



# COMMERCIAL PERMIT PROCESS



Revised February 2022  
Community Development Department  
803-931-4090

## Commercial Permit Process

### *What building codes has the City of Castroville adopted?*

The City of Castroville has adopted the following building codes:

- 2012 International Building Code
- 2012 International Plumbing Code
- 2012 International Property Maintenance Code
- 2014 National Electric Code
- 2012 International Existing Building Code
- 2012 Fuel and Gas Code
- 2012 Mechanical Code
- 2012 International Residential Code
- 2012 International Energy Conservation Code
- 2012 International Fire Code

Additional standards can be found in Chapter 22 of the City of Castroville Code of Ordinances (Buildings and Building Regulation), available online at [www.castrovilletx.gov](http://www.castrovilletx.gov).

### *What are building plan review submittal requirements?*

Submit an electronic copy of building plans and a permit application to [permits@castrovilletx.gov](mailto:permits@castrovilletx.gov). Contact Community Development at (830) 931-4090 to discuss building permit requirements as they relate to your development project.

### *When are fees required and how much are they?*

Payment of the plan review and permit fee is due at the time of invoice issuance, after building permit application submittal. The fees must be paid before plans are submitted for review. The fee amount is contingent on the valuation (cost of construction) of the project that is being proposed.

### *When can I start building construction?*

Building construction must begin within 180 days following of the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

### *Who should I contact for utility information?*

Please contact the Public Works department at 830-931-4090 for all utility questions.

### *How do I request an inspection?*

The City utilizes a third-party contracted inspection company, Bureau Veritas, to inspect construction projects. Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775

Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859

Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 5:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

### *What inspections are required of my construction project?*

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Castroville performs its construction inspections in the following order:

- Electrical Temporary Pole
- Water Service
- Yard Sewer
- Gas Underground
- Plumbing Rough in
- Form Board Survey
- Building Foundation Pre-Pour Inspection
- Electrical Rough in
- Mechanical Rough in
- Plumbing Top Out
- Gas Rough in
- Building Frame Inspection
- Insulation Inspection
- Electric Meter Inspection
- Plumbing Final
- Gas Final/Release
- Electrical Final
- Energy Final
- Mechanical Final
- Building Final/Certificate of Occupancy Inspection
- If Fire Alarms or Fire Sprinklers are required, those inspections must be completed prior to the issuance of a Certificate of Occupancy.

### *When can I use and occupy my building?*

Once all final inspections and approvals have been obtained from the City, and the City has done a final walk through, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

## Commercial Permit Process – Checklist

### Submittal

Submit one electronic set of building plans for review by the Community Development Department. Be sure your plans include the following:

