF)	Sign Final
970 (HI)	Health Inspection

COMMERCIAL ENERGY INSPECTION FORM



THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND PLACED IN THE PERMIT PACKET AT THE FINAL INSPECTION. OTHER FORMS WILL NOT BE ACCEPTED

Tenant Name		Project Address
Lot	Block	Subdivision

To the Chief Building Official:

I have inspected the aforementioned commercial building project and hereby declare that the work is in compliance with the 2015 International Energy Conservation Code as written in the Texas State Legislature House Bill 1736.

Certified Energy Inspector:

(Print Name)

Date

(Signature)

Certification Number

Phone Number

CERTIFICATES OF OCCUPANCY



NO TENANT MAY STOCK OR CONDUCT ANY BUSINESS ACTIVITY UNLESS A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. A FINAL BUILDING INSPECTION TICKET IS NOT A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY. YOU MAY ONLY OBTAIN A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY THROUGH THE BUILDING SERVICES DIVISION AT 305 CENTURY PARKWAY, ALLEN, TEXAS.

All **shell buildings** must have the following approvals in order to receive a temporary or permanent certificate of completion:

- Engineering Department
- Community Services – Trash Enclosures
- Fire Department
- Building Inspections
- Parks – Landscape Inspection
- Health - if Restaurant (Submittal of a Health Permit Application is required)

All **shell buildings** must have at least a temporary or permanent certificate of completion before any tenant finish-outs can have a temporary or permanent certificate of occupancy. All tenant finish-outs must also have the following approvals:

- Fire Department
- Building Inspections
- Health – if Restaurant (Submittal of a Health Permit Application is required)

All **new commercial** buildings must have the following approvals before a temporary or permanent certificate of occupancy can be issued:

- Engineering Department
- Community Services – Trash Enclosure
- Fire Department
- Building Inspections
- Parks – Landscape Inspection
- Health – if Restaurant (Submittal of a Health Permit Application is required)

Sec. 1.08 of the Allen Land Development Code - Certificates of Occupancy and Compliance

1. Certificates of Occupancy shall be required for any of the following:
 - a. Occupancy and use of a building hereafter erected or structurally altered.
 - b. Change in use of an existing building to a use of a different classification.
 - c. Change in the occupancy and use of land to a use of a different classification.
 - d. Change in any non-conforming use.
 - e. Change in occupant or business within a building.
2. *No use or change of use done before issuance.* No such use or change of use shall take place until a Certificate of Occupancy has been issued by the Chief Building Official.

3. *Fees adopted by resolution.* Fees for Certificates of Occupancy shall be adopted by resolution of the City Council, are included within this packet and available in printable form on our website, www.cityoffallen.org.
4. *Procedure for new or altered structures.* Written application for a Certificate of Occupancy for a new or the alteration of an existing structure shall be made at the same time as the application for a Building Permit for such a structure. The Certificate of Occupancy shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the City exists following an inspection by the Chief Building Official.
5. *Procedure for vacant land or a change in use.* Written application for a Certificate of Occupancy for the use of vacant land, a change in the use of land, or for change from a non-conforming use to a conforming use shall be made to the Chief Building Official. The Certificate of Occupancy shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the City exists following an inspection by the Chief Building Official.
6. *Contents.* Every Certificate of Occupancy shall contain the following:
 - a. Permit number
 - b. Address of the building or structure
 - c. Name and address of the owner
 - d. Description of the structure or portion of the structure for which the certificate is issued
 - e. A statement that the structure or portion of the structure has been inspected for compliance with the requirement of the adopted building codes, group and division of occupancy
 - f. The name of the Chief Building Official
 - g. Use or uses allowed
 - h. Issue date of the certificate of occupancy
7. *Conditional Certificate of Occupancy.* If the Chief Building Official finds that no substantial hazard will result from occupancy of any structure or portion thereof before the same is completed, a Conditional Certificate of Occupancy may be issued for a period not to exceed six (6) months, for the use of a portion or portions of the structure prior to completion of the entire building or structure. Such conditional Certificates of Occupancy shall not be construed as in any way altering the respective rights, duties, or other obligations of the owners/tenants relating to the use or occupancy of the premises or any other provision of this Code.
8. *Posting.* The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Chief Building Official.
9. *Revocation.* The Chief Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this Code whenever the Certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the structure or portion thereof is in violation of any ordinance or regulation or any provision of this Code or the Building Codes and other codes adopted by the City, and any amendments thereto. (Ord. No. 3125-11-12, § 10, 11-27-2012)

