# Commercial Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

**Inspection Line (817) 490-5718 | building@westlaketx.gov**
**Water Meters (817) 490-5732 | utilitybilling@westlaketx.gov**

## Staff Contacts

| | | | |
|---|---|---|---|
| Jason Alexander | Deputy Town Manager | (817) 490-5739 | Jalexander@westlaketx.gov |
| Nick Ford | Development / GIS Manager | (817) 490-5742 | nford@westlaketx.gov |
| Deanne Meirose | Building Coordinator | (817) 490-5745 | building@westlaketx.gov |
| Cheryl Taylor | Public Works Director | (817) 490-5724 | ctaylor@westlaketx.gov |
| Kyle Flanagan | Deputy Director of Public Works | (817) 490-5733 | kflanagan@westlaketx.gov |
| Dianna Orender | Utility and Facility Coordinator | (817) 490-5732 | dorender@westlaketx.gov |
| Kelly Clements | Fire Marshal | (817) 490-5785 | kclements@westlaketx.gov |
| James Shelton | SafeBuilt Inspector | (817) 475-3140 | jshelton@safebuilt.com |

**DISCLAIMER**: The following guidelines are for informational purposes only. The contractor is obligated to comply with all adopted codes and ordinances. Commercial project sites must be zoned for the intended commercial use(s) and be a platted lot of record. Once plans are released for construction, any revisions must be submitted for review.

Digital copies of the guidelines may be accessed by using the QR Code below.

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## Plan Review and Permits Required

All new commercial projects must be reviewed for compliance with International Codes, State Laws, Town Ordinances, and Zoning requirements. Contractors must pull permits online through the Town of Westlake's online permitting system, MyGov.

### Plan Review

Plan reviews are generally completed within ten (10) to fifteen (15) working days, excluding the day of submittal. Plan reviews do not start until all necessary items are submitted. **Incomplete submittals will not be reviewed**. Commercial review is limited to the primary commercial structure, fences, and retaining walls less than 48 inches included on submitted plans. Accessory structures, swimming pools, irrigation systems, and retaining walls greater than 48 inches require separate review and permitting.

### Utility Construction

Utility Construction in easements and Rights-of-Way is not authorized via Building Permits. Such work is only authorized by the Public Works Department. ROW Contractors must pull permits online through the Town of Westlake's online permitting system, MyGov.

### Water Meters

Water meters are acquired through the Public Works department and are separate from building permit applications and fees. Builders may go to the Town's Public Works webpage to find the online form and fees for setting up a water meter account. Contact Dianna Orender, Utility Billing and Facility Coordinator, at 817-490-5732 for more information.

### Work without a Permit

Absolutely no work is to commence until a Building Permit has been issued for the subject property. Work without a permit is subject to fines and/or legal injunction, pursuant to the Westlake Code of Ordinances.

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## Permit Submittal Requirements

Project plan sets must be submitted online via MyGov and include the documents listed below. Additional documents and/or architectural details may be required depending on the zoning district. **Revisions must be submitted via MyGov as well.**

- **Completed Permit Application**
- **Plan Review Fee**
- **Site Plan** to scale and of legible size showing:
  1. All building setbacks
  2. Street address
  3. Lot, Block, and Subdivision
  4. Scale of drawing (appropriate for sheet size)
  5. Percentage of lot coverage by building footprint
  6. North arrow
  7. Dimensioned location of the structure
- **Building Plan Set**, bound, 24" x 36" maximum, including:
  1. Floor Plans
  2. Mechanical Plans
  3. Electrical Plans
  4. Plumbing Plans
  5. Door and window schedule
  6. Framing detail
  7. Elevations

- **Drainage / Grading Plans**

  Site Plan with arrows showing directional flow of surface water. The submittal must comport with the subdivision's grading plan. For single-lot sites (a site not platted as part of a subdivision), an engineered drainage study and plan must be submitted. Unless draining directly to the right-of-way or to a storm drainage system, show easements crossing adjacent properties.

- **Wall Bracing Plans**

  Structural framing plans must be provided for all structures.

- **Engineered Foundation Plan**

  An engineered foundation and piers plan along with a letter from the Professional Engineer must be provided for all structures.

- **Tree Conservation / Mitigation Plans**

  Site Plan overlaid with the footprint of the building, driveway, pools, decks, and utilities. Clearly indicate all existing trees to be saved and to be removed. The plan must include a schedule that specifies all tree sizes (trunk diameter) and species.

