



Town of Little Elm New Commercial Building Information Packet

The Permitting division (214-975-0456) will be your central point of contact for both residential and non-residential building permit processes.

Permitting is the process through which the Town ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such permits will fall into either residential (including add-on construction) or commercial categories. In each case, the process will include the review and approval of construction and site plans, the payment of permit fees, issuance of building permit, scheduled inspections of the work in progress, and approval at project completion.

We are currently enforcing the 2018 I-Codes, 2018 IECC and 2017 NEC as well as Town adopted NCTCOG amendments.

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Commercial Building Permits

1. Prior to application for a building permit, the associated Site Plan must be approved by the Planning division. Additional permits, such as Tree Removal and Well permits, and a plat may also be required. Please call 214-975-0472 for questions.
2. Prior to Building Permit Application the following must be completed:
 - a. The general, mechanical, electrical, plumbing, and irrigation contractors and backflow tester must register with the Town of Little Elm. Documentation needed for license holders:
 1. Copy of Master License.
 2. Copy Driver's License.
 3. Copy of Liability Insurance.
 4. Annual registration fee of \$100.00 (No Fee for Plumbing)
3. Complete the Application for Building Permit online or in the Building Safety office (no blank spaces). The civil construction plans and building permit are separated into two (2) distinct application processes.
4. The civil construction plan submittal in PDF format should include a grading plan, erosion control plan, utility plan, paving plan, impervious surface area exhibit, irrigation plan, and the site plan and landscape plan approved by Planning & Zoning during the Site Plan process.
5. The building permit submittal in PDF format should include mechanical, electrical, plumbing, structural, architectural, life safety plan, photometric plan, and the site plan and color architectural elevations approved by Planning & Zoning during the Site Plan process, in addition to:
 - a. Code summary sheet to include the following; design codes, occupancy type, construction type, occupant load per floor, specific areas and total of building, square footage of building per floor and total, exit width, exit separation distance, travel distance, fire resistance rated construction if applicable and common path of travel distance if applicable.
 - b. Third party Building Envelope, Exterior and Interior Lighting and Mechanical Energy Analysis (Com-check).
 - c. Asbestos check form. (remodel only)
 - d. TDLR proof of application or documentation of exemption if Project over \$50,000.
6. Pay fees:
 - a. Application fee.
 - b. Plan review fee.



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LITTLE ELM Permit fee is paid when the building permit is approved.

d. Impact fees, if applicable, are paid when the civil construction plans are approved.

7. Review Process:

- Includes concurrent reviews by Building, Engineering, Fire, Health, and Planning.
- Comments for all department reviews will be entered online in approximately ten (10) business days. When the reviews are completed they must be reviewed on line and corrections submitted within 180 days.

8. Prior to Building Permit issuance the following must occur:

- Impact fees for Water, Wastewater and Thoroughfare paid in full.
- Permit fees paid in full including building, mechanical, electrical and plumbing fees.
- All other applicable associated fees.

9. Construction must begin within 180 days of permit issuance or permit becomes null and void and an extension must be requested in writing from the applicant to the Building Official.

10. At least one inspection must occur for each 180 days, or the work will be considered abandoned.

* All documentation submitted to the Town of Little Elm shall be in PDF format and complete, without blank spaces and in compliance with adopted Town ordinances and codes. All required documents, fees and attachments shall be submitted as described to be determined complete for processing. **Incomplete applications will be denied.**



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Building Permit Process Overview

Permitting is the process through which the Town ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such permits will fall into one of two categories: residential (including add-on construction) or non-residential. In each case, the process will include the review and approval of construction and site plans, the payment of permit fees, the issuance of a building permit, scheduled inspections of the work in progress, and approval at its completion.

Nonresidential plan review will be completed within ten (10) working days of your submission, provided that the plans are complete and no technical problems are identified. Non-residential plans may be reviewed by several departments, each possessing a specific area of responsibility. This technical plan review group includes Building Safety, Engineering, Fire, Health Services, and Planning. Further, plan review and compliance inspections by these various departments will be monitored and scheduled by the Permitting division.

