



# NEW COMMERCIAL CONSTRUCTION PROJECT GUIDE PACKET\*

\*Disclaimer: The following guide/packet is intended to provide general information for a new commercial project and may not include all situations and circumstances for a specific project. And does not give permission to violate any federal, state, local laws, or ordinances. For any specific questions not covered, please contact Building Inspections as needed.



## **CITY CONTACTS FOR APPLICABLE DEPARTMENT**

CITY HALL OFFICES  
300 W Main Street  
Grand Prairie, TX 75050

### **BUILDING INSPECTIONS**

- ❖ Responsible for all inspections for “private” utilities, on-site work (including but not limited to paving and storm drain infrastructure) and all “building” construction including all trades (Plumbing, Mechanical and Electrical).
- ❖ Separate permit required for each building and/or structure.

Phone: 972-237-8230

Email: [information@gptx.org](mailto:information@gptx.org)

### **ENGINEERING**

- ❖ Responsible for all inspections for all “Public” Utilities and ROW work as part of project.
- ❖ Separate fees and permits may be required.

Phone: 972-237-8321

Email: [engineering@gptx.org](mailto:engineering@gptx.org)

### **FIRE PREVENTION**

- ❖ Responsible for all inspections associated with Fire regulations.
- ❖ Separate fees and permits may be required.

Phone: 972-237-8312

Email: [fireprevention@gptx.org](mailto:fireprevention@gptx.org)

### **PUBLIC HEALTH and ENVIRONMENTAL QUALITY**

- ❖ Responsible for all health and water quality inspections.
- ❖ Separate fees and permits may be required.

Phone: 972-237-8055

### **WATER SERVICES**

- ❖ Responsible for water meter installation and billing.

Phone: 972-237-8200

Email: [waterbilling@gptx.org](mailto:waterbilling@gptx.org)



## ADMINISTRATIVE

- Adopted Building Codes (Attached)
  - 2021 ICC codes (IBC, IFB, IPC, IMC, IFGC, etc.)
  - 2020 National Electrical Code (NEC/NFPA 70)
- Customer Self Service Portal (CSS)
  - [https://egov.gptx.org/EnerGov\\_Prod/SelfService#/home](https://egov.gptx.org/EnerGov_Prod/SelfService#/home)
  - Must register on portal with Name, Company Name, Phone # and Email Address
  - All applicable Trade Sub-Contractors must be a contact on the permit file.
    - Example: Plumbing, Electrical and Mechanical
  - All trades must be licensed and registered with the City of Grand Prairie
    - <https://www.gptx.org/Departments/Building-Inspections/Contractor-Registration-Forms>
  - **HOLD** – Permit may be placed on hold if contractor or sub-contractor contact information is not on permit and/or is not registered, licensed or up to date.
  - For questions, please contact 972-237-8230 or email [information@gptx.org](mailto:information@gptx.org)
- 24/7 Access
  - On the CSS portal all contacts will be able to access plans, request inspections, obtain inspection results, upload documents, etc.
  - Inspection requests submitted prior to 7am can be requested for same day, after 7am it will go to next business day.
    - It is our goal to make it to all requested inspections as needed. However, due to unforeseen circumstances (such as workload or weather) there may be occasions that may arise that may push inspections to next day. In such cases, we make every effort to contact the requestor to let them know the inspection may be rescheduled.
- Office / Inspection Hours 8-5 M-F (excluding city published holidays)
  - If you call the office, please have permit # and address available.
- Restrictions
  - Hours of construction 6am to 10pm when within 300' of residential (Ref. Code of Ordinances Section 13-277)
  - No use or operation shall be located or conducted that produces intense glare or direct illumination across the bounding property line that causes a nuisance. (UDC, Sec.11.10.1)



## CONSTRUCTION SITE

- Post Address visible from Street
- Post Permit in a visible location on Site
- Site must be kept compliant with approved BMP's / SWPP
  - Contact **Storm Water Division** (David McKee 972-237-8536) with any specific questions
- Construction safeguards shall be in compliance with 2021 IBC Ch. 33
  - Keep site mowed, clean, and free of trash and debris. It is recommended to provide trash bend/box/container as needed.
  - **Contact Republic for Solid Waste/Garbage Service 817-337-6100**
- Construction trailer installation requires a separate permit and inspections.

## INSPECTIONS

It shall be the duty of the holder of the building permit or their duly authorized agent to notify building inspections when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work as required by the applicable code. (Ref. 2021 IBC Sec. 110)

Required Inspections are listed on CSS portal as part of the issued permit along with applicable "Optional" Inspections that may apply to additional work performed. If unsure about a required and/or needed inspection, it is the responsibility of the permit holder to contact Building Inspections with any questions.

- See attached sheet for full list of Inspections for (Building, Electrical, Plumbing, and Mechanical).
  - All inspections should be available as required or optional, if not listed please use "Other" and leave comment to specific inspection needed
  - With larger projects, in an effort to expedite inspections, please provide clear and concise location of inspection needed.
- Any provided Inspection documents and photos are required to be uploaded to an **inspection request**.  
*\*\*Once the permit has been issued, please do not add/upload to attachment tab on the permit unless it is a design change that needs to be reviewed. Doing this may restrict ability to request inspections\*\**
  - See instruction guide posted on-line
  - Inspection documents may include but may not be limited to:
    - Form Board Survey
    - 3<sup>rd</sup> Party Inspections (Such as Energy Code Inspections)
    - Special Inspection Reports (See Special Inspections Forms)
    - Manufacturer's specifications
    - Pictures/photos
    - Misc. documents

