



Commercial Remodel/Addition
Rules and Regulations
Community Development Department

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

Construction Documents

Plans shall be submitted digitally in a PDF format with a cover page to include construction drawings and civil. Fire alarm and fire sprinkler plans shall be submitted separately. The City of Shenandoah requires a minimum plan size of 18" X 24". Plans may be emailed to 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 2018 International Codes, 2020 National Electrical Code, and 2018 IECC, with local amendments. All designs must meet the minimum wind load enforced by the City of Shenandoah. Code of Ordinances may be linked from 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 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 building projects is ten (10) business days; however, this depends on the current work load and the size of the project being submitted. 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. When plans are resubmitted with changes/corrections a response sheet must be included detailing the changes/corrections which have been made to the plans. Please clearly designate the changes/corrections by clouding the area(s) on the plan set.

Once all inspections have been completed, a Certificate of Occupancy or completion will be issued. The Certificate of Occupancy takes up to 72 hours once the final inspections have passed. Under no circumstance is the space to be occupied prior to a Certificate of Occupancy being issued.

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.

The City of Shenandoah will no longer accept payment via credit card for fees and fines assessed 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. The City of Shenandoah strictly adheres to the collection of current fees and fines.

The City monitors and prevents pollution of storm water within city limits. Contractors are required to meet all Storm Water Pollution Protection Plan (SWPPP) requirements and maintain all SWPPP measures throughout the project; failure to comply with the approved SWPPP standards will halt inspections until deficiencies are corrected and inspected for compliance. Any debris track offsite is required to be cleaned immediately. Stabilized construction entrance and silt fencing required to be in place prior to commencing work. The City is classified as a Phase II MS4 entity and operates under TCEQ's TXR040000 general permit. All construction sites that disturb one or more acre are subject to inspection and enforcement. **It is the responsibility of the Contractor to inform and schedule a post-construction inspection with the City at the end of the warranty period or in one (1) year, whichever comes first.** The warranty period will be extended until the inspection takes place and all deficiencies are addressed.

Cover Sheet to Include

1. Table of contents;
2. Area location map;
3. Name and address of business;
4. General Contractor contact information: name, title, phone number, email address (if available);
5. Owner or manager contact information: name, title, phone number, email address;
6. Agent handling the permit process: name, title, phone number, email address;
7. Provide the building code analysis to include:
 - a. Lease space information (project description, area of lease space);
 - b. Applicable codes designed by (2018 International Codes, 2020 National Electrical, and 2018 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(s) (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 where required;
 - m. Corridor egress width.
8. Total occupancy load and break down of occupancy if multi occupancy.
 9. Total square footage and square footage per occupancy.
 10. Provide the file number issued by TDLR for architectural barrier plan review.

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 (Chapter 10);
5. Maximum travel distance allowed (Chapter 10);
6. Exterior elevations to scale or dimensions and identified as north, south, east, west;
7. Door schedules, hardware schedules (existing and proposed);
8. Window schedules;
9. Typical wall assembly details and fire rating where required (existing and proposed);
10. Floor plan identifying all wall assembly to be installed;
11. Interior elevations (existing and proposed);
12. Interior finish schedule (existing and proposed);
13. Accessibility standards and detail.

Mechanical, Electrical, Plumbing, Energy and Kitchen Drawings (identify existing and proposed)

1. Complete mechanical plans to include but not limited to:
 - a. Location for all mechanical equipment and sizes.
 - b. Energy plans as called for by IECC.
 - c. 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 for new loads.
 - b. One-line drawing for the electrical service, provide NEMA rating and size all components if service is modified.

- c. Reflected lighting plan (show existing and proposed).
 - d. Reflected power plan (show existing and proposed).
 - e. Provide panel schedules for new loads.
 - f. 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, details and calculations for required fixtures based on occupant load.
 - b. Riser diagram for gas piping. To include demand(BTU), length and size as well as method used.
 - c. Riser diagram for sizing the DWV and potable water (for proposed changes).
 - 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) if existing show as existing.
 - f. Provide fixture schedule;
 - g. List plumbing materials and location used (for proposed changes).
4. Complete energy plans by ComCheck or other approved software (as required by code):
- a. Provide all work sheets.
5. Commercial kitchen modifications
- a. Floor plan for all equipment lay out and schedule to identify equipment and location;
 - b. Complete Type I & II hood shop drawings for installation, fire insulation, and details to include fire sprinkler installation. Separate application, plan review and permit required;
 - 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. Separate application, plan review and permit required;
 - g. Show the location and size for the existing or proposed grease trap and sample well.

Fire Alarm, Fire Sprinkler and Knox Boxes
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1. Fire alarm plans to include but not limited to:
- a. Battery calculations justifying batter size, power supply size, amplifier size, voltage drop and wiring sizes based on worst case occurrence;
 - b. Location of and details for installation of an addressable system adequate to supply notification for the complete building, provide manufacturer and 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 identifying which suite the fire alarm is coming from. The fire alarm monitoring company must be able to specify to the fire department dispatchers what suite the fire alarm is coming from;

- d. Horns and strobes are required in all commercial suites and buildings;
 - e. Scaled floor plan drawings locating and naming each device and showing wire and conduit sizes from each device back to the control panel(s);
 - f. Provide a legend for all symbols used, with all non-applicable items crossed out;
 - g. Manufacturer's descriptive literature for all panels, modules and peripheral equipment describing size, color, finish, capacity and electrical characteristics;
 - h. Provide an alarm matrix showing alarm and control function for an alarm in each device/zone and the sequence of operation;
 - i. Plans to be stamped, dated, and signed by either an Alarm Planning Superintendent or Texas Registered Professional Engineer and shall be submitted before construction can begin.
 - j. Contractor must obtain a fire alarm installation permit before construction can begin.
2. Fire sprinkler plans to include but not limited to:
- a. Drawings showing all sprinkler head locations including a layout and details sufficient to indicate the coordination of the location of sprinkler heads with the installed ceiling configuration;
 - b. Complete Riser detail;
 - c. Hanger details (UL-listed and approved hangers and support devices);
 - d. Site plan showing the location of the fire line, valves, details for installation (existing and proposed);
 - e. Location for the FDC , any required stand pipe with connections (existing and proposed);
 - f. Provide a legend for all symbols used, with all non-applicable items crossed out;
 - g. Provide a legend and symbol for different heads used and model number and information;
 - h. Provide hydraulic calculations; Hydraulic calculations shall be prepared in accordance with Chapter 23 of NFPA 13;
 - i. Provide water flow information;
 - j. Plans to be stamped, dated and signed by Texas Registered Professional Engineer or an individual holding a current RME-General license;
 - k. Contractor must obtain a fire suppression installation permit before construction can begin.
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. Knox Box shall contain all Master keys for the business/location, 24-hour contact information (minimum of 2), to allow firefighters to enter the building in the event of an emergency. The keys shall be marked indicating their intended use. Electronic access cards are not an acceptable substitution for actual keys.

Recent plan reviews and inspections of existing conditions in some buildings have revealed non-compliance to some code requirements. Please be advised that existing non-compliant code issues cannot remain.

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 ensure code compliance. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from complying with all applicable codes and standards.

City approved plans must be on-site for each inspection.

I have read the information as stated above.

Company Name

Date

Printed Name

Signature

Email Address

Contact Number