After plan review comments are made available on-line by the Town of Little Elm, approximately 10 working days from plan submittal, the Applicant must provide the missing information or correct the items indicated within 180 days from the date comments were first made available on-line. It is the Applicant's responsibility to review the plan comments on-line, a paper copy of comments will not be sent. The Town of Little Elm must then grant or deny the permit no later than the 45th day after the date all the missing and/or corrected information is received.

Once all final inspections and approval have been attained from the Town, the owner or tenant is ready to make application for his Certificate of Occupancy. A Certificate of Occupancy for each use or change in tenant must be obtained from the Building Safety division prior to the occupancy of the new structure.

In both cases, construction must begin within 180 days of the issuance of a building permit, and at least one inspection must occur for each 180 days, or the work will be considered abandoned.

The Permitting division (214-975-0456) will be your central point of contact for both residential and non-residential building permit processes. Plan review comments and inspection results are to be reviewed on line.



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Non-Residential Building Permit Submittal

Miscellaneous:

1. Proposed occupancy.
2. RF engineering plan or study
3. Site Plan as approved by Planning
4. Photometric Plan (106-92 of the Little Elm Code of Ordinances)

Floor Plan

For a new structure, a complete floor plan is necessary. When an addition is made to an existing building, plans should show:

1. Floor plan of addition and existing.
2. Location of exits in both the proposed addition and the existing building.
3. Numbers of square feet in existing building that are devoted to various uses (size of office area, size of sales area, size of storage area, etc.)

Construction Details

1. Structural, foundation, electrical, mechanical, and plumbing plans bearing the seal of an engineer will be required on buildings where required by the State of Texas Engineering Act.

Electrical Plans, to include:

1. Current load
2. Voltage requested
3. Riser diagram
4. Lighting and Power plan (lighting plan to include occupancy sensor, emergency light and exit sign locations)
5. Electrical load calculations on larger or more complicated projects
6. Short circuit calculations on plans
7. Sealing by an engineer when required by the State of Texas Engineering Act
8. Other information as requested by Building Official, Town Engineer or Chief Electrical Inspector.

Plumbing Plan, and Water and Sewer Plans, to Include:

1. Size and location of proposed new water and sewer lines and water meters
2. Location of new taps into mains
3. Location of existing and proposed fire hydrants
4. Plumbing layout and riser diagrams
5. Sealing by an engineer when required by the State of Texas Engineering Act
6. Other information as requested by Code Engineer or Chief Plumbing Inspector

Mechanical Plans which Show:

1. Duct systems
2. Component and equipment location
3. Equipment Detail Information
4. Sealing by an engineer when required by the State of Texas Engineering Act



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Process/Activity Detail

Manufacturing (non-food) and related industries:

1. A complete description of the occupant's proposed activities (include information on all processes on-site).
2. Provide a list of all chemical raw materials which will be stored and/or used on-site. List each chemical by name and maximum anticipated quantity.

Example:	Raw Material	Container Size	Quantity
	Paint Thinner	Drum	55 gallons
	Toluene	1 Gallon Bottle	5 gallons
	Soda Ash	50 lb. Bag	400 pounds

3. Generally describe location where each raw material is stored and used.
4. Describe any spill prevention measures planned for this facility (e.g. concrete dikes, spill pans, clay lagoons, etc.)
5. Describe any special ventilation systems in the facility other than normal heating and air conditioning (e.g. local exhaust systems, fabric dust collectors, spray booths, etc.) if available, provide the air volume of the system in cubic feet/mm. (CFM)
6. If wastewater, other than rest room waste, is generated from processes within the facility, provide detailed information on industrial wastewater quality (e.g. wastewater from similar operation in another Town contained: BOD .320 mg/l, TSS .520 mg/l, pH 6.3-9.8.).
7. Provide information on any equipment which produces significant noise levels at proposed property lines (e.g. diesel electric generators, air compressors, truck traffic, etc.).
8. Provide information on any proposed underground storage tanks (e.g. gasoline tanks, diesel tanks, waste oil, etc.)