- **Energy Compliance Report**

  Contractors can get their reports from several resources as long as they comply with the 2021 IECC.

  - https://www.energycodes.gov/rescheck
  - https://ic3.tamu.edu/

- **Landscape Plans**

  Show all landscaping including trees, ornamental trees, shrubs, bushes, grasses, etc… With each include the quantity, heights, and inches of each.

- **Outdoor Lighting Plans**

  Show locations all outdoor site lighting including but not limited to pole lighting, bollard lighting, and building lighting. Include the type of lighting (LED, Incandescent, Fluorescent, etc..), the CCT of the lighting, height of the lighting, and lumens of the lighting. A photometric showing foot-candles of all lightings should be provided too.

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## Automatic Fire Sprinkler System Requirement

Per Town ordinance, all buildings must be equipped with an automatic fire sprinkler system. *No permit or registration needs to be submitted to the Town*, however fire sprinkler and alarm plans must be submitted by the project's licensed Fire Protection Contractor. Please select from one of the following **third-party** review firms.

### Reed Fire Protection

Amberton Tower

4144 N. Central Expressway, Suite 510

Dallas, TX 75204

(214) 638-7599

### Green Tag Engineering

2681 MacArthur Blvd., Suite 303

Lewisville, TX 75067682-214-4824

**Email address for submitting electronic plans: review@getagreentag.com**

The project applicant is responsible for review fees charged by the third-party review service. ***No additional permitting is required when an existing permit is already open on the project***.

## Contractor Registration Requirement and Permit Fees

The project General Contractor and MEP subcontractors must be listed on the permit application and actively registered with the Town prior to the issuance of a building permit.

Plan review fees are assessed at the time of permit submittal. The permit will not go into review until such a fee is furnished. Permit fees and inspection fees are assessed at the time of permit issuance. When applicable, parkland dedication fees, ductbank fees, fire inspection fees, grading fees, and other development fees will be included in the fee total. See Westlake Fee and Use Schedule for more information.

Water and sewer impact fees, meter charges, and water account deposits are not included in commercial building permit fee totals.

## Applicable International Building Codes

The following Codes with recommended NCTCOG amendments have been adopted by Ordinance:

- 2021 International Building Code
- 2021 International Residential Code
- 2021 International Fire Code
- 2021 International Energy Conservation Code
- 2021 International Fuel Gas Code
- 2021 International Plumbing Code
- 2021 International Mechanical Code
- 2021 International Swimming Pool and Spa Code
- 2021 International Existing Building Code
- 2021 International Property Maintenance Code
- 2020 National Electric Code
- Code amendments can be found in the Code of Ordinances.

# Commercial Project Guidelines

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## General Inspection / Job Site Policies

- Inspection Requests are accepted at building@westlaketx.gov or (817) 490-5718.
- Inspections must be requested Monday-Friday by 3:45 PM for the next business day inspection.
- Inspection may also be requested online via MyGov.

### Inspections must include, at a minimum, the following information:

- Permit ID# (e.g., #23-000121);
- Address of the project/inspection;
- Type of inspection being requested and location of inspection;
- Date the inspection is desired;
- Your name and contact number

### General inspection and job site policies include:

- The General Contractor is responsible for all inspection requests;
- The Town approved, stamped set of plans must be on the job site for all inspections (the Town approved set are the plan uploaded into MyGov);
- Inspections must be requested prior to 3:45 P.M. for next-day inspection;
- No inspections will be performed until all re-inspection fees have been paid;
- Addresses must be always posted at each building site and visible from the street;
- A portable restroom facility must be on site until an indoor facility is available;
- Adequate erosion control must be installed prior to construction and must be maintained throughout the project;
- The type of inspection, job address, contact phone number, and permit number must be included with all inspection requests

## An inspection may be canceled and/or a re-inspection fee may be charged when:

- The requested inspection is not ready when the inspector arrives;
- The building site does not have an address clearly posted;
- Town-approved plans are not on site;
- The building is locked or otherwise not available for inspection;
- The job site is red-tagged twice for the same item;
- The original red tag has been removed from the job site;
- A restroom facility is not provided;
- Ordinance violations exist on the property including, but not limited to, inadequate erosion control, trash control, or tree protection

## Fire Inspections

All fire-type inspections, including but not limited to ***sprinklers, alarms, hydro, and underground lines*** are scheduled directly with the Town Fire Marshal. Contact Deputy Fire Chief / Fire Marshal, Kelly Clements, at (817) 490-5785 or kclements@westlaketx.gov to schedule an inspection.