Certificate of Occupancy Application



Permit Number: _____

INCLUDE COPY OF SALES TAX CERTIFICATION AND FLOOR PLAN OF THE ENTIRE TENANT SPACE SHOWING THE AREAS TO BE OCCUPIED WITH EACH ROOM IDENTIFIED AS TO ITS USE INCLUDING SQ. FOOTAGE.

Site Information

Property Address:	Suite #	Name of Business:
-------------------	---------	-------------------

Reason for CO:	Business Use:		Sq. ft.:
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> New Business in Existing Space <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Name	<input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Wholesale	<input type="checkbox"/> Religious <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Other	# Employees:

Business Information:

Company Name:	DBA:	
Contact Name:	Contact Email:	
Mailing Address:	Office #:	
City/State:	Zip:	Fax #:

Description of Business:

- YES, the occupancy / business involves storage, sale or use of the following (*Please check all applicable – below*)
 NO, the occupancy or business does NOT involve storage, sale or use of the any of the following.

- | | |
|--|--|
| <input type="checkbox"/> Alcohol Sales (off-site consumption) | <input type="checkbox"/> High Piled Stock (over 12 feet in height) |
| <input type="checkbox"/> Alcohol Sales (on-site consumption) | <input type="checkbox"/> Welding or Cutting |
| <input type="checkbox"/> Firearms / Accessories Sales or Service | <input type="checkbox"/> Liquid Propane |
| <input type="checkbox"/> Explosives or Ammunition | <input type="checkbox"/> Compressed Gas |
| <input type="checkbox"/> Food Sales / Preparation / Products | <input type="checkbox"/> Flammable or Combustible Liquids (10 gallons or more) |
| <input type="checkbox"/> Outdoor Storage | <input type="checkbox"/> Poisonous / Hazardous Chemicals/Acids |
| <input type="checkbox"/> Smoking / Tobacco Sales | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Vehicle Repair / Sales / Service | <input type="checkbox"/> Other Hazards (specify below): |
| <input type="checkbox"/> Vet Clinic / Animal Boarding | |

Responsible Parties

Owner of Building:	Office #:	Cell #:
Address:	City/State:	Zip: Email:
Property Owner:	Office #:	Cell #:
Address:	City/State:	Zip: Email:

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF THIS CERTIFICATE OF OCCUPANCY AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).

RESPONSIBLE PARTY/TENANT NAME: <i>(Must be completed by Tenant/Business Owner NOT Contractor)</i>	SIGNATURE:
--	------------

CONTACT PHONE:	DRIVERS LICENSE #/STATE:	DATE:	
FEE PAID:	R/CVD BY:	DATE:	
O.L.:	CONSTRUCTION TYPE:	ZONING:	IBC CLASS:

SUP Yes No



ALLEN FIRE-RESCUE
Fire Prevention Division/Fire Marshal's Office

310 Century Parkway
Allen, Texas 75013
Phone: 214-509-4400
Email: Firecad@cityofallen.org
www.allenfire.org

Releasing of Certificate of Occupancy (CO) by the Fire Marshal's Office

This policy is intended to cover the requirements of the Allen Fire Marshal's Office only. It is the responsibility of the business or contractor to comply with and obtain inspections from the appropriate departments of the City of Allen (i.e. Health, Engineering, Building, Parks and Recreation).

