



**Commercial**  
**Rules and Regulations**  
Public Works and  
Community Development Department

City of Shenandoah  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522  
www.shenandoah.tx.us

**Construction Documents**

Submit plans digitally in a PDF format to include construction drawings, fire alarm, fire sprinkler, and civil. The City of Shenandoah requires a minimum plan size of 18" X 24". Plans may be emailed to [plans@shenandoah.tx.us](mailto:plans@shenandoah.tx.us), please note that plans will not be reviewed until an application and all payments are received. Plans on smaller pages will not be accepted. All notes and details must be sized for easy viewing and reading. For food service establishments, provide proof Montgomery County Health Department has reviewed and approved plans. All plans must be designed per the 2015 International Codes, the 2017 National Electrical Code, 2015 IECC, and local amendments. Code of Ordinances may be linked from [www.shenandoah.tx.us](http://www.shenandoah.tx.us), please **link to the Integrated Development Code to review parking and zoning requirements**. Application for a commercial building permit may also be accessed via link to the city's web site. For new buildings a tap fee is required to connect to city utilities, this application may be found online as well. Please contact the Building Department at 281-298-5522 if you have questions about the permit process or tap fees.

Commercial general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

**New water account shall be established before you will be allowed to pick up the approved permit.**

Our typical plan review time for a set of normal building projects is two weeks; however, this depends on the current work load and the size of the project you are submitting. We do accept deferred submittals for fire alarm and fire sprinkler. Plans must be complete when submitted. If, during review, information listed below has not been submitted, the plan review will stop and you will be notified that the plans are incomplete. After a second plan review an additional fee will be charged. If plans are resubmitted with any changes/corrections please clearly designate the changes/corrections by clouding the area.

***Once all inspections have been completed a Certificate of Occupancy will be issued. The Certificate of Occupancy takes up to 72 hours once the final inspections have passed. Under no circumstance are you to occupy, furnish, or bring product into the space without a Certificate of Occupancy in hand.***

**Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.**

**All signs are permitted separately including construction, temporary and permanent signs.**

**Alcohol permits must be submitted to the City and will take approximately three months to obtain an alcohol permit.**

The City of Shenandoah will no longer accept payment via credit card for fees and fines accessed to building projects. The City of Shenandoah's current fee schedule is posted for review on the City of Shenandoah website, [www.shenandoah.tx.us](http://www.shenandoah.tx.us). The City of Shenandoah strictly adheres to the collection of current fees and fines.

Contractors are required to meet all Storm Water Pollution Plan (SWPP) requirements and maintain all SWPP measures throughout the project; failure to comply with the approved SWPP standards will halt inspections until deficiencies are corrected and inspected for compliance. Any dirt/mud track offsite is required to be cleaned/swept immediately. Stabilized construction entrance and silt fencing required to be in place prior to commencing work.

<b>Cover Sheet to Include</b>
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**All plans shall be submitted in a digital PDF format.**

1. Table of contents;
2. Area location map;
3. Name and address of business;
4. Owner or manager contact information: name, title, phone number, email address;
5. Agent handling the permit process: name, title, phone number, email address;
6. Provide the building code analysis to include:
  - a. Lease space information (project description, area of lease space);
  - b. Applicable codes designed by (2015 International Codes, 2017 National Electrical, and 2015 IECC);
  - c. Wind load designed to;
  - d. Tenant use and occupancy classification (Chapter 3);
  - e. Type of construction (Chapter 4);
  - f. General building heights and areas (Chapter 5);
  - g. Interior finishes (Chapter 8);
  - h. Fire protection system (Chapter 9);
  - i. Means of egress, travel path shown with travel distance and exceptions used (Chapter 10);
  - j. Occupant load calculations and required plumbing fixture calculations;
  - k. Number of exits required and any exceptions used;
  - l. Corridor fire-resistance rating if required;

- m. Corridor egress width.
- 7. Total occupancy load and break down of occupancy if multi occupancy.
- 8. Total square footage and square footage per occupancy.
- 9. Provide the file number issued by TDLR for architectural barrier plan review.

#### **Civil Drawings**

- 1. Boundary survey;
- 2. Nearest bench mark and elevation;
- 3. Topographical survey to show the natural drainage and proposed drainage;
- 4. Complete detention calculations, details, and drawings;
- 5. Soils report;
- 6. Plan and profile for any road bores, include all utilities and pipelines;
- 7. Provide details for storm under paving and not under paving;
- 8. Use city details where available on plans for: inlets, manholes, taps, and etc.;
- 9. Paving details for approaches, driveways, sidewalks, and etc., check for city details.

#### **Foundation Drawings**

- 1. Complete foundation design tied to the soils report.
- 2. Details for the foundation.

