



Building Permit Application Information

Included in this packet:

Process Flowchart

Land Development & Permits eSystem Information

Building Permit Contacts

Permit Application

**Planning and Development Services Department
City of Round Rock, Texas**

Updated: April 2013

Building Permit Packet

This Development packet includes the procedural information, checklists and forms necessary for obtaining a building permit through the Building Inspections Division.

Contents

Building Permit Review Philosophy	3
Land Development and Permit eSystem	4
Building Permit Basics	4
When can I apply for a building permit?	4
How long does the building permit review process take?	4
When do I receive a building permit?	4
What fees are required and when must I pay them?	5
Building permit review process overview	5
Step 1: Discuss Submittal & Provide Project Specifics.....	5
Step 2: Submit permit application, plans, and fees	5
Building Permit Application Checklist.....	5
Remodels, Finish-outs, and/or Additions	6
□ Two (2) complete sets of plans	6
Step 3: Receive building permit and pick up plan redlines	6
Step 4: Request mid-construction meeting.....	6
Step 5: Request Inspections	7
Building Permit Expiration	7
Building Permit Contacts	8
Applicable Codes	9
Building Permit Application	10
Common Inspection Issues	11

Building Permit Review Philosophy

The City of Round Rock understands that your time is valuable and starting construction soon after site plan approval is the **top** priority. We will try our best to meet your timeframes. However, we greatly appreciate giving us as much time as possible to review the plans.

Our approach to the review and issuance of building permits was developed with timing as an essential element. As a result, we have designed our process to allow you to begin construction as soon as possible. Please keep in mind that in order to fast-track your permit we will handle the review in the following manner:

- We perform a **detailed** review of the building elements to ensure life safety requirements are met in accordance with code;
- We perform a **basic** review of the mechanical, electrical, and plumbing (MEPs) plans. We rely heavily on your licensed professional to design a plan consistent with the applicable codes;
- We do not ask that you submit revised plans after review comments have been issued. Simply address the redline comments during construction and keep the plans onsite at all times.

If you have concerns relative to code compliance and your plans, you may want to consider a complete plan review. Please keep in mind that this option will most likely lengthen the review process. If you prefer a complete review, please contact Mark Remmert, Building Official at (512) 218-6600 at your earliest possible convenience to discuss.

Please also note that you always have the option to have your plans reviewed by a third party. If you prefer this option, the International Code Council (ICC) has a district office located in Birmingham, Alabama and they provide this service for a fee. Below is their contact information:

Doug Connell, PE
Senior Staff Engineer
Technical Services
900 Montclair Road
Birmingham, AL 35213
P: 1-888-ICC-SAFE (422-7233), ext. 5226
F: (205) 592-7001
<http://www.iccsafe.org/cs/Pages/PR-2.aspx>

Finally, it is our goal to provide a seamless and efficient review and inspection process. We find that continual and open communication is a means to this end. If at any time during the process you have questions or concerns you may contact Mark Remmert at (512) 218-6600. As always, the Development Services Manager is here as a resource and welcomes your call [Aneil Naik (512) 671-2753].

The Building Division is located at 2008 Enterprise Drive. Our office is next to Fire Station #1. Thanks for choosing Round Rock for your development project and we look forward to working with you in the near future!

Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given to you by the department you submit your application to. Click on this [link](#) and save it to your favorites in order for this site to be easily accessible in the future. You may also go to www.roundrocktexas.gov and click on the Development/Permit Tracker listed under online services on the left side of the home page.

Building Permit Basics

When can I apply for a building permit?

- If your project requires a site development permit, the building permit application can be submitted once comments have been issued on the first full set of the civil drawings. If this time frame causes an issue with your project, and you would like to submit earlier, please contact Aneil Naik at (512) 671-2753 to discuss. Please note that Building Permits will not be issued until the applicant has obtained a Site Development Permit.
- If your project does not require a site development permit (i.e. simple tenant finish out) you may submit your application at any time during regular business hours.
- Fire Protection systems (fire sprinkler, fire alarm, kitchen hood, etc) are to be submitted directly to the Fire Department at 203 Commerce Blvd. There is an application form and permit fee involved. These plans should be submitted by the fire protection company you hired.
- A single-family house permit can only be submitted after the plat is recorded.

How long does the building permit review process take?