It is the policy of the City of Allen's Fire Marshal's Office to inspect all new businesses for compliance with the fire code prior to the issuance of a CO. For the purpose of the document, a "new business" is defined as any business required by the City of Allen Building Department to obtain a CO.

The Fire Marshal's Office will inspect all new businesses for compliance with fire code.

The Fire Marshal's Office will NOT release a CO until all fire department issues found during the FD's initial and any follow-up inspections are satisfied.

Due to the fact that the Fire Marshal's Office Commercial Final inspection is used to determine compliance with fire code, life/safety code and fire fighting and property conservation operations, the Fire Marshal's Office WILL NOT under any circumstances authorize the release of a Temporary Certificate of Occupancy.

All System Inspections (i.e. Fire Sprinkler, Fire Alarm, Hood Suppression), where applicable, must be completed without outstanding issues prior to the scheduling of a Fire Department Commercial Final Inspection.

To schedule a FD Commercial Final Inspection, an FD Commercial Final Inspection Request form shall be completed and provided via mail, email, or other appropriate means to the Allen Fire Marshal's Office. Once all other required inspections have been approved a Fire Department inspector will contact the sender to schedule an appointment to meet at the business location. All Fire final inspections and re-inspections shall be scheduled 24 hours in advance. It is the responsibility of the business/contractor representative to request all Fire final inspections.

FD Commercial Final Inspection/re-inspection fees will be accessed according to Sec 105.8.3 Permit Re-Inspection Fees, of the locally adopted fire code. All fees must be paid prior to scheduling follow-up inspections.

The Fire Department Commercial Final Inspection must be scheduled through the Fire Marshal's Office before scheduling the Building Department's Final Building Inspection.

All businesses are responsible and required by law to maintain fire code related issues at all times.

Conducting business without a valid CO is a violation of City Ordinance. Failure to comply will result in the closure of the business and a citation issued requiring an appearance in court. Each day of non-compliance is a separate offense.

If you have any questions please contact the Allen Fire Marshal's Office.



ALLEN FIRE-RESCUE
Fire Prevention Division / Fire Marshal's Office
 310 Century Parkway
 Allen, Texas 75013
 Phone: (214) 509-4400
 Email: Firecad@cityofallen.org
<http://www.allenfire.org>

Fire Department Commercial Final Inspection Request

Please provide the following information: **All MEP Finals and System Inspections must be complete before submittal**

Please leave this box blank (Office Use Only):		
Address (including suite number):		
Name of Business:		Phone:
Type of Business:	Texas Sales Tax ID # (where applicable)	Occupancy Load (per Building Dept):
Occupancy Manager / Owner Name:		Phone:
Emergency Contact Name:		Phone:
Property Owner:		Phone:
Property Owner Address:		
Who to contact for Inspection:		Phone:

Please check the following items as applicable, indicating that these items have been completed.

- Fire Lanes are marked with signs or pavement markings per City Ordinance
- Fire Hydrants face fire lanes and are painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.
- Fire Alarm System (where applicable) has been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Sprinkler / Suppression systems have been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Department Connections (FDC) must be unobstructed, including vegetation, parking space, etc. and have a Knox Company Locking Cap in place.
- Exiting systems are clear and unobstructed. Proper hardware is installed on all exit doors, per code. Dead bolts, slide bolts, bars or other similar type of securing devices are not allowed on secondary exits. Exit signs and emergency lights have battery back-up and function properly. All Exit and Emergency Lights shall be on a dedicated breaker with a breaker lock installed.
- Premise Address must be permanently affixed to the building, front and rear. Suite numbers must be placed over the main entrance and rear doors. Address placement and size/stroke requirements are available in the local fire code amendments. Utility meters (gas / electric) must have the suite number of the supplied occupant affixed.
- All fire extinguishers, including newly purchased, must be inspected and display a State Fire Marshal's Office Inspection Tag. Extinguishers must be mounted per NFPA 10.
- A "Knox Box Key Safe" is required to be installed on all buildings. Location to be determined by the Fire Marshal's Office. Shell buildings may have one Knox Box of appropriate size for all tenants. Each tenant is responsible to provide a key to the inspector at time of final inspection.
- Assembly occupancies must have a Maximum Occupancy Load Sign prominently displayed.
- Mechanical, Electrical, Plumbing Finals are complete. No outstanding issues remain.

