



Commercial Building Permit Information Packet

ADOPTED CODES

• 2018 INTERNATIONAL BUILDING CODE	• 2018 INTERNATIONAL MECHANICAL CODE
• 2018 INTERNATIONAL FIRE CODE	• 2018 INTERNATIONAL FUEL GAS CODE
• 2018 INTERNATIONAL PLUMBING CODE	• 2017 NATIONAL ELECTRIC CODE
• 2018 INTERNATIONAL ENERGY CONSERVATION CODE	

Before making an application for a permit:

1. Verify which zoning district your property is located in.
2. Check that your proposed use is a permitted use in the Unified Development Code. (Note that some uses are by Special Use and will require a Public Hearing before the Planning and Zoning Commission.)
3. Does your property meet the minimum lot size requirements?
4. Verify with the Utilities Department that water and sewer are available. (Do not assume that water and sewer will always be available.)

Building Permit Process

Building permitting is the process through which the City of Rusk ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, permits will fall into three categories – residential, commercial, or commercial mixed-use. 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 work in progress, and approval of its completion.

Plan Review

The plan review time will vary according to:

- The specific project.
- Revisions or additional data needed for the review.
- Internal Workload

The review will not begin until all submittal requirements have been met. Do not begin construction until you receive the building permit. Plans will be reviewed by the Development Services department. You will be contacted if additional information or revisions are needed. **This contact will be by email, so please enter a valid email on the permit application.**

Submittal Requirements

The following is a general overview of the procedures and requirements for obtaining a commercial building permit. To allow us to process your building permit request in a timely manner, it is essential that you provide all information requested.

Submittals: What must be submitted with an application?

1. Site Plan

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

2. Structural Plans

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

3. Electrical Plans

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

4. 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 (layout)

5. 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)

6. Mechanical Plans

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

7. Energy Plans

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



Additional Documents Required

- Specifications
- TDLR registration number proving registration with the State (All projects over \$50,000)
- If your project will disturb one (1) acre or more you are required to submit an application with Texas Commission on Environmental Quality (TCEQ) as well as an Erosion Control Plan to the City.
- Geotechnical Survey (Soil Analysis)
- Statement of Special Inspections as required by Chapter 17 of the 2018 IBC.
- Any other pertinent information that may be required by the Building Official to determine compliance.

Drawings and documents must be sealed, signed and dated by a state of Texas registered architect or registered engineer, where applicable and as required.

*Drawings containing a label such as **“NOT FOR CONSTRUCTION”** or **“FOR PRICING ONLY”** will **not** be accepted for permit review.

Compliance Verification

The following items are listed to provide a general overview of some of the requirements that are verified during the application review process. This shall not be viewed as a complete list.

Building Official will review submittals for: (Not a complete list)

- Reviews building construction plans (including electrical, plumbing, and mechanical) for compliance with current codes and ordinances.
- Computes building permit fees.
- Review and approve Architectural Plans and Specifications
- Review and approves Civil Plans and Standards submittal
- Verifies TDLR Registration submittal to the State. (State Law)
- Verifies submittal of the asbestos survey certification. Verify plans comply with the 2018 International Energy Conservation Code.
- Verify compliance with food establishment rules, if applicable.
- Coordinates review comments from other departments. (Health, Fire, Etc..)
- Approves permit issuance when all requirements have been met.

Zoning Verification

- Verifies proposed use is permitted.
- Reviews site plan and calculates lot coverage.
- Approves greenspace/landscape plan.
- Reviews Parking Plan and Number of Spaces

- Reviews all other Zoning related matters.

Fire & Life Safety Review

- Reviews construction plans for: Fire extinguishing system and fire alarm system, if applicable, smoke control systems if applicable, standpipe system if applicable.
- Other related requirements based on occupancy type and use, as applicable.

All Commercial buildings must have the following approvals before a Certificate of Occupancy can be issued: Final Special Inspections Report (If applicable), Fire, Health (Food Establishments), All Zoning Conditions (If applicable), and Building Inspections. Additional approval may be required where applicable, i.e. Parking Lots, Landscape/Greenspace, etc..