## Public Works Inspections

All public works type inspections, including but not limited to ***water, sewer, ductbank*** are scheduled directly with a Paul Andreason at (817) 490-5731 or publicworks@westlaketx.gov.

## Holidays, After-Hours, & Emergency Inspections

All holiday, after-hours, & emergency inspections must be coordinated with the Chief Building Official. After-hours or holiday inspections must be coordinated at least three (3) days in advance.

For emergency inspections please email with high importance and call the following:
building@westlaketx.gov and 817-490-5718

### Typical Town Holidays

Inspections are not scheduled on Town Holidays unless coordinated with the Chief Building Official in advance as noted above. Inspections requested the business day before the holiday will be scheduled for the next business day after the holiday. Inspections requested during on a holiday or over the weekend will be pushed to the day after the next open business day.

- New Year's Day
- MLK Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

## Required Inspections

### International Code Compliance

No work should be covered until it is inspected for International Code compliance. **Photographs will NOT be accepted instead of on-site inspections.** At a minimum, code inspections must be performed at the following stages of construction:

- Initial Lot Grading / Tree Protection / Erosion Control[1]
- Temporary Electrical Pole
- Plumbing Rough
- Foundation[2]
- Framing & Seconds
  - Framing[3]
  - Fire Sprinkler Rough*
  - Electrical Rough
  - Mechanical Rough
  - Plumbing Top Out
- Gas Final / Meter Release
- Electrical Meter Final / Release

- Public Works Final[4]
- Fire Final**
- Building Final[5]

[1] Initial Grading / Tree Protection / Erosion Control inspection must be approved prior to Plumbing Rough.

[2] Form Board Survey approval required at Plumbing Rough inspection. One copy of the survey must be on site and one copy sent to and received by the Town.

[3] Framing may include veneer/wall tie, fireplace, and/or lathe.

[4] Public Works Final scheduled directly with a Public Works crew member at (817) 490-5731 or publicworks@westlaketx.gov

[5] See the *Westlake Building Final Inspection Requirements* handout (attached) for Building Final requirements and inspections.

* Scheduled directly with the Westlake Fire Marshal (817) 490-5785.

### Architectural / Zoning Compliance

Depending on the subject property's zoning district, architectural and/or zoning compliance inspections may be required at Framing & Seconds, Building Finals, or on an ongoing basis.

## Waste Material & Hours of Operation

### Waste Material

- A trash container of appropriate size must be always present on the job site.
- Sites must be kept clear of construction and related waste at all times. Inspections may be canceled and/or fines assessed where debris is allowed to accumulate or is not properly contained.
- The primary waste collection service in the Town of Westlake is with Republic Services for both residential and commercial. However, alternative trash services our eligible and available under circumstances such as Construction Waste by obtaining a license from the Town in accordance

with Ordinance 851 / Chapter 74 of the code of ordinances. More information can be found on this webpage.

### Hours of Operation

The Town strictly regulates noise – between the hours of 7:00 PM and 7:00 AM, only work that does not create noise audible at the property line is permitted.

## Website Links

- Permit Links
  - Backflow: https://www.sctrackingsolutions.com/city/system/login.asp
  - Fee Schedule: https://westlake-tx.org/DocumentCenter/View/4011
  - MyGov: https://public.mygov.us/westlake_tx
  - Residential Guidelines: https://www.westlake-tx.org/documentcenter/view/1206
- Waste Collection Links
  - https://www.westlake-tx.org/631/Construction-Waste-Licensing
- Utility Links
  - https://www.westlake-tx.org/126/Public-Utilities
  - https://westlake-tx.org/DocumentCenter/View/4737/Water-Sewer-Fees-2023?bidId=

# New Commercial Building Checklist

Planning and Development

## INITIAL SUBMITTAL REQUIREMENTS

- ☐ One (1) digital (.pdf format) of all documents and plans
- ☐ Completed Permit Application
- ☐ Plan Review Fee
- ☐ Energy Compliance Report
- ☐ DRC/ACC Approval Letter
- ☐ TDLR Review Verification Number
- ☐ Specification Manual
- ☐ Geotechnical Reports
- ☐ Structural Engineered Calculations

