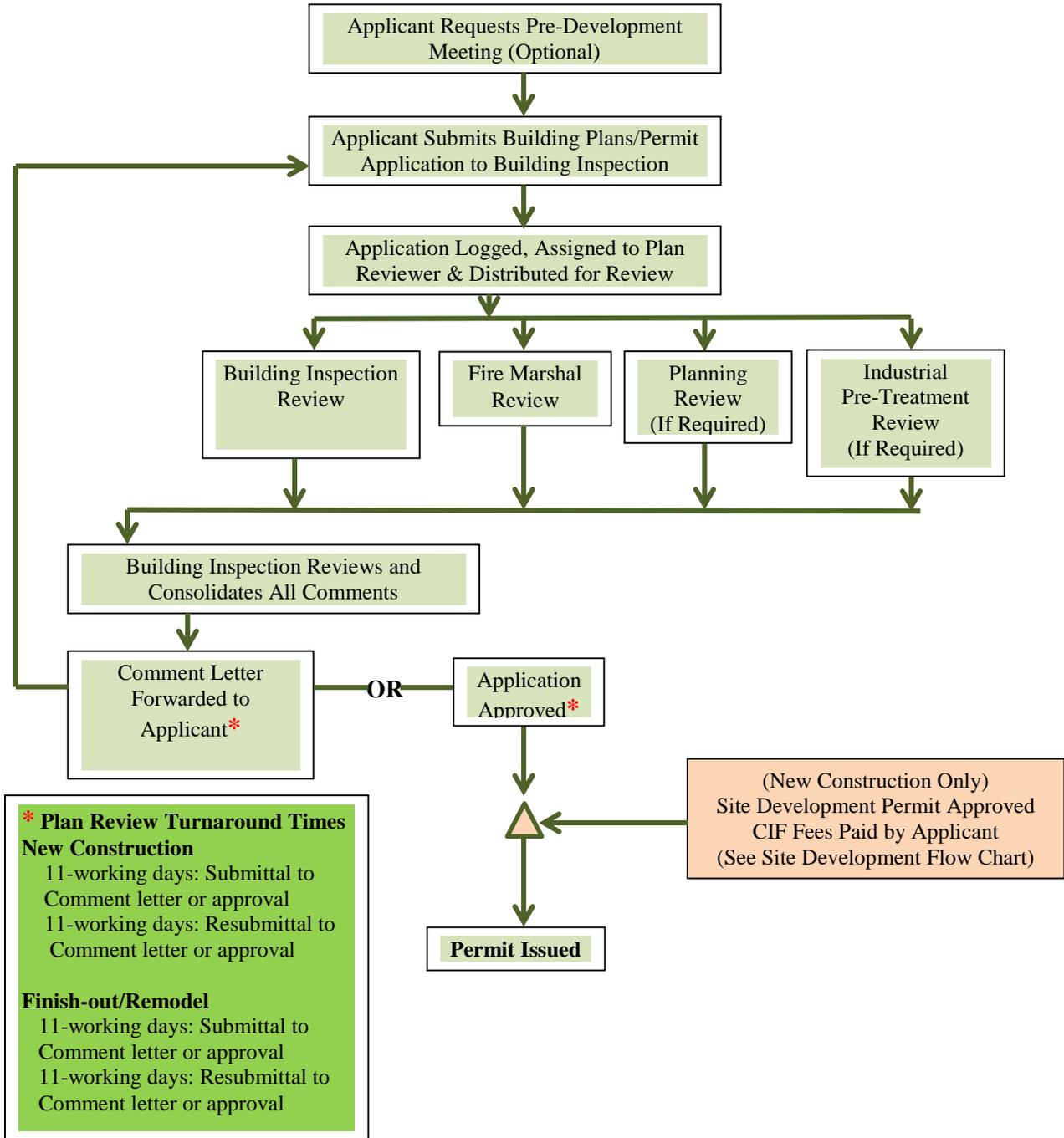




**City of Cedar Park
Commercial Plan Review Flow Chart
Updated August 6, 2014**



Please note that all submittals and resubmittals must be in by 12 PM on a Monday in order to make the distribution for review by all concerned parties on Tuesday, with plan review comments due on Friday of the following week. No exceptions.