**CLOSING OUT A NEW CONSTRUCTION PROJECT**

- **Certificate of Completion** (Typically issued to contractor on request after building project is completed)
  - All required and applicable inspections are required to be completed and approved.
  - All applicable Final Inspections are required to be requested, scheduled, and approved.
  - Example:
    - Building Final
    - Electrical Final
    - Energy Final “Upload” 3<sup>rd</sup> party
    - Plumbing Final
    - Mechanical Final
    - Zoning Final
  - Other City Department Approvals Needed (It is the responsibility of applicant to contact)
    - Engineering/Public Works (Civils) Main # 972-237-8321
    - Fire Department (Fire Marshall’s office) Main # 972-237-8312
    - Environmental Services Dept. (Public Health) Main # 972-237-8055
  
- **Certificate of Occupancy (CO)** [Issued to the Occupant – Typically business/agent/owner]
  - All Inspections are required to be complete, same as for Certificate of Completion.
  - A CO application submittal is required via the CSS portal and must be submitted by the business owner/tenant/occupant. The CO is for the business that is occupying the structure or suite, not the contractor. (A separate CO application is required for each building, suite and/or occupant as needed)
    - [https://egov.gptx.org/EnerGov\\_Prod/SelfService#/home](https://egov.gptx.org/EnerGov_Prod/SelfService#/home)
    - Contact Building Inspections CO coordinator with any questions
  
- **Temporary Certificate of Occupancy (TCO)** – Allows occupancy before project is completed.
  - A CO Application submittal is required via the CSS portal
  - All required and applicable optional inspections are required to be completed and approved.
  - All required Final Inspections must be requested and completed (All trades and departments)
  - All Fire and Life Safety systems must be complete and operational including but not limited to the following items:
    - Fire Sprinklers 100% tagged and in operation
    - Fire Alarm 100% tagged and in operation
    - All Exits/Egress components are 100% complete
    - Safe access and discharge to public right of way is provided.
    - Majority of construction is complete
  
- **Permission to Stock** – This is typically prior to Certificates described above.
  - Certificate of Occupancy application must be submitted by operator/business/occupant.
  - Request form must be filled out, submitted and inspections approved



# Request Permission to Stock

Permit #: \_\_\_\_\_

Address: \_\_\_\_\_

This form is intended to help customers needing to stock spaces of a building prior to obtaining a Certificate of Occupancy or Temporary Certificate of Occupancy. Permission to stock is **NOT a Certificate of Occupancy** and is limited to the following:

- Moving equipment and/or furniture in that is considered non-permanent in nature.
  - Examples: Office furniture, computers, tables, chairs, etc.
- Moving in product that is dry stacked, warehoused, or stored.
  - Not intended to start business operations yet.
- It shall be the permit holder’s responsibility to complete all work and a CO shall be issued before the public and employees are allowed to occupy.
- A Certificate of Occupancy application shall be submitted, and review of proposed “use” shall be approved prior to moving in furniture, equipment, or product.
- All Fire and life safety systems shall be installed, inspected and operational.

**This request is permission to:**

- Stock the following materials \_\_\_\_\_  
\_\_\_\_\_
- Install the following equipment and or furniture \_\_\_\_\_  
\_\_\_\_\_

**Required:** This form is to be submitted/uploaded with the following requested inspections for review.

- Fire Final Inspection
  - Partial Approval Required prior to stocking
- Building Final Inspection
  - Partial Approval Required prior to stocking

I understand and acknowledge the conditions outlined above. Furthermore, all information provided is true and correct to the best of my knowledge:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **MULTI-FAMILY PROJECTS**

Multi-Family projects can come in several configurations including but not limited to traditional stand-alone apartment buildings, courtyard style, townhomes and duplex and individual home/units. Each may present differing requirements and challenges. This guide is intended to provide a general uniform guideline on these types of developments.

- 1) **Permits** – The permit submittal on CSS portal is for a “Multi-Family Master”
  - a. However, due to the fact that each project may have multiple structures and/or sections of a monolithic structure, each building, section (typically fire wall to fire wall) depending on design, accessory structures, commercial structure (office, club house, pool house, etc.) will require a separate permit and identified separately.
  - b. Separate permits will be established by staff after submittal of Master permit application,
  - c. It is recommended to work with staff to ensure all structures and sections are accounted for to ensure a smooth process for inspections and closing out each permit.
  - d. All trades (contractor, plumbing, mechanical, and electrical) need to be provided before the permits can be created and issued with the master permit.
- 2) **Phasing Plan required** – A phasing plan will need to be submitted on the plan of progression of construction.
  - a. Typically, this plan needs to be in progression of completion for each structure and/or section of structures (depending on design this is typically fire wall to fire wall) on the site plan
  - b. Multiple individual units (small houses) shall be established and turned over in groups to establish access for proposed tenants
  - c. All site construction shall be separated from ongoing construction
- 3) **Site Inspections** – Site inspections associated with the project such as water, sewer, storm, paving need to be requested with the “Master Permit”.
- 4) **Inspections** – It is the responsibility of the applicant/contractor to request all needed inspections on the appropriate permit for each structure.
- 5) **Certificate of Occupancy (CO’s) and/or Temporary Certificate of Occupancies (TCO’s)**
  - a. Each occupiable structure is required to have a separate CO application submitted
    - i. All inspections, final inspections and other applicable departmental approvals are required prior to CO or TCO (See closing “Closing out New Commercial Project Guide”.
    - ii. It is recommended to have the “Office” complete with CO/TCO prior to turning over the units