Once the plans have been reviewed and are ready for issue you will be contacted.



How to Apply for Permits

Effective immediately: Building Permit Applications and Trade Permit Applications will be submitted online utilizing the city’s new Community Development software, **IWORQ**. Applications can be found on the [City of Rusk’s website](#). If you do not have access to a computer, you may go to the City of Rusk Library. Additionally, IWORQ is compatible with mobile devices and can be accessed via smartphones, tablets, etc. City employees will not be able to apply for permits on behalf of contractors over the phone or in person. If assistance is needed while applying for permits, you may contact City Hall and speak with Pam Tyer or Brandon Scarborough. Additionally, you may come to City Hall and speak to any of the employees at the windows.

It is very important to remember a few things when attempting to purchase land for development purposes or relocating an existing business to another area of Rusk. Like the majority of cities, Rusk is divided into zoning districts, each with its own specific requirements. Therefore, when searching for a property for your business, prior to purchasing, it is recommended that you perform some due diligence. There are many businesses that will perform this task for you. However, if you wish to perform the due diligence yourself, the following information is being provided to assist you.

Searching for a property is the first step of the land development process and has the potential to derail the entire project if certain requirements are unknown or overlooked. Therefore, to prevent a potential derailment or significant delay, please verify all information. The following are the most common issues:

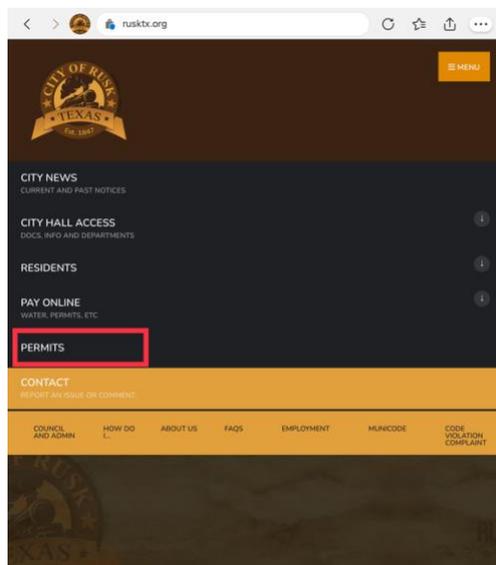
I. **Buying a property without verifying zoning and land use requirements, as further explained below.**

Zoning review: important note: purchasing, renting, or leasing a property does not necessarily mean that a particular business type or residence will be automatically permitted. There are many different factors to consider before you purchase a property. Please contact the city of Rusk development services director with any questions you have regarding zoning and building codes. You can email a zoning verification request to bscarborough@rusktx.org for questions regarding a parcel/property. Please include the complete address or a thorough description of the location, the proposed use/purpose, and the existing use, if known.

II. **When it is assumed that because you have already purchased the land or building, the City will have to approve a use.**

Unfortunately, this happens far too often and ends up benefiting no one and results in costly litigation and public hearings that could have otherwise been avoided. Common reasons given for this activity are secondhand information passed on from a friend, and the myth of being “grandfathered” when in reality, the “grandfather” clause rarely is used or valid.

Step 1: Go to www.rusktx.org to find the permit application portal. Open the menu and click “PERMITS” as shown below.



Step 2: After you click the permits selection you will see a screen that has the options to apply for a “Building Permit” or a “Trades Permit.” (See figure below) Any permit to construct, alter, or demolish a structure, including moving a structure, will select “Building Permit.” Subcontractors and other State licensed tradesmen will select “Trades Permit.”

This is the Permit Portal page.

New Structure, Additions, Alterations, Moving a Structure, etc.

Electrical, Plumbing, Mechanical, and other similar permits.