#### **Architectural Drawings**

- 1. Site plan to scale showing any existing or proposed improvements, type of occupancy on either side if multi occupancy building;
- 2. Visit the city website and link to the Integrated Development Code; provide a site drawing showing compliance to parking requirements, and vegetation ordinance;
- 3. Complete architectural drawings necessary to build out;
- 4. Egress plan (Section 1014);
- 5. Maximum travel distance allowed (Section 1016);
- 6. Exterior elevations to scale or dimensions and identified as north, south, east, west;
- 7. Door schedules, hardware schedules;
- 8. Window schedules;
- 9. Typical wall assembly details and fire rating if required;
- 10. Floor plan identifying all wall assembly to be installed;
- 11. Interior elevations;

12. Interior finish schedule;
13. Accessibility standards.

### **Mechanical, Electrical, Plumbing, Energy and Kitchen Drawings**

1. Complete mechanical plans to include but not limited to:
  - a. Location for all mechanical equipment and sizes;
  - b. Complete details for the type of hoods, exhaust, materials used and etc.
2. Complete electrical plans to include but not limited to:
  - a. Complete electrical load analysis based on latest edition of the electrical code;
  - b. One-line drawing for the electrical service, provide NEMA rating and size all components;
  - c. Notes on the plans or details indicating outside main, copper wiring, conduit sizes, wire sizes, and etc.;
  - d. Reflected lighting plan;
  - e. Reflected power plan;
  - f. Provide panel schedules;
  - g. Any areas falling under Chapter 5 of the NEC must have those areas identified by class and division and details.
3. Complete plumbing plans to include but not limited to:
  - a. Complete plumbing plans and details and calculations for required fixtures based on occupant load;
  - b. One-line for gas sizing and lengths of branches and method used to calculate;
  - c. One-line for sizing the DWV and water;
  - d. Location for backflow devices, sample wells, traps, and etc. with manufacture and model numbers;
  - e. Detail of installation for backflow, sample wells, grease traps, solid trap, oil separator, and etc. (use city details for installation, vaults for backflow to be above ground);
  - f. Provide fixture schedule;
  - g. List plumbing materials to be used and location.
4. Complete energy plans by ComCheck or other approved software:
  - a. Provide all work sheets.
5. Commercial kitchen.
  - a. Floor plan for all equipment lay out;
  - b. Complete Type I & II hood shop drawings for installation, fire insulation, and details to include fire sprinkler installation;
  - c. Show location for any required backflow devices and model number;

- d. Finish schedule;
- e. Montgomery County Health Department, letter of approval or approved plans;
- f. Ansul system details and plans.
- g. Grease trap calculated size and location with sample well, solids interceptor, and flow control if required.

### **Fire Alarm, Fire Sprinkler and Knox Boxes**

1. Fire alarm to include but not limited to:
  - a. Battery calculations;
  - b. Location and details for installation of an addressable system adequate to handle the complete building, provide model number;
  - c. In an effort to make the fire alarm system addressable, installation of smoke detectors are required. The smoke detectors will communicate with the fire alarm panel notifying it what suite the fire alarm is coming from. The fire alarm monitoring company must be able to tell the fire dispatchers what suite the fire alarm is coming from;
  - d. Horns and strobes are required in all commercial suites and buildings;
  - e. Floor plan showing all locations for all required devices;
  - f. Provide a legend for all symbols used;
  - g. Provide a legend for all devices and part numbers used to include manufacture;
  - h. Provide a sequence of operation;
  - i. Plans to be stamped, dated, and signed by Texas Engineer or ACR certified specialist;
2. Fire sprinkler to include but not limited to:
  - a. Ceiling plan and location of all heads;
  - b. Riser detail;
  - c. Hanger details;
  - d. Site plan showing the location of the fire line, valves, details for installation, and etc.;
  - e. Location for the FDC , any required stand pipe with connections;
  - f. Provide a legend for all symbols used;
  - g. Provide a legend and symbol for different heads used and model number and information;
  - h. Provide hydraulic calculations;
  - i. Provide water flow information;
  - j. Plans to be stamped, dated and signed by Texas engineer or RME certified specialist.
3. Knox boxes are required:
  - a. For all commercial building and businesses

- b. Forms to purchase the Knox Box will be issued by the Shenandoah Fire Marshal only and not downloaded from the Knox web site.
- c. The location of the Knox Boxes will be determined by the Fire Marshal
- d. Master keys for the business will be placed in the box to allow firefighters & police officers to enter the building after hours in the event of an emergency. The keys will be marked as to what they go to along with emergency contact information.

**It is the responsibility of the owner/contractor to comply with all adopted codes by the City of Shenandoah. Additional information may be required to assure code compliance. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from compliance to all codes.**

**Plans must be onsite for each inspection.**

**A form survey is required before the foundation inspection can be done and if in a flood zone, a FEMA elevation certificate must be provided.**

**I have read the information as stated above.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Number