The provisions contained herein are general in nature and may not address all situations. For further information please consult the City of Allen Fire Department's locally adopted fire code amendments to the International Fire Code or contact the Allen Fire Marshal's Office.

By signing this I have read and understand the Fire Marshal's Office Policy on 'Releasing of Certificate of Occupancies'. I also attest that all requirements to obtain a Fire Department Commercial Final Inspection have been completed.

Signed

Date



Allen Fire Department Certificate of Occupancy Checklist

Legal Occupancy of a building cannot take place until the following items (as applicable) are completed:

Fire Extinguishers – All fire extinguishers, including newly purchased, must be inspected by a State-licensed contractor who will affix a State Fire Marshal’s Office approved service tag indicating the servicing company and date. They shall be installed and located per NFPA #10 and/or approved plans. Signs need to be provided for extinguishers that are not readily visible in the area they protect.

Fire Lanes - Fire Lanes need to be marked with signs or pavement markings per City Ordinance.

Fire Hydrants - Fire hydrants must face fire lanes and be painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.

Fire Alarm Systems - Acceptance testing must have been accomplished on installed systems. The alarm company technician(s) must be present during this test that is witnessed by an Allen Fire Department Inspector. Fire Alarm Systems must be monitored by an approved service.

Fire Protection Systems - Acceptance testing must have been accomplished on installed systems such as fire sprinkler, hood exhaust extinguishing systems, etc. The installing company technician(s) must be present during these tests that are witnessed by an Allen Fire Department Inspector. Fire protection systems alarms must be interfaced with the fire alarm system.

Exiting Systems - Clear, unobstructed paths to exits must be in place with correct door hardware/ releasing systems operational. Exit and emergency lighting must be in working order.

Fire Rated Separations - Required fire separations must be intact with openings protected and penetrations sealed with approved materials/devices.

Premises Address - The Allen Fire Code requires the posting of the street/suite address number on the front and rear of the building/suite. Place the street/suite address on the utility meters and disconnects in multi-tenant buildings.

Fire Dept. Key Safe - The “Knox Box” key safe(s) (if required for your building) shall be mounted near the main entrance or other approved location at approximately 60 inches above the walking surface. Keys or other entry devices need to be provided for placement in the key safe.

Note: The provisions contained herein are general in nature and may not address all situations. For further information contact the Allen Fire Marshal’s Office at 214.509.4400.

COMPLIANCE WITH THE TEXAS ARCHITECTURAL BARRIERS ACT

The provisions of the Texas Architectural Barriers Act (TABAA) are intended to encourage and promote the rehabilitation of person with disabilities and eliminate, insofar as possible, unnecessary barriers encountered by persons with disabilities, whose ability to engage in gainful occupations or to achieve maximum personal dependence is needlessly restricted.

The TABAA mandates accessibility in publicly and privately funded buildings and facilities, as well as privately funded buildings and facilities leased or occupied by state agencies. It applies to temporary or emergency construction in addition to permanent construction.

The statute requires that construction documents covering subject facilities be submitted to The Texas Department of Licensing and Regulation (TDLR) for review if the estimated construction costs are \$50,000 or more; however, compliance is required regardless of the construction costs. Responsibility for submitting construction documents lies with architects, engineers, interior designers and landscape architects with overall responsibility for design of the building or facility required to comply. In the absence of a registered design professional, the owner is responsible for submitting the construction documents.