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## COMMERCIAL PLAN CONTENTS

- ☐ Outdoor Lighting Plan
- ☐ Landscape Plans

### Civil Plans Including:

- ☐ Site Plan
- ☐ Approved & Filed Plat
- ☐ Utilities
- ☐ Grading
- ☐ Erosion Control Plan
- ☐ Tree Conservation / Mitigation Plans

### Building Plan Set Including:

- ☐ Life Safety / Egress Plans
- ☐ ADA Requirements
- ☐ Floor Plans
- ☐ Engineered MEP Plans
- ☐ Engineered Structural Design Plans
- ☐ Engineered Foundation Plans
- ☐ Architectural Elevations with Referenced Details including:
  - ☐ Door Schedules
  - ☐ Window Schedules
  - ☐ Veneer Detail

# Building Final
# Inspection Requirements

## BUILDING FINAL

A Building Final inspection is required prior to building occupation. General Contractors may request the inspection via MyGov, email (**building@westlaketx.gov**) or phone (**817-490-5718**). All required supporting documentation must be received prior to Building Final approval. The Building Final has several components, outlined below, and may take several hours to complete, depending on the project. Note that this document is intended as a guideline. If you have any questions regarding the Building Final inspection and closeout process, please contact us at building@westlaketx.gov.

## International Code Requirements

All buildings must comply with adopted building, residential, electrical, mechanical, and plumbing codes prior to Building Final Approval. The Town of Westlake follows 2021 edition codes with NCTCOG regional amendments. Buildings permitted prior to October 1, 2023 are subject to 2018 edition codes.

## Customer Service Inspection

The project property must pass a TCEQ mandated cross-connection, contaminant hazard, and lead materials inspection as part of the Building Final inspection. All potential and/or actual cross-connections on the property must be eliminated via approved backflow prevention devices and test reports submitted prior to the Building Final inspection.

## Fire Marshal Sign-Off

A Fire Final Inspection must be passed prior to Building Final approval. Please contact Fire Marshal Kelly Clements directly at (817) 490-5785 or kclements@westlaketx.gov to schedule an inspection. ***Note that the Fire Final may be scheduled prior to Building Final inspection**.*

## Public Works Sign-Off

A Public Works Final Inspection must be passed prior to Building Final approval. Please contact the Public Works Dept. at (817) 490-5731 or publicworks@westlaketx.gov. ***Note that the Public Works Final may be scheduled prior to Building Final inspection**.*

# Building Final
# Inspection Requirements

## Westlake Specific Requirements

### Public Utilities (Water / Sanitary Sewer)

- The General Contractor must be on-site during the Building Final inspection(s).
- All meter boxes must be free of damage.
- All meter boxes shall conform to the Town of Westlake's meter box standards.
- Meter boxes must be exposed, accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
- Builder is required to camera the sanitary sewer service (from the structure to sewer main) with the Builder's plumber and Town Building Official or designated Town employee present.
- Fire hydrants and water valves must be exposed and accessible. Any damage or grade adjustments or repairs will be the builder's responsibility.
- Sanitary Sewer Service cleanouts must be accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
- Sanitary sewer manholes and end of line clean-outs must be exposed and accessible. Any damage or grade adjustments will be the builder's responsibility.
- The builder is required to have all water accounts paid in full before Building Final approval.

[1] *Builder will be responsible for cost and fees for any damages to meter boxes, meters and meter registers.*

[2] *Meter boxes shall not be installed in driveways – in such cases the builder will be required to relocate the meter box.*

## Zoning & Cleanup

- The building and/or project property must comply with all architectural, lighting, and landscaping standards specified in applicable zoning regulations.
- All landscaping must be completed prior to Building Final approval.
- The project property must be free of trash and debris.
- Exterior lighting must be installed and comply with zoning requirements and Town ordinances.
- Exterior Building signage (should this be complete by time of building finals)

# Building Final Inspection Requirements

## Supporting Documentation / Third Party Reports

The following supporting documentation and reports must be received by the Town prior to Building Final approval:

- **Customer Service Inspection** (performed by the Town)
- **Energy Compliance Inspection Report (COMCheck)** – this is a final report showing that your initial energy code projections have been met
- **Drainage / Grade Certificate** prepared by a Professional Engineer or Registered Land Surveyor – this document shows all grading/drainage was performed per the approved plans.
- **Backflow prevention** test reports for each device installed as part of overall property improvements (fire line, irrigation, pool, water well, etc.) – *Town is automatically emailed these reports if all backflow devices and irrigation contractor have registered with SCTracking Solutions*
- **ADA Compliance** – contractor must provide documentation and show that the site complies with all applicable ADA requirements
- **TDLR Compliance** – contractor must provide documentation and show that all items inspected by TDLR have been met. This includes, but is not limited to, elevators, boilers, Elimination of Architectural Barriers, wells, etc…
- **Tarrant County Health Department** – contractor must provide documentation and show that all items reviewed and inspected by the Tarrant County Health Department have been met – this includes, but is not limited to, food handling, childcare, public pools & spas, etc…
- **As-Built / Record Drawings** – contractor must provide as-built (record drawings) of the building and the site civils stamped by the Architect(s) and Engineer(s) of record
- Any **final engineering** reports performed by the contractor's third party inspectors

# Building Final Inspection Requirements

## Temporary Certificates of Occupancy

- At the discretion of the Building Official and the Fire Marshal, a temporary certificate of occupancy can be granted at the building final stage of the project for large single-tenant operations. Conditions of a temporary CO are listed below:
  - All finals such as the MEPs, Public Works Final, Fire Final, and Building Final must be approved before granting of a Temporary CO
  - All life safety / egress must be finished before granting a Temporary CO for any and all portions of a building.
  - At the discretion of the Building Official and the Fire Marshal, allowance for furniture, fixtures and equipment may be allowed to be permanently moved into the building and employees may begin training for appropriate business operations
  - Members of the public are not allowed to occupy the building where an official CO has not been granted

## Certificates of Occupancy

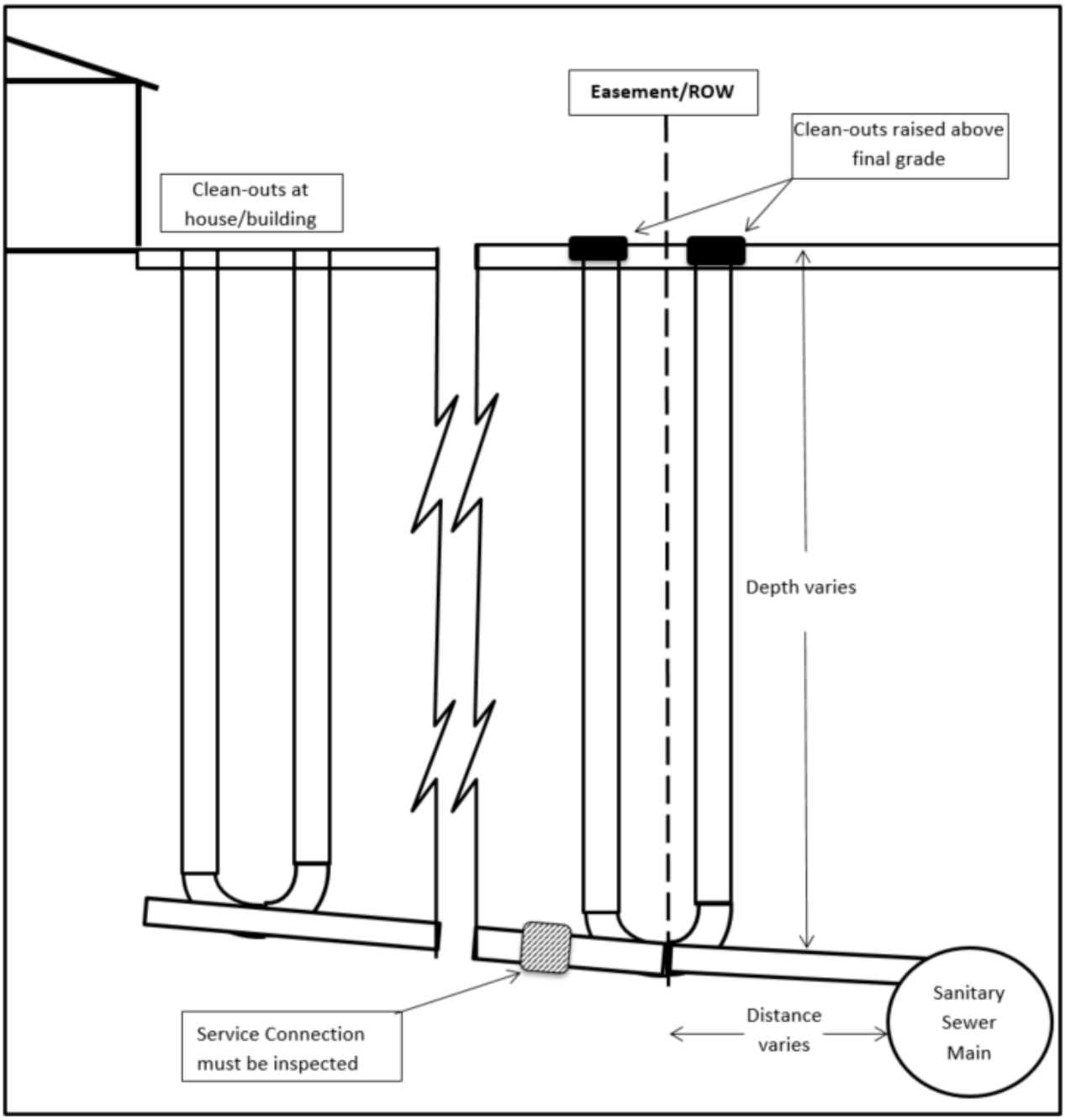
- Members of the public are not allowed to occupy the building where an official CO has not been granted
- After all finals have passed (including zoning final), and all documentation above has been submitted, tenants can fill out a certificate of occupancy
- Certificates of Occupancy are submitted online through MyGov by going to this link here: CO Application