Building and Code Enforcement

<p>Search for Existing Permit</p> <p>Use this link to search for and view information on EXISTING PERMITS</p>	<p>Building Permit Application</p> <p>Use this link to fill out and submit an application for:</p> <ul style="list-style-type: none"> • Building Permits <ul style="list-style-type: none"> ◦ Miscellaneous Structures ◦ Accessory Buildings ◦ Swimming Pools/Spas ◦ Roofing ◦ Lawn Sprinklers ◦ Certificate of Occupancy 	<p>Trade Permit Application</p> <p>Use this link fill out and submit an application for:</p> <ul style="list-style-type: none"> • Electrical Permits • Mechanical Permits • Plumbing Permits • Water and Sewer Taps • Fire & Life Safety Permits 	<p>Code Violation Complaint Form</p> <p>Use this link to fill out and submit a CITIZEN COMPLAINT FORM</p>
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* All links open an external link in a separate window on the iWorq website.

REPORT ILLEGAL DUMPING: 903-284-0180

Step 3: Enter the property address where the proposed construction is to take place. (See fig. 3 below)

New Application

< Building Permit Application

ENTER THE ADDRESS WHERE THE CONSTRUCTION WILL TAKE PLACE.

Property Information

Search properties:

* Indicates Required Field

Step 4: After entering the address, simply fill out the remaining portions of the application. Please note that some of the fields may not pertain to your application and can be skipped. However, fields marked with * are required fields. If you attempt to submit the application and it does not let you, please check all required fields. This includes the uploading of submittal documents. (Cont. to step 5)

Step 5: How to submit (attach) documents. Select the button for upload documents and select all required documents that must be submitted.

Important note: On trades permits where plans or drawings may not be required, this upload field is still required. DO NOT SUBMIT A PICTURE OF THE SKY OR YOUR BOOT. Submit/attach a photo of your valid State-issued license and applicable insurance. Failure to do this will delay the process.

 **New Application** [Portal Home Page](#) [Help](#)

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances Adopted Codes and State Laws will be complied with whether herein specified or not. Any approved comments and/or checklists are not all-inclusive. I agree to comply with all property restrictions. I am the owner of the property or a duly authorized agent. Permission is hereby granted to enter the premises and make all inspections.

THIS IS NOT THE PERMIT. YOU WILL BE NOTIFIED UPON APPROVAL.

* E-Signature:

UPLOAD REQUIRED DOCUMENTS

On the bottom of the application you will see this upload link. Submit pdf or pictures of ALL required submittals.

Upload Files:
Files [Choose Files](#) no files selected

DO NOT SUBMIT A RANDOM PICTURE.

[Accessibility](#)

Additional Information

Common Zoning and land use issues that can cause significant delays:

FREQUENT REASONS FOR PERMIT DELAYS:

By far, the most common reason for the delay in a review of applications is missing or not enough information provided to ascertain compliance with codes.

I. “I DIDN’T KNOW (“THIS”) or (“IT”) or (“A PERMIT”) WAS REQUIRED”

Planning for a construction project, whether large or small, commercial, or residential, begins months and sometimes years in advance. It is important to remember that proper planning includes due diligence requirements that must be done in advance to ensure no costly issues arise at the time of construction. Costly issues may consist of “Stop Work Orders,” fines or penalties, rented equipment having to sit onsite, and even the ordered removal of prohibited construction, these are a few of the issues that arise from improper planning.

II. WHY DOES IT TAKE SO LONG TO GET A PERMIT? CAN I GO AHEAD AND START?

The time in which it takes to obtain a permit depends on many different variables. For example, is the application for residential or commercial? Is the structure being proposed a traditional design, or is it more complex? What is the zoning classification for the proposed location, and will any variances be needed? These are all questions that affect the time it takes to review and approve a permit application.

Permit application reviews consist of many different scopes of work that must be checked, some of which include the following:

- Floodplain Administration
- Zoning and Land Use
- Platting and Subdivision
- Public Utilities (are they available? What will be required? State Permits?)
- Environmental Impact (Stormwater Drainage System? Erosion & Sediment Control?)

III. (“WHY ARE YOU BEING ASKED FOR “THIS?”) “I DIDN’T HAVE TO DO THIS LAST TIME I PULLED A PERMIT”

The process involved in applying for permits can be confusing and sometimes difficult, but it does not have to be. Construction codes, Zoning, Land Use regulations, and City Ordinances are constantly evolving to better protect people and property. It should be common practice for anyone planning a construction project to contact the Development Services Department well in advance to ask questions about current code requirements. Additionally, internal processes also change to reflect newly adopted requirements and provide better customer service to the public.