The TDLR is obligated to report to the respective registration board any design professional who fails to submit construction documents within the designated time period. THE CITY OF ALLEN WILL NOT ISSUE A BUILDING PERMIT UNLESS PROOF OF THE SUBMISSION IS PRESENTED. Building owners are responsible for having the required inspections performed within one year of completion of construction. Failure on the part of a building owner to comply may result in administrative penalties not to exceed \$5,000 for each violation, per day.

U.S. Department of Justice Equivalency Certification

On September 23, 1996, the U.S. Department of Justice certified that the Texas Accessibility Standards (TAS) meet or exceed the new construction and alterations requirements of Title III of the Americans with Disabilities Act (ADA).

Texas Department of Licensing and Regulation, Architectural Barriers Section, PO. Box 12157 Austin, Texas 78711, (877) 278-0999 (Toll Free in Texas) (512) 463-3211, www.license.state.tx.us

AMERICAN WITH DISABILITIES ACT

The City of Allen has not undertaken and cannot undertake a review to determine the compliance of plans with the AMERICAN WITH DISABILITIES ACT of 1990 (ADA) and its requirements. For information regarding the ADA, please contact:

***U.S. Department of Justice
Civil Rights Division Coordination and Review
P.O. Box 6618 Washington, DC 20035-6118
(202) 514-0301 ♦ (202) 514-0381 (T.D.)***

CROSS CONNECTION CONTROL

A Reduced Pressure Zone Backflow Prevention Device shall be installed above ground or in a facility, if any of the following applications are utilized in the structure being supplied water by the City:

Aircraft maintenance facilities	Dye works
Amusement parks	Fabricating plants
Automotive plants	Film laboratories
Automated film processor	Food canning or processing facilities
Autopsy facility	Gas production, storage or transmission facilities
Auxiliary water systems	Gravel plants
Beverage bottling plants	Hospitals
Boilers	Industrial processes using water to clean or manufacture products
Breweries	Laboratories
Buildings with sewer ejectors	Landscape nurseries
Buildings with water storage tanks, or non-potable water sources	Laundromats
Canneries	Manufacturing plants
Car wash facilities	Meat processing or packaging plants
Carbonated drink fountains	Medical clinics
Centralized heating and air conditioning plants	Metal plating, processing, manufacturing, cleaning or fabricating industries
Chemical compounding or treatment plants	Missile plants
Chemical plants using a water process	Morgues
Chemical manufacturing or processing plants	Mortuaries
Chemical treatment lawn application systems	Motion picture studios
Chemically treated fire sprinkler systems	Nursing homes
Cold storage plants	Petroleum processing plants
Colleges and high schools (public and private)	Sanitariums
Commercial laundries and dry cleaning facilities	Sewerage lift or grinder stations
Convalescent homes	Steam generating plans
Cooling systems	Solar energy systems
Creameries	Veterinary clinics
Dairies	
Dental offices	