CEDAR PARK

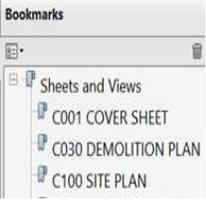
Development Services - Building Inspection Division
 450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471
 E-Mail: permits@cedarparktexas.gov

Commercial Permit Submittal Checklist

(New Ground-Up Construction Only)

Applicant Name: _____ *Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

Project Information		Required
GENERAL	Owner, Applicant, and Contractor Information	Provided (applicant must check)
	Type of Construction, Occupancy classification, Square footage of existing/new proposed, Occupant Load, Fire Sprinkler and/or Alarm	
	Site Development Permit Number Referenced	
	 <p>All plan sheets must be in pdf format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and shall be combined into one plan set. The plan set must include an index of all sheets in the plan set. For plan sets greater than 10 pages in length, each page shall be bookmarked with the title of the sheet name and page number.</p>	
PLANS	Cover Sheet	
	Site Plan & Details	
	Photometric Plan	
	Foundation Plans	
	Floor Plans	
	Sections of Walls, Floors and Roof Structures	
	Roof / Floor Truss Load Diagrams	
	Elevations	
	Electrical Plans	
	Plumbing Plans	
Mechanical Plans		
In addition to the electronic plans submitted, Fire Prevention will need a complete set of plans on paper (24x36) set to 1/4" or 1/8" scale for the following: Buildings containing more than 1 story or Buildings greater than 10,000 sq ft (exception: shell buildings not greater than 1 story)		
Additional Documents		Required
SUPPORTING DOCUMENTS		Provided
	Proof of TDLR Registration (estimated construction cost of less than \$50,000 may not be registered online)	
	Proof of Energy Code Compliance /ComCheck	
	Specifications Manual	
	Soils Report – signed & dated	
	Structural Calculations – signed & dated	
	Asbestos Survey or Designer's Asbestos Inspector's Certification	
	Industrial Pretreatment Survey (not applicable for shell buildings/mandatory for finish outs)	



COMMERCIAL PERMIT GUIDELINE

To help expedite the plan review and permit approval process the following general guideline is provided. Please feel free to contact the Building Inspection Department at (512) 401-5100 for any specific questions.

- Apply online at www.mygovernmentonline.org
- All fees can be paid online with a credit card. (MasterCard/Visa excepted)
 - ✓ \$200.00 Professional Recovery Fee (new ground up construction only)
- Submittal Requirements (1st time submittals & re-submittals) Include:
 - ✓ (1) PDF - Full set of plans
 - Multiple buildings projects (each building must be a separate plan)
 - Plan pages must be bookmarked
 - An index listing of all plan pages included
 - Plans must be fully readable in full-page view (text and graphics)
 - Minimum resolution of 300 dpi
 - Use a typical Arial font or similar (this typically works best for readability)
 - In addition to the electronic plans submitted, Fire Prevention will need a complete set of plans on paper (24x36) set to 1/4" or 1/8" scale for the following: (exception: shell buildings not greater than 1 story will not require paper plans.
 - Buildings containing more than 1 story
 - Buildings greater than 10,000 square feet
 - ✓ (1) PDF - Structural calculations & soils reports (required on ALL new ground up construction projects)
 - ✓ (1) PDF - ComCheck for International Energy Code Compliance
 - ✓ Proof of TDLR Registration (estimated construction cost of less than \$50,000 may not be registered online)
- Check your plans; be certain that the following information has been included:
 - ✓ Site Plan & Details
 - ✓ Photometric Plan
 - ✓ Foundation Plan & Details
 - ✓ Floor Plan & Details
 - ✓ Wall Construction Plan or Cross Section & Details
 - ✓ Roof Plan & Details or Truss Specifications
 - ✓ Other pertinent structural details
 - ✓ Elevations
 - ✓ Electrical Plan & Details
 - ✓ Plumbing Plan & Details
 - ✓ Mechanical Plan & Details

Depending upon the project additional data may be required (i.e., details, computations, stress diagrams, engineer/architect/surveyor seals, electrical riser/diagrams/calculations/analysis, etc.)

Commercial Building Submittal Outline

- Business to be established.
- Correct Zoning must be verified.
- Professional Engineering shall engineer the structural, electrical, plumbing, and mechanical.
- Site plan with all pertinent information.
- Proposed Signs: Show location, size, height, and type.

**** Floor Zone – Must comply with Federal Regulations, if applicable. ****

TYPES OF BUILDINGS THAT REQUIRE A PROFESSIONAL ENGINEER'S STAMP

- All structures greater than 5,000 square feet require design by a professional engineer.

