



COMMERCIAL BUILDING APPLICATION

PROPERTY INFORMATION	
PROJECT (full) Address:	Zoning district:
Owner (full) Name:	
Owner Address:	Owner Phone#:

CONTRACTOR INFORMATION	
General Contractor Name:	Phone Number#:
Contractor/Company (complete) Address:	
Engineer/Architect:	Phone Number#:
Street Address:	Email address:

PROJECT INFORMATION	
Project/Business Name:	Type of Business:

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 <input type="checkbox"/> MISC.				
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		
<p>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.</p>		
Signature of Contractor/Authorized Agent	Printed Name	Application Date

FOR OFFICE USE ONLY		
Permit Number#: _____	Flood Zone: _____	Fees (now) Due: \$ _____
Date was Submitted: _____	Payment rcvd: _____	
Planning & Zoning Plan Review: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Building Official Review: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Fire Marshal Review: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied



Commercial Building Application Requirements

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 (need **2 copies** of all supporting documents) on a USB. However, **paper copies** are still accepted at this time and **preferred**.

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