



CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION
DOWNTOWN COMMERCIAL/MULTI-FAMILY RENOVATION AND REMODELING
PERMIT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Description of Project \_\_\_\_\_
(i.e. New office, new business, new restaurant, etc.)

Purposed use of Project \_\_\_\_\_

Building Square Footage Area \_\_\_\_\_ Type of Const. \_\_\_\_\_ Occ. Class \_\_\_\_\_

Is the project within the Depot Square Historic District or a Landmark property? [ ] Yes [ ] No

(If "yes", project may require Landmark Comm. approval prior to commencement)

Is the project in the Greater Downtown Area [ ] Yes [ ] No

Is the property platted? [ ] Yes [ ] No (if property is not platted, platting may be required prior to permit issuance)

OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)

General Contractor \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ FAX (\_\_\_\_)\_\_\_\_-\_\_\_\_

Email Address (for project correspondence only): \_\_\_\_\_

Contact Name \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone (\_\_\_\_) - \_\_\_\_\_

Property Owner Email Address (for project correspondence only): \_\_\_\_\_

Estimated Project Cost: \$ \_\_\_\_\_

PROJECT PLANNING/DUE DILLIGENCE

The City recognizes the inherent challenges in renovating older buildings in the greater downtown area and strongly encourages interested parties to take advantage of the following free services before any financial commitments are finalized:

- [ ] Has a predevelopment meeting between the owner/tenant been held with City staff, or waived by the property owner?
[ ] Has a pre-submittal "walk-through" of the property in question been conducted with City staff?
[ ] Utility (water/sewer) capacity analysis.

SUBMITTAL CHECKLIST

All applicable items below must be submitted electronically to make 5-business day turn-around time possible. (This allows all departments to begin plan review immediately upon receipt. See attached information for instructions to upload plans electronically. Five (5) business day turn-around is not guaranteed, but should be accomplished if all submittals as laid out below are submitted and the project is not extraordinarily large.

Complete

- [ ] Completed and Signed Submittal Checklist
[ ] Plans Drawn to Scale in CAD or digital format (i.e. not hand-drawn)
[ ] Electronic Submission of Building Plans in Compliance with the following City/State laws:

DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

- 2015 International Building Code 2015 International Plumbing Code 2015 International Mechanical Code
• 2015 International Gas Code
• 2015 International Fire Prevention Code
• 2017 NEC
• 2006 IECC Energy Code
• 2015 Life Safety 101 Code

- Current City Zoning Ordinance. **Zoning Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**
- Current City Subdivision Ordinance. **Subdivision Ordinance is available online at [cityofwichitafallstx.gov](http://cityofwichitafallstx.gov)**
- Current City Flood Plain and Drainage laws

**SITE PLAN:** *Not all elements listed below may be applicable to all Downtown projects.*

- Is property zoned for intended use? City's Zoning Map is available online at [wichitafallstx.gov](http://wichitafallstx.gov)
- Is property subdivided (i.e. platted)?
- Are the property and building under the same ownership (i.e. land is not leased)?
- Title Block with the following information:
  - Name of Project
  - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
  - Sheet Title and Sheet Number
  - Date, and revision date (when applicable)
  - Scale
- North Arrow
- Site Data Table showing the following information:
  - Lot Area
  - Building(s) square footage, per use and total
  - Impervious/Pervious Area
  - Landscape Area
  - Lot coverage percentage Building layout
- Setback requirements (*by plat, zoning ordinance and site triangle*)
- Location of Easements (*for exterior remodels and/or additions to the exterior of the building*)  
*\*Note: Building exterior additions such as canopies, awnings, etc. may require an Encroachment Agreement – contact the Property Management Division for more details.*
- Location of solid fence on the rear and dividing Zoning districts (*note: may require discussion w/Planning staff*)
- Parking Data Table showing the following information
  - Number of parking spaces required and provided, per use and total
  - Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces
- Parking lot layout with angle, and width and length dimensions (*new parking spaces not required if zoned CBD*)
- Curb Cuts and/or Property Access Points
- Loading area for all retail, commercial and industrial structures in excess of 12,000 square feet, and kindergartens, day schools and child training and care establishments
- Trash receptacle (dumpster) location
- Freestanding signs (location/height – if applicable). New signs require a separate Sign Permit
- Clear zones for driveways/site triangle
- Are the condition of all existing sidewalks in compliance with City ordinance?
- 4-foot sidewalk required along each street Frontage Drainage plan with: (*new building construction only*)
  - Gradient elevations
  - Flow rates
  - Retention / detention areas
  - Guttering or sloping details
- Storm water pollution prevention plan (SWP3) a.k.a. Erosion Control Plan (*new building/parking construction only*)
- Detention Study – required for new construction permits when the lot is one acre or more (*new construction only*)

**LANDSCAPE PLAN**

*Note: A Landscaping Plan is required if a project cost exceeds 25% of the current improvement value. For properties zoned CBD, the plans shall strive to provide landscaping recognizing spatial constraints.*

- Title Block with the following information:
  - Name of Project
  - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
  - Sheet Title and Sheet Number
  - Date, and revision date (if applicable)
  - Scale
- North Arrow
- Landscape data table showing the following information:
  - Landscape area required and provided
  - Total number of trees required and provided
  - Name, species and size (height and caliper) of trees and other landscape materials
- Required landscaping (*per City Zoning Ordinance Sec.6810*)
- Proposed trees to be planted. Trees shall not be in utility easements or near power lines Existing trees to remain indicating caliper size
- Water sources (irrigation meter location)

