



COMMERCIAL BUILDING PERMIT APPLICATION

Application is hereby made to the City of Rollingwood, Texas, for a permit to construct, alter or move a building, structure, gas line, or fence, or to store building materials or equipment on the property as outlined below and in accordance with the plans and specifications submitted herewith, and in full conformity with provisions and regulations of all ordinances of the City of Rollingwood.

Address _____

Zoning _____ Legal Description: Lot_ Block__ Subdivision _____

Owner of Structure _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Owner of Ground _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Architect _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Civil Engineer (New Construction) _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Contractor/Builder _____ Contact _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Attach State License: Mech, Elec, Plb contractors: _____ TDLR Project Regis # (>=\$50,000 Projected Cost) _____

Permit Type: Demolition* New Construction** Remodel (Tenant Finish-Out)

Project Sq Ft _____ Projected Cost \$ _____

Proposed Work _____ Any Gas Appliances? _____

*Demolition Permit is for demolition only; absolutely no construction may be done under a Demolition Permit.
**Includes Reconstruction that uses any portion of pre-existing building foundation or walls.

THE UNDERSIGNED DOES SOLEMNLY SWEAR that to the best of their knowledge the above statements concerning this application are true and correct, and the undersigned has reviewed and understands the applicable portions of the Code of Ordinances of the City of Rollingwood, and the undersigned acknowledges that work authorized pursuant to this permit must be performed in conformance with the applicable regulations, including those pertaining to the manner of the performance of the work and restrictions on times when work may be performed. Work performed in violation of the City's regulations may be the subject of a stop-work order or request for injunctive relief, and the undersigned, as permittee, assumes all risk of loss damage or loss to improvements and personal property resulting from a lawful order to cease any work not performed in accordance with applicable regulations.

_____ Owner or Agent if Authorized by Attached Owner Letter _____

_____ (Signature)

_____ (Printed Name)

Date _____ Telephone _____ Email _____



COMMERCIAL BUILDING PERMIT APPLICATION FEES

Address _____ Received _____

A filing fee is to be paid when the application is submitted. The required inspections will be invoiced at \$75 each and are to be paid when the Permit is issued.

Application Type

Demolition _____ New Construction/Reconstruction _____ Remodel/Addition/Finish-Out _____

Application Fee

Table with 3 columns: Fee Category, Amount, and Total. Rows include Demolition, New Construction (<=10,000 sq ft), New Construction (>10,000 sq ft), Site Plan Dev Permit Fee, Remodel/Addition/Finish-Out, New Construction Resubmission, Remodel, and Resubmission.

Area Multiplier

Square Footage of Project _____ x \$.25/sq ft* \$ _____

*excludes fences, decks, balconies, retaining walls

TOTAL FILING FEE \$ _____

Date _____ Check # _____ Cash _____

Cash and checks accepted

Make check payable to City of Rollingwood

Deliver application, plans and Total Filing Fee to: CITY OF ROLLINGWOOD Development Services Phone +1 (512) 327-1838 403 Nixon Dr. Rollingwood, TX 78746-5512 Email: developmentservices@rollingwoodtx.gov

_____ City of Rollingwood _____

Notified 1st review: [] Phone [] Email [] Fax Name: _____ Date _____

Notified 2nd review: [] Phone [] Email [] Fax Name: _____ Date _____

Notified 3rd review: [] Phone [] Email [] Fax Name: _____ Date _____



COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Address _____ Date Received _____

- Submit one copy page 1 and 3 on letter-size bond: completed and signed page 1 of the application and completed page 3 following instructions for the application fee and application submittal.

- Prepare and submit two sets of plans with a pdf that have been prepared in accordance with the following guidelines and the City's Code of Ordinances as they relate to the proposed project. Plans will be reviewed by the Building Official and Fire Marshal, and as applicable, the City of Austin Industrial Waste Inspector and City Engineer. A Building Permit will be issued after all comments have been resolved. A copy of plans with the Building Official "Approved" stamp will be returned to the applicant with the Building Permit and Fire Plan Review to be posted on the job site.

- For New Construction projects or proposed construction in which the footprint and or roof plan of an existing building or structure on the property will increase: See Attached Drainage Options and DCM
 - Attach site plan or survey.
 - Attach the recorded subdivision plat of the property in compliance with Division 3, sec.107-103
 - Attach an as-built survey of the property, certified by a licensed surveyor, which includes trees six inches in diameter or greater, and any improvements constructed or installed on the property.
 - Plans shall include 1) front, rear and both side elevations, including site sections; 2) impervious cover; 3) masonry percentages; and 4) building footprint-to-property area ratio.

- Provide Res-Check- Energy Compliance Certificate

- For renovation or demolition of a public or commercial building, attach letter from architect or professional engineer stating that the structure contains no asbestos, or if asbestos was present that it has been remediated. Letter from Certified Industrial Hygienist or Licensed Asbestos Remediator will also be accepted.

- For New Construction, Remodels and Additions:

<ul style="list-style-type: none"> † Construction plans must be <u>sealed</u> by a licensed architect or licensed engineer. † Building plan requirements <u>as applicable</u> to the proposed project: † Four dimensioned building elevations † Square footage of total construction area & heated area † Electric wiring diagrams sealed by professional engineer, load calcs, and one line (riser) diagrams † Electrical specs † Plumbing schematics and riser diagrams, sealed by a professional engineer † Interior and wall cross sections with components † Interior wall finish with emphasis on rated assemblies † Mechanical plans/specs sealed by a professional engineer † Roof: pitched or shed. Roof material 	<ul style="list-style-type: none"> <input type="checkbox"/> Show all emergency fire egress exits <input type="checkbox"/> Window sizes and locations <input type="checkbox"/> No. of stories and area (in sq ft) of 1st and 2nd story <input type="checkbox"/> Cross section of intermediate floors identifying components <input type="checkbox"/> No. fixture units for water and drain, waste and vent systems <input type="checkbox"/> Chart of exterior masonry including table showing % identified <input type="checkbox"/> Type of construction according to IBC, latest edition <input type="checkbox"/> Structural framing drawings, details, and specifications sealed by a professional engineer <input type="checkbox"/> Height of building <input type="checkbox"/> Reference proper year for building code per RW Ordinance
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- Structural plans must be sealed by a licensed professional engineer for all public buildings and private buildings that exceed 5,000 sq ft in gross floor area or have structural spans exceeding 30 ft.

- Foundation plans must be sealed by a licensed professional engineer, and demolition plans that include load-bearing walls must be sealed by a licensed professional engineer.