City of Allen

Building Services Division

305 Century Parkway, Allen, Texas 75013-8042

214/509-4130 • Fax 214/509-4139

www.cityofallen.org • permits@cityofallen.org



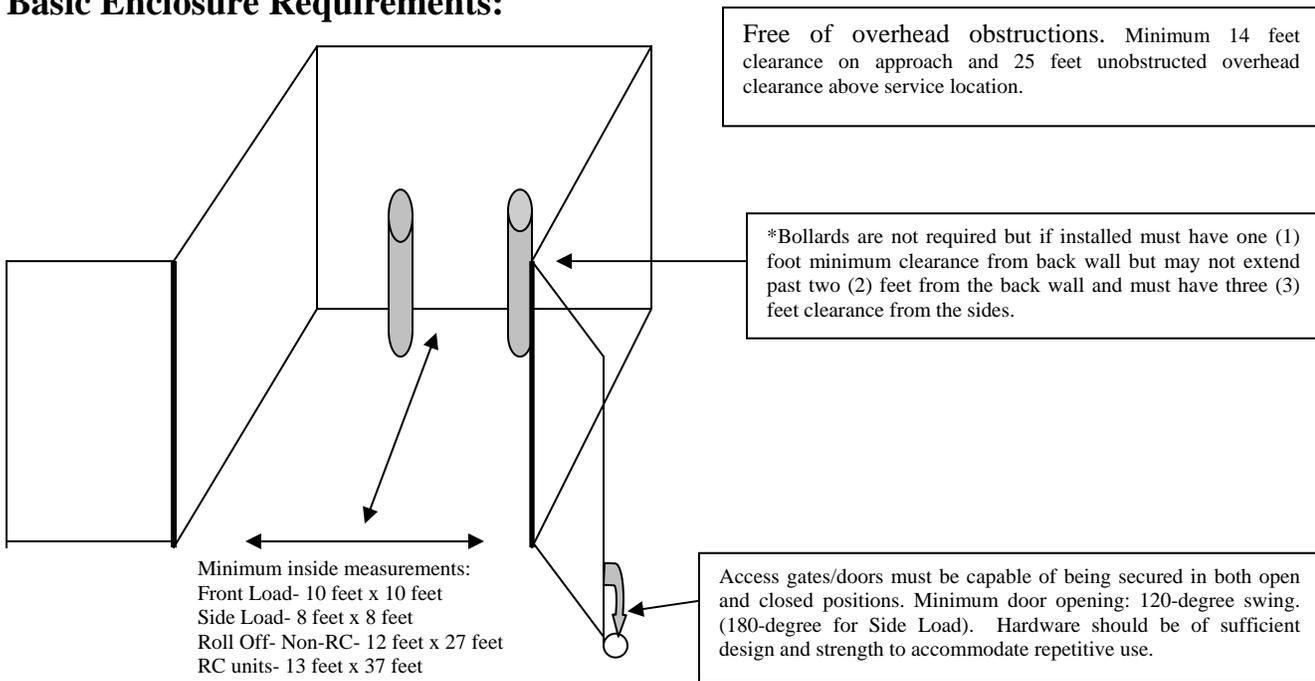
CommunityWasteDisposal.com
Since 1984

2015 Commercial Trash and Recycling Guidelines:

- Customer warrants that the container service area and all right-of-ways for servicing equipment, is sufficient to bear the weight of all equipment/vehicles required to perform the designated services. (Commercial Vehicle gross weight is 54,000 lbs, axle weight is 20,000 lbs with a 10,000 lb single wheel load). All container service areas must be on flat level surfaces.
- Customer warrants that any right-of-way provided for servicing equipment is of sufficient width (minimum 12' width with sufficient swept path clearances to negotiate turns, entrances/exits, etc.) and length to provide access of all equipment, vehicles and personnel access, required to perform the designated services. (Commercial Vehicle length is 33 feet with a 210-inch wheelbase for Front Load trucks and a 278-inch wheelbase for Roll Off trucks. Turning radius is 78 feet Front Load/Side Load and 84 feet Roll Off). There must be 70 feet of unobstructed approach (truck length + approach clearance) in front of each container for Front Load/Side Load service and 100 feet unobstructed approach (truck length + service clearance) for Roll Off container service.
- Customer warrants that any right-of-way provided for servicing equipment is free from all obstructions that may interfere with servicing the container, including sufficient vehicle/driver access clearance areas and unobstructed visibility. Note: CWD is not responsible for damage to ceilings, roofs, wires, or other obstructions with insufficient clearances. Overhead ceilings, roofs, wires, or other obstructions must be a minimum of 14 feet above ground/service level at the lowest point on approach, and 25 feet of unobstructed clearance above the service location. (Some configurations may require additional clearance space). All enclosures/containers should be located to minimize backing. Landscaping/vegetation must be planted with consideration for future growth potential.
- Property access barriers, including automatic vehicular gates/arms, should be equipped with a reversing Inherent Entrapment Sensing System (ground loop, magnetic, eye sensor, or other) installed, capable of detecting vehicles in both opening and closing cycles to prevent gate closure on entrapped vehicles. Gates/arms must have sufficient time allowed for slow-moving vehicle entrance/exit. (Recommended minimum duration of 15 seconds). Proper access codes or remote activation device must be provided for service access.
- Front Load/VIP Enclosures must contain a minimum of 10 feet x 10 feet inside dimensions (*two containers in shared enclosure must be a minimum of 20 feet wide*) to provide reasonable safe clearance for servicing. Access doors/gates must be mounted to provide a minimum 10 feet wide unobstructed opening to the enclosure (*20 feet for two containers in shared enclosure*), have a 120-degree swing opening radius, and must be securable in both the open and closed positions.
- Side Load Enclosures must be a minimum of 8 feet wide by 8 feet deep to provide reasonable safe clearance for servicing. Access gates/doors must be a minimum of 8 feet wide with a 180-degree swing opening and be capable of being secured in both the open and closed positions.