- Irrigation Service Note (“Irrigation being provided by licensed irrigation contractor”)  
**\*Note: Separate irrigation system plan and permit must be submitted separately by a licensed irrigation contractor; Irrigation Service Note (as noted above) should be on the landscape plan**

### **FLOOR PLAN AND ELEVATIONS:**

- Architectural Drawings and Engineering required on buildings 5,000 sq. ft. or over
- On all A, I, or E occupancies, above 2,500 sq. ft., an engineers’ and/or architect’s seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
- A building that is three (3) or more stories in height requires architectural drawings and engineering
- All areas / rooms denoted or labeled
- All pertinent dimensions shown
- All door & window sizes shown or referenced to schedules
- All accessory details and drawings
- Wall section details
  - Framing details (roof & wall)
  - Engineered metal building drawing (if applicable)
- Elevations shall be labeled as north, south, east and west elevations
- Roof overhang dimensions on all elevations

### **PLAN SPECIFICATIONS:**

- Plans to scale
- Building shall meet all Building Codes that apply to the specific Occupancy.
- Mechanical (M), electrical (E) and plumbing (P) designs signed by master of the profession; or engineer (**if required**) **\*Note: See MEP sections on page 4**
- Total building square feet. Plans shall reflect existing and finished floor plan
- If project is multi-tenant, show each tenant area & square feet of each area
- Identify each room as to use (rest room, storage room, mechanical room, office, sales area, kitchen, etc.)
- Identify adjacent tenant space on either side (in multi-tenant buildings only)
- Indicate all plumbing fixtures and complete diagrams indicating size and placement of (water heater, furnace, sink, commodes, lavatories, sand traps, grease traps, etc.)
- Identify components of accessibility for the disabled (ramps, rest room facilities). Provide details of such installations as per code and the Texas Accessibility Standards.
- Provide door & window information, including clear opening width of doorways, direction of door swing, location of windows & doors, latching or locking hardware & fire rating & classification if located in a fire rated wall, barrier or partition.
- Indicate location of glazed openings relative to doors & walking surfaces.
- Indicate corridors, passage ways, steps & stairs, landings and stairway details.
- Indicate fire extinguisher location & type.
- Indicate exit light location & type.
- Indicate interior finish for walls, ceilings and floors.
- If over one story above or below grade, show exterior elevations.
- If interior or exterior demolition is proposed, provide detailed information and drawings.
- Provide outdoor advertising sign location, height and area on the site plan.
- Any electrical changes, upgrades or additions will require a riser diagram, load calculations and panel locations specified on the plans.

### **ACCESSORY DOCUMENTS:**

- Life Safety Plan
- Energy Conservation Report (Com. Check)
- Registration letter from T.D.L.R. for A.D.A. project registration
- Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
- Flood elevation certificate if project is located in flood plain, except if in flood zone “C”. Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations.

### **IF FOOD PREPARATION/RETAIL FOOD ESTABLISHMENT:**

- Grease Trap
- Vent Hood
- Type of ceiling finish
- Type of finish floor surface
- Type of wall surface
- Type of food contact surface
- Kitchen equipment layout including storage areas Location of 3-compartment sink

- Location of mop sink
- Location of employee hand lavatories
- Paper towel and soap dispenser(s) above all employee hand sinks
- Self-closing device on all bathroom doors
- In-direct drain connections for 3-compartment and ice machine
- Hot and cold water supply to ALL sinks
- Location of outside trash dumpster
- Sneeze guard protection (if applicable)
- Food protection during display
- Location of storage area

**\*Note: A Food Retail Permit will be required for most projects preparing/selling food. Please contact the Health Department for more details on project requirements.**

**FOUNDATION PLAN (if a new foundation/foundation repair will be part of project)**

- Dimensions & detail for construction Engineer's seal required

**ELECTRICAL PLAN:**

- Provide electrical fixture plan
- Provide electrical panel schedule
- Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
- Energy conservation report on air-conditioned areas

**MECHANICAL PLAN:**

- A/C duct layout
- A/C equipment schedule size designation
- Details on dampers (if required)
- Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)

**PLUMBING PLAN:**

- Layout of all fixtures
- Schematic of drain / waste system layout
- Engineers seal required if building is > 5,000 sq. ft. On all A, I, or E occupancies, above 2,500 sq. ft., an engineers' seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)

**FIRE PROTECTION:**

**\*Note: Fire Suppression (i.e. sprinkler system) and/or other fire protection upgrades (fire alarm, smoke detectors, etc.) may be required for projects increasing occupancy space, change of use/occupations, interior additions or other work that may change or increase the occupancy and/or use of a building. Please check with the Building Inspections Division and Fire Marshal's Office for more details on requirements.**

- Designation of all firewalls or partitions
- Fire rating designation on doors & windows assemblies in fire-rated wall and/or partitions
- Fire alarm layout (if required)
- Fire suppressions system layout (if applicable – sprinklers, stand pipes, aerosol systems, CO2 systems, etc.)
- Fire department accessibility

- **Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.**
- **Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.**

**I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.**

**Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(i.e. Design Professional, Contractor, other Project Representative)*

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(i.e. Property Owner and/or Tenant)*



## Development Review Team – Staff Contact List

### **Building Inspections Division**

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### **Health Department**

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## Development Review Team – Staff Contact List

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### **Historic Preservation Officer**

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### **Legal Department**

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### **Administration**

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### **For Any Other Questions:**

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