



City of Payne Springs
19601 CR 2529
Payne Springs, TX 75156
903-451-9229

New Commercial Submittal Requirements

- Plans and associated documentation to be submitted in pdf format.

Site Plan

- Property Lines and Dimensions
- Easements
- Building locations
- Separation distance from all structures and property lines
- Street and Streets fronting property
- North arrow and scale

Structural Plans

- Types of materials used
- Size & Spacing of framing members
- Ceiling joists/truss layout
- Foundation Plan
- Windbracing/Shear Wall Plans

Electrical Plans

- Electrical layout
- Light fixtures layout
- Panel and Riser diagram
- Electrical load calculations
- Grounding/Bonding detail

Plumbing Plans

- Underground plumbing layout for water, sewer, and gas
- Plumbing riser diagrams for water, sewer, and gas
- Sizing of meters & supply lines for water, sewer, and gas
- Demand calculations for water and sewer
- Establishments serving food or drinks, provide grease trap specifications, location, and calculations
- Plumbing fixture floor plan

Architectural Plans

- Code Compliance Statement
- Listed Assembly specifications or code reference for any required fire separation assemblies
- Building Floor Plan
- Building Elevation Plan
- Egress Plan
- Kitchen and equipment layout (if applicable)

Mechanical Plans

- Duct & Equipment layout
- Exhaust/Ventilation/Outside Air calculations and specifications for each piece of mechanical equipment and CFM

Energy Plans

- 2018 Energy Code Compliance Reports for the Building Envelope, Interior and Exterior Lighting, & Mechanical

Projects valued over \$50,000 must include registration number from the Texas Department of Licensing and Regulation.

All plans must comply with the Texas Engineering Practice Act and Rules, the Texas Board of Architectural Examiners, and the Texas Department of Licensing and Regulation.



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City Permitting Process

Permit Submittal

ALL completed permit documents shall be submitted in **PDF** form to City Hall at the following email, permits@paynespringstx.com. ALL contractors & sub contractors must be registered with the city, this will save time. Permits CAN NOT be submitted for plan review until all contractors are registered. Processing time is 7 to 10 days when ALL information is submitted.

Plan Review

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 903-451-9229.

Permit Issuance

Once the permit has been approved, the requestor will be contacted by City Hall personnel and notified of fees via phone or email.

Inspection Requests

Please DO NOT contact SAFEbuilt for inspection requests. Please submit an Inspection Request in person at City Hall or our website;

www.paynespringstx.com > quick links > forms, scroll to **Building Department** and select **INSPECTION REQUEST**, this form can be edited online and send to the email provided at the top of form. Also note if there are any special requirement(s), such as gate code/or time needed note in the **SPECIAL INSTRUCTIONS** area of the form. **ALL** request must be submitted by **3:45 pm** to qualify for next day inspection, unless a Friday, or major holiday, then the inspection will take place the following business day.

Field Inspections

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.