- Roll-Off Enclosures must provide a minimum of 2 feet clearance on each side and 2 feet clearance in the front and rear of the container. Access gates/doors must be a minimum of 12 feet wide with a 120-degree swing opening and be capable of being secured in both the open and closed positions. (Roll-Off Non-RC= 12' Wide x 27' Deep, RC units= 13' Wide x 37' Deep).
- All enclosure hardware (including access gates/doors) must be of sufficient design and strength to accommodate repetitive use. Regular inspections and maintenance should be performed to ensure proper operation and to prevent hardware failure.
- Additional equipment, containers, or other items stored inside the enclosure must be kept a minimum of 2 feet away from each side, and 3 feet away from the rear of the dumpster container.
- All containers without enclosures must have a 3-foot obstruction-free clearance zone surrounding the service area. This includes vehicles, poles, buildings, and any other obstructions. Containers located behind overhead/roll up doors are subject to the same minimum clearance requirements as containers inside enclosures.

- Containers on casters may not exceed 4 yards in size and must be limited to a required maneuverable distance of less than 50 feet. A smooth, flat, and level surface must be provided for all pathways the container must be maneuvered and will be expected to travel.
- Custom installed containers (container on docks, stands, casters, railing, etc.) or other non-standard enclosures/container service areas (containers located inside buildings or under roof, etc.) must provide safe access to and from the service area, and safe clearance around the container in all directions. *Custom installed containers may require additional clearances.* Pre-construction review or site inspection is recommended.
- All trash/recycle items must fit inside the container. CWD is not responsible for damage caused by (or from) items left outside or on top of the container, or damage caused from servicing overloaded/overweight containers. Customers are responsible for citations resulting from servicing/transporting overloaded/overweight containers.
- Building developer must assure that all additional enclosure dimensions and construction material meet the construction requirements of the Allen Land Development Code. Customers with enclosures that will also be housing other non-trash/recycle serviceable containers (grease traps, oil containers, special waste, etc) must provide additional space to accommodate bollards to separate the regular trash/recycle container and the other container, plus a two foot clearance (on each side) between the bollards and both containers. All drains/covers located inside the enclosure must have prior approval from the City. All enclosure walls must be 8 foot minimum height and uncovered (open to the sky). Information: City of Allen Building Code Department (214-509-4135). To ensure compliance with the above guidelines, a plan review or site inspection is recommended.

Basic Enclosure Requirements:



Sufficient Right-of-Way access for servicing vehicles. 70-100 feet unobstructed approach.

**Front Load: 33 feet, 210-inch wheelbase, turning radius 78 feet.
 37 feet, turning radius 84 feet (in pick-up/service configuration).**

Roll Off: 33 feet, 278-inch wheelbase, turning radius 84 feet.

For additional information, contact the CWD Safety Department at 972-392-9300 x 339.