Food Service, Storage, or Processing Establishments

1. Describe the nature of the food activities at this location (e.g. preparation and service of meals, processing of flour tortillas, storage of refrigerated meat products, etc.)
2. Provide floor plans showing all rooms in facility include location of various types of equipment.
3. Provide room finish schedule showing floor, wall, and ceiling finished on all rooms.
4. Provide a plumbing riser diagram which includes location and size of any grease interceptors or traps.
5. Provide description of vent hoods and related ventilation and exhaust equipment
6. Describe location of and fixtures installed in all toilets.
7. Provide an equipment schedule or list.



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New Commercial Building or Tenant Improvement

1. Must have a current building permit before beginning construction. No inspections will be conducted without a permit.
2. T-pole inspection (if applicable)
3. Plumbing rough-in. (submit form board survey at this time)
4. Pre-Pour Inspection (verify DWV piping is protected and sleeved as required by code)
5. Foundation (Inspection performed by Design Engineer and Inspection Report Required)
6. Framing
 - HVAC rough
 - Plumbing top out
 - Electrical rough
 - Electrical above ceiling
7. Flat work (By Engineer Inspector)
8. Meter release
9. Fire Department Approval
10. Health Inspection
11. Engineering and Public Works approval (when required)
12. Landscaping approval
13. Irrigation and/or Fence final inspection
14. Building final- Certificate of occupancy
15. Issue Certificate of Occupancy



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Certificate of Occupancy Overview

A Certificate of Occupancy (CO) is a document or permit that ensures that a business complies with zoning or land use ordinances as well as the structural and fire-life-safety codes of the Town; thereby assuring the applicant that his/her business structure is ready for occupancy. This document is required of all tenants in both existing structures and newly constructed buildings and is obtained through the Development Services Department.

The CO should not be confused with the Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business.

Each time a tenant change, a change in type of occupancy, name change of owner or a major change in occupancy's characteristics occurs, a new CO must be obtained from the Town's Building Safety division.

The CO must be prominently displayed at the place of business since the Fire Department will periodically inspect the site for compliance with the codes for proper use as stated on the Certificate. At the same time, the Fire Department check to ensure that required exits are not blocked, that fire extinguishers are operational, and that similar safety requirements are being met.

There are four departments that may be involved in the CO process. The Building Safety division will in all cases provide plan review and inspection services. The Health Services division will become involved when CO applications entail food service or processing or where toxic or hazardous materials are involved. The Fire Department will be involved in plan review for occupancies utilizing hazardous processes or materials; however, in all cases, a fire code compliance inspection will occur after the issuance of the CO, one to two weeks after the building has become occupied. The Planning division ensures all applicable zoning restrictions are followed.

New construction requires that all final construction approvals be granted prior to the submissions of an application for a CO. When a change in the tenant or change in the occupancy of an existing structure occurs, the Building Safety division and Fire Marshall approval is necessary unless the type of occupancy change happens to involve the Health Department under the aforementioned conditions.



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Construction Guidelines for Commercial Buildings

1. The Building Permit and Job Address are to be posted in a manner so as to be visible from the street. Building Permit is to be placed in a plastic bag to prevent weather damage. The Job Address shall be a minimum of six (6) inches in height and a contrasting color the background.
2. An inspection sheet is provided showing various phases of inspections that are required. Inspections requests before 7:00 AM will be performed the same day through the Permitting division or login into My Gov through the internet.
3. Project site must have a culvert and driveway entrance (rock or concrete) before commencing work. Concrete prior to final or CO.
4. Erosion control, wind fence, portable toilets and trash bin to be on site throughout construction.
5. Construction sites must be kept clean and free of mud and debris at all times. All streets must be maintained and kept clean of all debris, mud and building materials.
6. International codes (2018), 2018 IECC and NEC 2017 will be enforced.
7. Approved plans are subject to field changes by Building Inspectors and Town Staff.
8. No driveway approach will be approved to pour unless the driveway has been poured prior. Do not schedule your flat work inspection until such time or it will be turned down and a re-inspection fee will be assessed.