The review process timing will differ depending on project scope, complexity, staff workload, and completeness of the submittal. Below are some estimates of likely review times per project scope. Please note that if you have a time-sensitive project that needs to be expedited, please contact the Building Official, Mark Remmert @ (512) 218-6600 ASAP:

- 2,500 square-foot restaurant tenant finish out: 7-10 days
- 30,000 square-foot professional office building: 4-6 weeks
- 5,000 square-foot stand alone bank or retail bldg: 2-4 weeks
- 175,000 square-foot educational facility: 6-8 weeks
- Single-Family house: 2-4 days
- 12 Building Apartment Complex: 6-8 weeks

When do I receive a building permit?

- Once the review is complete and the site development permit has been issued and the plat is recorded.

What fees are required and when must I pay them?

To determine the fees associated with your project, you must provide the following information to the Building Official, Mark Remmert @ (512) 218-6600 for fee calculation:

- Square footage of the structure
- Acreage of the project
- Size and number of water meters
- Name of project
- Contact name, telephone, and fax numbers

Note: The fee worksheet will be faxed back to the number you provide the building official. All fees must be made at time of application. Please note the City does not charge building permit review fees.

Building permit review process overview

The process consists of the following steps:

- Step 1 Contact Mark Remmert to discuss submittal & project info for Impact Fee calculation
- Step 2 Submit permit application and fees (fire systems should be submitted to Fire Dept.)
- Step 3 Receive building permit, pick up plan redlines
- Step 4 Request mid-construction meeting
- Step 5 Request inspections

Step 1: Discuss Submittal & Provide Project Specifics

Prior to submission of a building permit application for new construction, you must contact the Building Official, Mark Remmert @ (512) 218-6600. This is the opportune time to discuss project timing, fee and code inquiries, or any other questions you may have.

As noted above, please provide the square footage of the structure; acreage for the project; size and number of water meters; name of project; contact name, telephone, and fax numbers. Once the Building Official has this information, you will be faxed a fee worksheet that includes all fees.

Step 2: Submit permit application, plans, and fees

Building Permit Application Checklist

Please use this checklist when preparing your full construction plans:

New Commercial & Multi-Family Construction

- Four (4) complete sets of plans, including all plans (civil & landscape) approved by Planning & Development Services.
- Energy calculations <http://www.energycodes.gov/>
- All fees
- A completed permit application (page 8)

Remodels, Finish-outs, and/or Additions

- Two (2) complete sets of plans
- If commercial, energy calculations <http://www.energycodes.gov/> and an asbestos study, if applicable
- All fees
- A completed permit application (page 8)

Fire Protection Systems (Fire Alarm, Fire Sprinkler, Paint Booth, Kitchen Hood etc)

- Two (2) complete sets of plans
- Two (2) complete sets of hydraulic calculations, device specifications
- A completed permit application (page 10)
- Applicable fees

Step 3: Receive building permit and pick up plan redlines

Once the review is complete, a permit is issued and the general contractor will be contacted. Round Rock does not require the building plans to be revised and resubmitted after staff issues comments. Staff issues comments by redlining a set of the building plans. You will receive this set of redlined drawings with your building permit. This set of redlines **must** remain on the job site at all times. It is the applicant's responsibility to ensure that all subcontractors are working off of the redlined set of plans to limit issues during inspection. Once these set of plan redlines are reviewed by the applicant, a letter explaining how these comments will be addressed must be provided to the Building Division.

Fire Protection systems plan review comments will be picked up by the licensed fire protection company. We do not require a revised set to be submitted unless specifically asked to do so in instances of major redesign work. The plan redlines **must** be on the job site at all times.

Step 4: Request mid-construction meeting

At the midway point of the construction process, it is the applicant's responsibility to schedule an on-site meeting with all subcontractors and the building official. Please contact Mark Remmert @ (512) 218-6600 to schedule this meeting once your team has been organized. The purpose of this meeting is to ensure all subcontractors are well-coordinated and to provide an opportunity to discuss potential inspection issues with the Building Official. Our goal of this meeting is to help you avoid, or at least limit, unnecessary time delays and cost overruns when the project is near its conclusion. Please note the best time to schedule this meeting is before the sheetrock is installed.

Step 5: Request Inspections

Once your building permit is issued you will be given paperwork explaining how to call into the automated inspection request system and request an inspection. Upon completion of the inspection, a copy of the inspection tag will be left on the job site. If there are any questions related to the process or code concerns, please contact Mark Remmert @ (512) 218-6600 at anytime during normal business hours. Please also refer to page 9 of this packet, which includes a list of common issues that are raised during inspection.

To schedule any fire related inspections (system acceptance tests, fire finals, etc.); call 512-218-6628. If no one answers, please leave a message and you will be contacted within 24 hours. To better serve you, schedule your inspection at least two business days in advance.