Who can receive building permits: Clarification of the permitting process?

The following information is intended to clarify any requirements the City of Rusk has for obtaining permit approvals, as well as who may obtain such permits.

- **General Contractors** may apply for a building permit. The permit application is now online and will be filled out by the applicant and submitted upon completion. All subcontractors must be listed when applying for a building permit.

Please note the following clarifications regarding sub-permits.

I. Electrical Permits:

- A **Master Electrician** licensed through the State of Texas and in good standing.
- Electricians shall register with the City of Rusk annually in accordance with City Ord. (No Cost)

II. Plumbing Permits

- Plumbing Permits are pulled by a Responsible Master Plumber (RMP) and may be delegated to their **Master Plumber (MP)** or **Journeyman (JP)** according to the Plumbing License Law.
- **NEW STATE PLUMBING LICENSE LAW: UPON APPLICATION FOR ANY PLUMBING PERMIT, THE PERMITTING AGENCY SHALL VERIFY INSURANCE VALIDITY THROUGH THE TSBPE WEBSITE.**

III. Mechanical (HVAC) Permits

- A **Class A** contractor license allows you to work on any size unit. A **Class B** contractor license allows you to work on cooling systems of no more than 25 tons and heating systems of 1.5 million BTUs/hour or less.

Sec. 1301.552. CERTIFICATE OF INSURANCE FOR PLUMBING PERMIT IN POLITICAL SUBDIVISION. A political subdivision that requires a responsible master plumber or an agent of a responsible master plumber to obtain a permit before performing plumbing in the political subdivision **shall verify through the board's Internet website, or by contacting the board by telephone**, that the responsible master plumber has on file with the board a certificate of insurance. The certificate of insurance must:

- (1) be written by an insurer authorized to engage in the business of insurance in this state or an eligible surplus lines insurer, as defined by Section 981.002, Insurance Code,
- (2) provide for commercial general liability insurance for the responsible master plumber for a claim for property damage or bodily injury, regardless of whether the claim arises from negligence or on a contract; and
- (3) provide coverage of not less than \$300,000 for all claims arising in a one-year period. Mechanical Contractors may obtain mechanical permits in the same way as stated above.

REQUESTING INSPECTIONS:

- All inspections must be requested by 2:00 PM to be inspected the same day. Your inspection will be conducted between 10 AM and 3:30 PM, and a GREEN/RED tag will be left on the inspected item. If a red tag is placed, you will be notified of the required corrections needed.
- Inspections requested after 2:00 PM will be inspected the next business day.
- It shall be the General Contractor's responsibility to monitor all work and properly notify the City a minimum of two (2) hours prior to needing the inspection.
- Inspection requests will not be made through personal cell phones. Inspections can be scheduled at City Hall or by calling (903)683-2213. Do not argue with the ladies scheduling the inspection. It is the permit holder's responsibility to plan and schedule inspections according to Ordinance.
- Inspections that are requested during inclement weather or muddy/slick conditions may be canceled for safety reasons, or fail the inspection, dependent upon the type of inspection and related codes for inclement weather.
- Cancellations. Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection. If unsure, call the subs and verify when they will be ready for inspection.

Websites:

www.license.state.tx.us

A/C Refrigeration
Architectural Barriers (Handicap)
Electricians

www.tsbpe.state.tx.us

Texas State Board of Plumbing Examiners

www.dshs.state.tx.us/asbestos/rules.shtm

Texas Asbestos Health Protection Rules

www.txdot.gov

Texas Dept. of Transportation
State right of way and connections information

CITY OF RUSK CONTACTS

Development Services	Brandon Scarborough	903-683-2213 or bscarborough@rusktx.org
Water and Sewer	Thomas Thompson	903-683-2321 or tthompson@rusktx.org
Streets/ Public Works	Neill Holcomb	903-683-2321 or nholcomb@rusktx.org
Fire Marshall	Kody Killion	903-683-2213 or kkillion@rusktx.org

UTILITY COMPANY CONTACTS

Electricity	OnCore Electric	888-216-3523
Gas	Centerpoint Energy	800-259-5544