Commercial Electrical Submittal Outline

The following minimum requirements shall be included in the documents when submitted to the City of Cedar Park for Plan Review.

- Electrical Service Load Analysis per National Electrical Code.
- Electrical Distribution Riser Diagram.
- Plans shall clearly indicate the location of all Electrical Distribution Equipment.
- Power, Lighting, and Equipment Layout.
- Electrical Notes on plans to substantiate items deleted.
- All documentation shall be submitted as an integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped, glued, clipped, etc. to the plans as documentation).
- Set of Specifications.
- All plans shall be sealed by a Professional Engineer registered in the State of Texas.
- Emergency Generator Load Analysis.
- One Line Diagram of Main Switchgear.
- Panel board and Motor Control Schedules or on Line diagrams.
- Emergency Distribution Riser Diagram (may be included in item number 2 above).
- Fault Current for all Distribution Devices indicated in items 2 and 12 with associated specified bracing.
- Fire Alarm Riser with Devices indicated.
- Fire Pump Service shall comply with N.E.C.

Commercial Mechanical Submittal Outline

The following minimum requirements shall be included in the documentation when submitted to the City of Cedar Park for Plan review:

- Detail Duct Layout (Supply & Return).
- Ceiling Diffuser Location.
- Return Air Location.
- Air Handlers/VAV Box Location.
- Unit CFM.
- Fire and/or Smoke Damper Locations where required by International Building Code.
- Set of Specifications.
- Legend (Symbols & Size of Equipment).
- Mechanical Notes on plans to substantiate Items deleted.
- All documentation shall be submitted as an integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped, glued, clipped, etc. to the plans as documentation).
- Must meet Energy Conservation Code.

Dining Establishments, Fast Food Restaurants and Commercial Kitchens require all of the above items and also require the following:

- Kitchen Equipment Detail.
- Hood Detail Drawing per International Mechanical Code to include:
 - ✓ Hood Size
 - ✓ Front & Side Elevation
 - ✓ Equipment it will serve.
 - ✓ Exhaust Duct & Enclosure
 - ✓ Make-up Air Locations on Roof.
 - ✓ Fire Protection Device

Commercial Plumbing Submittal Outline

The following minimum requirements shall be included in the documentation when submitted to the City of Cedar Park for Plan Review:

- Plumbing Layout.
- Drain, Waste, and Vent Riser Diagram.
- Water Riser Diagram.
- Gas Riser Diagram.
- Water Fixture Unit Count.
- Utility Site Plan.
- Total Water Fixture Unit Count of Existing Tenant Spaces.
- Water Meter Size and Water Service Line Size.
- Storm Drainage Riser Diagram (including gutter system if applicable).

These requirements will be required for the following (regardless of the amount of fixtures):

- All New Construction and Restaurants including but not limited to Pubs and Lounges.
- Veterinarian Clinics
- Animal Shelters
- Food Storage and Food Warehouses
- Medical Facilities
- Schools
- Special Chemical Waste or Industrial Waste that would be involved with potable water or drainage systems within the jurisdiction of the City of Cedar Park Plan Review Department.
- Others as required.

**** Approval of permits by the City of Cedar Park does not exempt you from complying with current or future federal, state, or regional development requirements. ****

City Ordinance Links:

- [Electric Code Ordinance](#)
- [Sign Ordinance](#)

Building Valuation Data – FEBRUARY 2017

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2017. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2015 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$161.91/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$161.91/sq. ft x 0.0075
= \$19,429

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178.00	171.48
A-1 Assembly, theaters, without stage	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2 Assembly, nightclubs	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2 Assembly, restaurants, bars, banquet halls	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3 Assembly, churches	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3 Assembly, general, community halls, libraries, museums	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4 Assembly, arenas	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B Business	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E Educational	194.27	187.38	182.00	173.88	162.37	154.12	167.88	141.89	137.57
F-1 Factory and industrial, moderate hazard	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2 Factory and industrial, low hazard	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1 High Hazard, explosives	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234 High Hazard	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5 HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1 Institutional, supervised environment	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2 Institutional, hospitals	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2 Institutional, nursing homes	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3 Institutional, restrained	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4 Institutional, day care facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M Mercantile	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1 Residential, hotels	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2 Residential, multiple family	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3 Residential, one- and two-family ^d	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4 Residential, care/assisted living facilities	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1 Storage, moderate hazard	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2 Storage, low hazard	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U Utility, miscellaneous	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$21.00 per sq. ft.