Building Permit Expiration

Once a building permit is issued, you have 180 calendar days for the work to be completed or to request the first inspection. If neither happens, the permit will be deemed expired and all fees paid to date forfeited. To reinstate the permit, all permit fees must be repaid.

Building Permit Contacts

Main Number: (512) 218-5550

Building Official

Mark Remmert.....(512) 218-6600

Chief Electrical Inspector

Gary Lawrence.....(512) 845-5946

Chief Commercial Inspector

Joey Swofford.....(512) 845-4494

Commercial Building Inspector

Doug Day.....(512) 845-5947

Chief Residential Building Inspector

Tim Minier.....(512) 845-6248

Building Inspector

Bryan Fails.....(512) 845-6249

Building Inspector

Terry Pringle.....(512) 845-5948

Building Inspector

Frank Ellett.....(512) 748-7622

Building Inspector

Darrell Hall.....(512) 848-7902

Fire Department

Mark Selby..... (512) 216-6633

Mike Heard..... (512) 218-3204

Applicable Codes

The following list of ordinances and standards** are the regulations the Building Division apply during the application review and inspection process.

1. Fire Protection Requirements: 2006 International Fire Code (IFC)
 - a. Code of Ordinances Chapter 16: Fire Prevention & Protection
 - b. Life Safety Code and Texas Department of Health rules regardless licensed facilities

2. Building Code:
 - a. 2006 International Building Code
 - b. 2008 National Electric Code
 - c. <http://www.municode.com/> (Code of Ordinances)
 - d. Engineering Design and Construction Standards (DACS)
<http://www.roundrocktexas.gov/home/index.asp?page=319>
 - e. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>

PERMIT APPLICATION

Jurisdiction of City of Round Rock

Permit Number

Name of Project			
Job Address			Date
Legal Descr	Subdivision	Blk	Lot
		Section	
Owner of Property	Mail Address	City, State, Zip	Phone
General Contractor	Mail Address	City, State, Zip	Phone
Electrical Contractor	Mail Address	City, State, Zip	Phone
Plumbing Contractor	Mail Address	City, State, Zip	Phone
Mechanical Contractor	Mail Address	City, State, Zip	Phone
Architect or Designer	Mail Address	City, State, Zip	Phone
Engineer	Mail Address	City, State, Zip	Phone
<input type="checkbox"/> Demo <input type="checkbox"/> Remodel <input type="checkbox"/> Tenant Change <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Const Trailer <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Finish Out			
Describe Work		Type of Const	Permit Fee
		# of Dwelling Units	Meter Fee
		Occupancy Group	W/S Line Insp Fee
		Use Zone	Water Impact Fee
		Total Sq Ft	Sewer Impact Fee
		# of Stories	Landscape Fee
Valuation of Work \$	Fire Sprinklers	Yes No	Structural Steel Fee
Special Conditions	In Flood Plain	Yes No	WW Discharge Fee
		TDLR #	Oversize Fee
			Regional Detention Fee
			Other Fees
Plans Checked By:	Permit Issued By:	Receipt #	Total Paid

NOTICE

This is a one-permit system; separate permits are not required for electrical, plumbing, heating, ventilating or air conditioning. An additional electrical permit is required ONLY when the project is not new. This permit becomes null and void if work or construction authorized is not commenced within 6 months.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Contractor or Authorized Agent	Printed Name	Date
Signature of Owner (If Owner Builder)	Printed Name	Date

Common Inspection Issues

Temporary Electric Loops

Secure pole; Meter base between 4 and 6 feet above grade; panel properly grounded; all 110v and 220v outlets to be GFCI protected; temporary ground rod

Plumbing Rough/Form Layout

Minimum 5-feet plumbing drain risers full of water for leak test or 5lb. air test; negative fall on drain lines; too much slope on P-trap drain lines; leak at fittings; fully bed drain lines; no cellular core pipe in or under concrete; sleeve for building drainpipe at the exterior beam to be 2 pipe sizes larger and extend through the beam; drain line markings must be turned up for identification in ditches; string lines or form survey. Survey required if finished floor elevation needed or house is tight on the lot.

Foundation/Copper

Cables and/or steel in place and steel not in contact with soil; leak test drain lines; repair any damaged drain lines or water supply lines. Drain line repairs to be glued or stainless steel type repair fitting made 6 inches out of the beam.; #4 bare copper wire for primary electric service grounding, minimum 20 feet in the bottom of the foundation beam.; finish forms at water and sewer lines; water line to be a minimum 12 inches deep at the slab exit point.; minimum 2-inch clearance at cables under drain lines.; clean beams.