



Commercial Building Application

The City of Dickinson currently uses the adopted 2015 International Code Council regulations. Please review the City of Dickinson's Code of Ordinances Chapter 5 for any amendments to the adopted International Codes.

The following items provide a checklist of minimum documentation requirements, which must be met, for application for a building permit.

Building Permit Review Requirements:

Documents **MUST** be submitted digitally in pdf format merged/combined together facing the correct way as listed below on a CD or USB. However paper copies are still accepted at this time.

ELECTRONIC FILE 1:

Merge/combine the following files together and name the file: New Commercial Building Application (*Address of Permit Request*)

- Completed Commercial Building Application
- Foundation Plans sealed by engineer with current date
- Energy Code Analysis
- Two (2) sets of architectural and engineered drawings both of which include MEPs and refer to the wind load Per 2015 International Building Code
- Completed Elevation Certificate
- Storm Water Management Plan
- Storm Water Pollution Prevention Plan
- Texas Accessibility Standards (ADA)
- Ensure that drawings comply with Drainage Criteria Manual as required by the City of Dickinson
- Landscaping Plans
- Site Plan

SITE PLAN SHALL CONSIST OF THE FOLLOWING: (with applicable dimensions)

- Placement of structures, flatwork and driveways
- Driveway approach location at the curb
- Building lines, public utility easements and drainage easements noted
- Setbacks from property lines noting actual distance from property lines



COMMERCIAL BUILDING APPLICATION

PROPERTY INFORMATION

Project Address:	Zoning:
Owner Name:	
Owner Address:	Owner Phone:

CONTRACTOR INFORMATION

General Contractor:	Phone Number:
Contractor Address:	
Engineer/Architect:	Phone Number:
Address:	

PROJECT INFORMATION

Project/Business Name:	Type of Business:
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DETAILS OF PROJECT (Complete all that Apply)

<input type="checkbox"/> New Construction <input type="checkbox"/> New Multi Family <input type="checkbox"/> Addition/Remodel <input type="checkbox"/> Shell Only <input type="checkbox"/> Tenant Finish Out				
No. of Stories:	No. of Dwelling Units (for Apartments):	Type of Construction:	Square Footage:	
Cost of Improvement:	*Fire Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Fire Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No	*In Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	*A separate application will be required

PROPERTY OWNER/AGENT AUTHORIZATION

Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Dickinson officials to enter the property on official business as part of the application process.

Signature of Contractor/Authorized Agent	Printed Name	Date
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FOR OFFICE USE ONLY

Permit Number: _____	Fees Due: _____
Date Submitted: _____	Payment: _____
Planning & Zoning Plan Review: _____	Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Building Official Plan Review: _____	Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Fire Marshal Plan Review: _____	Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied