



New Commercial Construction Packet

This packet is intended as a basic information tool to acquaint owners and developers with the City Of Temple permitting process. It is the owner's/developer's responsibility to be familiar with our rules and regulations. It is our intention to make this process as simple and easy as possible. Please review the material included and direct any questions you may have to the Construction Safety Division located at 2 N. Main Street Suite 102 or call 254-298-5640.

This packet includes:

List of adopted building codes

List of requirements for new commercial construction

Planning Site Plan

Fire Marshal's Plan Requirements

Information on how to track a permit

List of required inspections

Information on how to schedule an inspection

Inspection hot line and reference telephone numbers

List of water tap fees

Building permit application



Adopted Codes

International Building Code.....	2009
International Residential Code.....	2009
International Plumbing Code.....	2009
International Mechanical Code.....	2009
International Energy Conservation Code.....	2009
International Fire Code.....	2009
International Fuel Gas Code.....	2009
International Property Maintenance Code.....	2009
National Electrical Code.....	2008



Requirements for New Commercial Construction

Submittal Requirements	New Construction or New Shell	New Finish Out	Remodel Interior	Remodel Exterior	Addition	All Flatwork (Including clearing and grading)	Mechanical	Electrical	Plumbing	Fence	Roof	Pool	Accessory Structure
Civil Plans	✓				✓								
COM Check (IECC 2009)(www.energycodes.gov)	✓	✓	✓	✓	✓								
Complete Universal Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drainage Plan	✓				✓	✓							
Drainage Report	✓				✓	✓							
Electrical, Mechanical, & Plumbing Plans	✓	✓	✓		✓		✓	✓	✓				
Electronic copy (PDF) of all required materials submitted as hard copies (must be legible)	2	2	2	2	2								
Erosion and Sediment Control Plan	✓				✓	✓							
Exterior Elevations	✓			✓	✓								
Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire Protection Plans	✓	✓	✓		✓								✓
Floor Plans	✓	✓	✓		✓								
Foundation Plans	✓				✓								
Hard Copies for all submittals	2	2	2	2	2	1	1	1	1	1	1	1	1
Landscape Plan	✓				✓	✓							
Site Plan	✓	✓	✓	✓	✓	✓				✓		✓	✓
Stamped Engineered Drawings	✓				✓								
Storm Water Management Plan (for properties 1 acre or more; OR properties under 1 acre if they are part of a Larger Common Plan)	✓				✓	✓							
Storm Water Pollution Prevention Plan (for properties 1 acre or more; OR properties under 1 acre if they are part of a Larger Common Plan)	✓				✓	✓							
Texas Department of Licensing and Regulation number (TDLR) over \$50,000	✓	✓	✓	✓	✓								

Parking and Restrooms

- Must meet the requirements set by State of Texas for handicap regulations.
- Elevation for top of slab must be the same or a higher elevation as the curb, except in flood zones “A” and “B”, where the top of the slab must be at least one (1) foot above the 100 year flood elevation.

A copy of The City of Temple’s Unified Development Code (UDC) can be found on-line at www.templetx.gov
Please note Article 6. Special Purpose & Overlay Zoning Districts.



City of Temple Site Plan Checklist (General Development)

Date: _____ Name of Project: _____

Zoning: _____

This checklist is intended to assist applicants and development professionals in the preparation of submittals for staff review and is generally what is needed to facilitate the review of proposed development projects. The type or level of information may vary depending upon the scale, scope, or nature of the request. **All site plans should be scaled, dimensioned and labeled** and should contain the following information so city staff and can adequately review the proposed use or activity. The Unified Development Code (UDC) can be accessed on the city's website at <http://www.ci.temple.tx.us/DocumentView.aspx?DID=4362>.

Zoning, Uses, and Dimensional Requirements

- Existing and proposed condition of lot or lots
- Adjacent development
- Lot dimensions and existing and proposed setbacks (UDC Sec. 4.6)
- Uses (UDC Sec 5.1)
- Building location, heights, and gross floor area (UDC Sec. 4.6)
- North Arrow

Architectural

- Building exterior materials clearly labeled (masonry calculation) (UDC Sec. 7.7)
- Offsets and insets clearly labeled (UDC Sec. 7.7)
- Articulations clearly labeled (e.g. Columns canopies, arches, awnings) (UDC Sec. 7.7)

Streets and Utilities

- Existing and proposed off-street parking and loading spaces (totaled) (UDC Sec. 7.4)
- Existing and proposed Drive aisles (width) (UDC Sec. 8.2)
- Existing and proposed Fire Hydrants (UDC Sec. 8.1)
- Easements (UDC Sec. 8.2)
- Access and circulation (UDC Sec. 7.2)
- Utilities (UDC Sec. 8.2)
- Drainage area locations (UDC Sec. 8.2)
- Existing and proposed Sidewalks (UDC Sec. 8.2)
- Existing and proposed Curb cuts and drive approaches (UDC Sec. 7.2)
- Existing and proposed Curb and gutter locations (UDC Sec. 8.2)
- Existing and proposed Width of adjacent streets and alleys (UDC Sec. 8.2)

Screening, Lighting, and Site Improvements

- Existing and proposed location of signs (UDC Sec. 7.5)
- Refuse containers and compactors (UDC Sec. 7.6)
- Outdoor storage and display areas (UDC Sec. 7.6)
- Location and material of fences (UDC Sec. 7.6)
- Screening and buffering (UDC Sec. 7.6)
- Lighting (UDC Sec. 7.1)
- Mechanical equipment location
- Existing and proposed pole locations
- Public open space and playground (UDC Sec. 8.3)
- Landscaping areas and calculated area (UDC Sec. 7.3)

Certification: You as the property owner certify with your signature that the following statements are true:

- This application is complete and all of the information provided is accurate.
- The person signing below as applicant may act as my agent for the processing and presentation of this request. The designated agent shall be the principal contact person with the City in processing and responding to requirements or issues relevant to this request.

Applicant's Signature

Property Owner's Signature



Temple Fire Marshal's Office

Temple Fire & Rescue
210 N 3rd St
Temple TX 76501

Phone: 254-298-5682
Fax: 254-298-5596
E-mail:
jchristian@templetx.gov



Requirements for Plan Submittals and Additional Information

A Fire Protection drawing will be included with all Plan submittals for commercial or multifamily new construction and remodels. This drawing will be separate from any fire sprinkler or fire alarm plans and will be included with the construction drawings turned in for permitting. Fire Protection drawings shall also be submitted electronically to the Fire Marshal's Office on CD or may be e-mailed to the Fire Marshal to facilitate pre-incident planning.

Fire Protection drawings shall be a basic floor plan and include:

- Building Identification / Name and Address
- Occupancy classification / Occupant load
- Exit Signage and Emergency Lighting locations
- Fire Extinguisher Locations
- Room Usage (office, storage, etc...)
- Key Safe Location (located just right of the main entrance at 6-7 feet)
- Fire Hydrant reference with location and distance to furthest part of structure
- Fire Alarm panel (if applicable)
- Fire Riser Room and Fire Dept Connection (if applicable)
- Hazardous Material Storage locations (if applicable)
- Fire lanes (if applicable and not clearly labeled on site plan)

Additional information for compliance with Fire Code for Fire Inspection:

The address should be clearly visible in contrasting 6 inch numbers

Key safe order forms are included in packet. Contact Fire Marshal's office for assistance.

All electric gates on fire access roads shall be equipped with an emergency access control device. The approved device can be ordered from a distributor found at www.click2enter.net for more information contact the Fire Marshal's Office 298-5682.

City Ordinance Fire Prevention codes can be found at www.ci.temple.tx.us

Fire Extinguishers should be mounted in a conspicuous location, readily accessible and 3-5 feet of the floor.

Fire Extinguisher Requirement Based on Square Footage			
	LIGHT (LOW) HAZARD OCCUPANCY	ORDINARY (Moderate) HAZARD OCCUPANCY	EXTRA (High) HAZARD OCCUPANCY
Minimum Rated Single Extinguisher	5 lb. ABC	5 lb. ABC	5 lb. ABC
Maximum Floor Area Per Unit	3,000 square feet	1,500 square feet	1,000 square feet
Maximum Travel Distance to Extinguisher	75 feet	75 feet	75 feet



Permit Tracking

After a permit application is submitted, the City of Temple has 10 business days to review and make comments. Commercial permit applications are reviewed by Construction Safety, to include electrical, plumbing, and mechanical, the Engineering Department, the Water Department, the Planning Department, and the Fire Marshal.

The Development Review Coordinator will contact you by e-mail or by phone to let you know the status of the permit application once all the departments have reviewed the permit application.

You may also track the permit on-line:

- Visit the City of Temple website at www.templetx.gov
- Click the **Business Tab** and select **Building Permits**
- Click **Select Permit**. You can look up the permit by entering the permit number, address of the project, parcel number, or name of the applicant, then click **Continue**
- Click Plan **Tracking Status** on the left. This will display a chart listing the departments who will review the permit application, the date they reviewed the application permit, the results of their review, and who reviewed the application permit.
- To review the comments by department, click on the department (example if you want to see the engineers comment click Engineering) then click the unlined comment. The next page will show the comments made.

All revisions for a permit application can be submitted to the planning department at 2 N. Main Suite 201, Temple, TX 76501.



Required Inspections

- Underground electric (if applicable)
- Plumbing rough-in (under slab – pre pour)
- Electrical race ways in the foundation
- Concrete encased electrode aka Ufer ground– can be done with foundation inspection
- Foundation asks per-pour (steel inspection) **BEFORE YOU POUR**
- Electrical rough-in
- Plumbing top-out
- Framing and Mechanical rough-in (done on the same inspection). Please have plumbing top-out and electrical rough-in approved first.
- Insulation
- Temporary final electric
- Plumbing final
- Electrical final
- Sidewalk inspection (Planning Department)
- Masonry inspection (Planning Department)
- Landscape inspection (Planning Department)
- Site Plan Final (Planning Department)
- Fire Final
- Mechanical final & Building Final aka Certificate of Occupancy (done on the same inspection) all finals must be complete **BEFORE** calling for a C.O.

Other Inspections

- Approach, Driveway, Flatwork aka sidewalk (typically done on the same inspection)
- Temporary power pole
- Underground plumbing (sewer yard line & water line)



Scheduling an Inspection

Inspections can be made by phone, e-mail, or on-line.

To schedule an inspection by phone:

- Dial 254-298-5640
- You will be prompted by the Temple inspection hot-line
- For inspection request **Press 1**
- Please leave the **permit number, address of the project, type of inspection, contractor name and call back number.**

To speak to the Building or Mechanical Inspector press 2, to the Electrical Inspector press 3 and the Plumbing Inspector press 4. For all other calls or to speak to a permit clerk press 0.

To schedule an inspection by e-mail:

- E-mail us at inspectionrequests@templetx.gov
- Please leave the **permit number, address of the project, type of inspection, contractor name and call back number.**

To schedule an inspection on-line:

- Visit the City of Temple website at www.templetx.gov
- Click on the **Business Tab** and select **Building Permits**
- Click **Schedule/Cancel Inspection** and enter the permit number, address of project, parcel number, or name of applicant, then click **Continue**
- Click **Schedule Inspection**
- Click the inspection you would like to schedule and choose the day you would like the inspection on.



Reference Phone Numbers

Atomos Energy	800-460-3030
AT&T	800-464-7928
Bell County Health Department	254-778-4766
Development Review Coordinator	254-298-5269
Engineering Department	254-298-5660
Fire Marshal	254-298-5682
Inspections Hot Line	254-298-5640
Permit Clerk	254-298-5640 <small>PRESS 0</small>
Permit Fax	254-298-5624
Planning Department	254-298-5668
Solid Waste	254-298-5725
Street Department	254-298-5653
TXDot	254-217-0192
TXU Commercial	800-399-5501
TXU Residential	800-242-9113
Water Department	254-298-5616
Water Taps	254-298-5622



Water and Sewer Tap Fees

Rates

The following charges shall be made and collected by the Utility Business Office for each water and sewer tap connection furnished and made by it:

Tap Size	Current Rates		Plus costs
	Full Short	Full Long	
Water			
3/4"	\$390.00	\$1,150.00	
1"	\$410	\$1,170	
1 1/2"	\$450	1,210	plus the cost of meter
2"	\$490	1,240	plus the cost of meter
3"	\$960	3,240	plus the cost of meter and materials required to complete the tap
>3	\$320*	\$1,080*	plus the cost of meter and materials required to complete the tap
Sewer			
4"	\$420	1,180	plus the cost of materials required to complete the tap
6"	\$500	1,260	plus the cost of materials required to complete the tap

Changeover Fee

A \$50 changeover fee, but no tap fee, will be charged for replacing a smaller meter (3/4" x 5/8") with a full 3/4" meter.

Fire Taps

All connections for fire protection systems sprinklers shall be charged at the rate of two hundred dollars (\$200) per inch of tap for short connection and three hundred dollars (\$300) per inch of tap for long connections.

Stand-by Charge

A “stand-by” charge shall be assessed on each fire protection connection. This charge shall be two dollars (\$2) per inch per month.

Taps Made By Utility Contractors

The charge for connecting a private water or service line to a short or long tap made by a utility contractor within a platted subdivision shall be one-half (1/2) the amount when the City makes a short tap of the same type and diameter.

Surface Taps

Boring Accomplished By City Crews

When a tap requires the City, acting through its own crews or its employees, to bore or go under an existing improved public street, right of way, railroad right of way, public right of way, public utility easements, other improved public property or private property in order to make a connection, charges for long connection requiring such boring will be the standard tap fee plus fifteen dollars (\$15) per each foot of bore in dirt and twenty dollars (\$20) per each foot of bore in rock.

Boring Accomplished By Contractors

When the City hires a private party or private party contractor other than the City to bore or under existing streets, rights of ways, railroad right of way, public utility easements or other improved public property or private property in order to make a connection, the charge for a private party bore will be the standard tap fee plus the actual cost to the City of the bore.

Rates For Water Service

Minimum service charge by meter size for 1 to 2,000 gallons	¾"	\$10.00
	1"	\$16.00
	1 ½"	\$20.00
	2"	\$64.00
	3"	\$128.00
	4"	\$200.00
	6"	\$640.00
	8"	\$1,120.00
Plus straight volumetric rate for consumption above 2,000 gallons		\$3.20 per thousand gallons

Customers Outside the City

The City's regional water customers, Troy, Morgan's Point Resort, and Little River-Academy, shall pay the same rates as customers inside the city limits. All other customers located outside the city limits of Temple shall pay 1.25 times the in city schedule.

Rates For Sewer Service

Minimum Service Charge For First 2,000 gallons of water	\$13.00
Straight Volumetric Rate For Gallons Over 2, 000	\$4.50 per thousand gallons

Customers Outside the City

Customers outside the city limits will be billed at \$1.25 times the in-city rates.

Deposits

Class A Service		Class B Service	
All Meters	\$75	5/8" Meter	\$115
		1" Meter	\$170
		1 1/2" Meter	\$200
		2" Meter	\$450
		3" Meter	\$550
		4" Meter	\$650
		6" Meter	\$850
		8" Meter	1,200
		10" Meter	2,500
		Fire Hydrant Meter	\$600

The deposit for a 6" or larger meter may be waived in connection with an economic development agreement within an enterprise zone.