Contractor Registration Application



Contractor Information

Name:	State, Trade or Master License # (if applicable):
Address:	License Exp. Date:
City/State/Zip:	Phone #:
Email:	Fax :#:

Contractor Classification:

<input type="checkbox"/> General Contractor <input type="checkbox"/> Master Electrician <input type="checkbox"/> Journeyman Electrician <input type="checkbox"/> Residential Wireman <input type="checkbox"/> Master Sign Electrician <input type="checkbox"/> Energy Inspector	<input type="checkbox"/> Master Plumber <input type="checkbox"/> Backflow Tester <input type="checkbox"/> Fire Backflow Tester <input type="checkbox"/> Irrigator <input type="checkbox"/> Pool <input type="checkbox"/> HVAC <input type="checkbox"/> Other:	<input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Roofer <input type="checkbox"/> Hauler <input type="checkbox"/> Concrete <input type="checkbox"/> Foundation
--	---	---

Business Information:

Business Name:	DBA:	
Business Address:	Office #:	
City/State:	Zip:	Fax #:
E-mail Address:		
Owner of Business if other than Contractor contact information:		

DRIVERS LICENSE

CONTRACTOR LICENSE

Responsible Parties

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF MY CONTRACTOR REGISTRATION AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCPECTED).

APPLICANT NAME:	SIGNATURE:
CONTACT PHONE:	DRIVERS LICENSE #/STATE:

FEE PAID:	RECEIVED BY:	DATE:
CONTRACTOR #:	EXPIRATION DATE:	

Guide to Building Permit Submittals



*Building Permit Fee or Plan Review Fee required at time of submittal.

Permit Type	Submittal Requirements	No. of copies
Certificate of Occupancy ONLY	Certificate of Occupancy Application with Floor Plan	2
	Copy of Sales Tax Certificate	1
Commercial Building, New Commercial Shell / Finish-Out Commercial Addition / Remodel Multi-Family	Building Permit Application	4
	Commercial Plan Review Checklist	1
	Construction Plans with Site Plan	4
	Plan Review Fee	
Residential, New House, Townhome, Duplex Residential Addition / Remodel	Building Permit Application	3
	Residential Plan Review Checklist	1
	Construction Plans with Plot / Site Plans	3
Accessory Building	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Deck	Building Permit Application	3
	Plot / Site Plan	3
Demolition	Building Permit Application	1
	Asbestos Certification Survey (if applicable)	1
Donation Bin	Building Permit Application	3
	Plot / Site Plan	3
	Proof of 501(c)(3) status	3
Electrical	Building Permit Application/Fee	1
Fence / Screening Wall	Building Permit Application	3
	Fence / Wall Review Checklist	1
	Construction Plans with Plot / Site Plan	3
Foundation	Building Permit Application	3
	Engineering Approved Reports	3
Irrigation	Building Permit Application	2
	Irrigation Review Checklist	1
	Construction Plans with Plot / Site Plan	2
Mechanical (HVAC)	Building Permit Application/Fee	1
Patio Cover / Carport / Shade Arbor	Building Permit Application	3
	Construction Plans with Plot / Site Plan	3
Plumbing	Building Permit Application/Fee	1
Pool / Spa	Building Permit Application	3
	Pool / Spa Review Checklist	1
	Construction Plans with Plot Plan or Survey	3
Roof	Building Permit Application/Fee	1
Sign	Building Permit Application	2
	Sign Review Checklist	1
	Site Plan and Drawings of Each Sign	2
Solar Photovoltaic System	Building Permit Application	3
	Solar System Review Checklist	1
	Construction Plans/Site Plans	3
Storm Shelter	Building Permit Application	3
	Storm Shelter Review Checklist	1
	Construction Plans	3
Temporary Use / Special Event	Temporary Use Permit Application	1
	Site Plan	1
Water Heater	Building Permit Application/Fee	1