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Commercial Plumbing Requirements

1. Air test of water lines not authorized unless inclement weather and approval by Building Official.
2. Outside faucets will be frost proof and back flow device installed.
3. All irrigation systems will require a back flow device.
4. Grease interceptor if required.
5. Expansion Tanks required at all water heaters
6. Mechanical caps on all clean outs.
7. All glue joints will have purple primer.
8. No flat venting.
9. Ten feet (10') head pressure is required on rough inspection.
10. All drain lines will be strapped every three feet (3').
11. All sewer lines will be inspected all the way to septic tank or main.
12. Upper and lower combustible air on all gas water heaters and heaters.
13. All exhaust vents will be vented outside.
14. All plumbing must comply with 2018 I.P.C. and the Town of Little Elm ordinances.
15. Backflow prevention required on all individual tenants per 2018 International Plumbing Code and Texas State Law.



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Commercial Mechanical Check List

1. Town of Little Elm has adopted the International Mechanical Code 2018 edition.
2. Sealed Engineer drawings of all A/C work if required by State of Texas Engineer Act
3. Inspections Required:
 - Duct seal for rigid duct work
 - Rough ducts installation
 - A/C drain lines
 - Smoke Detectors if required
 - Equipment installation and location
 - Clearances for equipment
 - Accessibility
 - Final Inspection



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Commercial Electrical Inspections

Temporary Pole:

1. Height: 6' maximum meter base.
2. Aluminum wire is NOT permitted.
3. Bracing.
4. Grounding.
5. Plugs and Breakers – GFI.

Electrical Rough:

1. Ground size
2. Wire secured at boxes.
3. Grounding of panel.
4. Outside lights.
5. Sleeve all wiring through brick.
6. Wire in return air (not permitted unless in conduit).
7. Equipment ground required on recessed light cans.
8. 200 AMP panel requires #4 ground wire to cold water if applicable and building steal.
9. Light over central heat unit and an accessible light switch to attic.
10. Minimum #12 copper conductor.
11. Aluminum conductor not permitted.
12. All grounds and neutrals must be made up in panel for rough-in.
13. Plug for all A/C and heating equipment within 25'.

Electrical Meter Release:

1. Panel for breaker size.
2. Disconnect for A/C unit.
3. Conduit between disconnect and AC unit. (Liquid tight, EMT, rigid).
4. Connections made on meter base (aluminum conductor is not permitted).
5. Install plugs, switches and light fixtures.
6. Chain hung fixtures must have equipment ground.
7. All junctions shall have a cover.

*All electrical work performed in the Town of Little Elm must have a Master Electrician on the job site during the installation of the electric work and must comply with NEC 2017.



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Miscellaneous Processes

The following permit programs are administered by the Development Services Department. The Permitting division will be your central point of contact for application, plan submission, and information. Applications for permit are to be submitted online or at Town Hall. Plan review comments are to be reviewed on line and addressed within 180 days or the permit application shall expire. Each of the programs listed will be accompanied by a description of when such permit should be obtained and reference to the schedule which will provide a listing of the permit costs.

Swimming Pool Hot Tub & Spa Building Permit

A permit is required for the construction of any artificial containment for a body of water having a depth of two or more feet for the purpose of recreational bathing. Pool shall be in compliance ADA requirements. The applicant will be required to provide a safety fence for the pool, spa, or hot tub, which will require a separate fence permit. Permit fee is listed under the fees schedule.

Sign Permit

A permit is required prior to the erection, relocation, alteration, or removal of a sign. A permit is not required for certain temporary construction signs and political signs. In each case it is recommended that you consult Permitting (214-975-0456) to determine the permit and construction requirements for your proposed sign.

Driveway & Sidewalk Permit

Construction, reconstruction, maintenance, alteration, repair, removal or replacement of any curb, gutter, driveway or other concrete work on public or private property requires the issuance of a permit prior to commencement work.

Structure Moving Permit

A permit must be obtained prior to moving a structure from one parcel to another within the Town or from a location outside the Town or through the Town. Further, a building permit will be required in addition to the structure moving permit if the structure is to be located within the Town.

In Ground Fuel Tank Permit

Installation, removal, replacement or repair of in ground storage tanks requires a permit prior to commencement of work.