## Grand Opening of a Building

- Temporary Grand Opening banner signage is allowed per the Town's Sign Code Chapter 70 of the Code of Ordinances
- If a holding a public gathering event owner's must apply for a Special Event Permit on the Town's website and notify the Town 30 days in advance to ensure appropriate measures are taken for public's safety

# Building Final Inspection Requirements

## Sanitary Sewer Connection Standard



# Commerical Project Closeout Checklist

All Documents Must Show Compliance / Pass

## BUILDING FINAL INSPECTION REPORT INCLUDING:

- ☐ Building & MEP Code Finals (Interior)
- ☐ Planning & Zoning Final Passed (Exterior)
- ☐ All Public Works Infrastructure Completed, Approved, and Accepted
- ☐ Fire Marshal Final Inspection Report
- ☐ Customer Service Inspection (CSI) Report
- ☐ Energy Compliance Inspection Report
- ☐ Drainage / Grade Certificate
- ☐ Backflow prevention test reports for each installed device
- ☐ ADA Compliance
- ☐ TDLR Compliance
- ☐ Tarrant County Health Compliance

# CERTIFICATE OF OCCUPANCY APPLICATION

Planning and Development Department

## APPLICATION REQUIREMENTS

All applications for a Certificate of Occupancy (CO) are performed online via MyGov. New applicants who do not have an account in MyGov can use the MyGov Contractor Guide to get started with creating your collaborator account to submit for application.

The online application must be filled out by the tenant or the property owner on behalf of the tenant. Please be prepared to have the following information ready when you submit your application:

- **New Tenant Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Property Owner Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Emergency Contact Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Description** of your proposed business and business activities
- **Business Information** (square feet, number of employees, typical hours of operation)

Certificate of Occupancy Applications are **$250** and must be furnished before issuance of the CO by the Chief Building Official.

## PROJECTS REQUIRING A CERTIFICATE OF OCCUPANCY

Certificates of Occupancy are issued for commercial buildings by the Chief Building Official and the Fire Marshal. Projects that will typically require a Certificate of Occupancy are:

- New Commercial Buildings
- New Commercial Shell Buildings
- Commercial Finish-Outs
- Commercial Remodels
- Commercial Additions
- Commercial Accessories
- New Condominiums

## ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

Upon issuance of the Certificate of Occupancy, the applicant will receive an email with the CO attached. The CO can also be accessed in MyGov at any point by logging in and downloading it. The CO must be posted in a conspicuous place in the place of business where the Chief Building Official and Fire Marshal can easily find it.