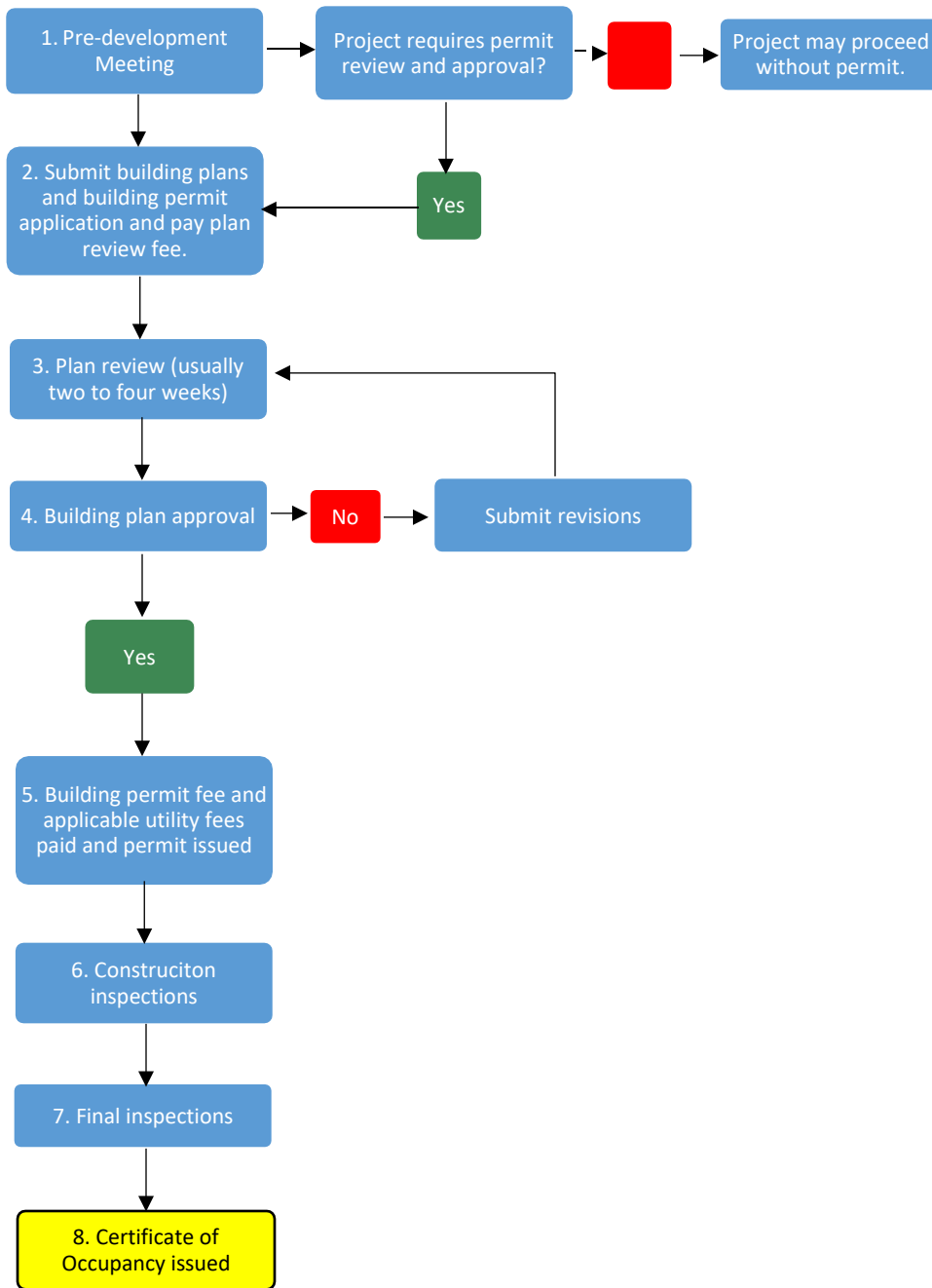
- Site Plan (property lines must be based on an accurate boundary survey)
  - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
- Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, aisle width(s), fire lanes, lighting, trees, and landscaping
- Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
- Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedules
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
- Plumbing plans
- Mechanical plans
- Electrical plans
- Certified Energy Compliance Report (IC3, ComCheck, etc.)
  - a. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- Asbestos Survey (for projects involving renovation, addition, demolition)
  - a. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- Texas Department of Licensing and Regulation architectural barriers project registration information
  - a. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]
- When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable.

Signs and Fire Protection Systems require a separate permit.

Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.

Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.

# Commercial Permit Process - Flowchart



# Commercial Permit Process – Forms

*Continued on next pages*



# CITY OF CASTROVILLE

*Little Alsace of Texas*

COMMUNITY DEVELOPMENT DEPARTMENT

703 PARIS STREET

CASTROVILLE, TEXAS 78009

PHONE: (830) 931-4090

SUBMIT PERMIT TO: [PERMITS@CASTROVILLETX.GOV](mailto:PERMITS@CASTROVILLETX.GOV)

## Permit # \_\_\_\_\_ **Commercial Construction Permit Application**

Valuation: \$ _____		Gross Square Footage: _____		Zoning: _____	
Project Address: _____					
IBC Construction Type: _____		IBC Use Group: _____		Design Occupant Load: _____	
Project Description: <input type="checkbox"/> New Construction   <input type="checkbox"/> Remodel/Addition   <input type="checkbox"/> Demolition   <input type="checkbox"/> Accessory Building					
<input type="checkbox"/> Swimming Pool/Spa   <input type="checkbox"/> Irrigation   <input type="checkbox"/> Other: _____					
Detailed Description of Work: _____					
_____					
_____					
Utilities Needed: <input type="checkbox"/> Water   <input type="checkbox"/> Sewer   <input type="checkbox"/> Electric   <input type="checkbox"/> Gas   <input type="checkbox"/> None					
Project in Floodplain: <input type="checkbox"/> No   <input type="checkbox"/> Yes    If Yes, a Floodplain Development Permit is required.					
Asbestos Detected: <input type="checkbox"/> No   <input type="checkbox"/> Yes    If Yes, removal of asbestos material requires a licensed abatement contractor.					
TDLR-AB Registration: <input type="checkbox"/> No   <input type="checkbox"/> Yes    If Yes, provide registration number: _____					
<b>APPLICANT / CONTRACTOR</b>					
Business Name: _____			Contact Person: _____		
Address: _____					
Phone Number: _____			Email: _____		
<b>PROPERTY OWNER</b>					
Name: _____					
Address: _____					
Phone Number: _____			Email: _____		

<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

- Must Include if applicable:**  Site Plan |  Floor Plan |  Elevations |  COM Check
- Sealed Engineered Foundation Plan |  Electrical Plan |  Mechanical Plan |  Plumbing Plan
- Engineered Foundation Letter (New Construction)

A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

***A certificate of occupancy must be issued before any building is occupied.***

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 or not. No work may begin until proper permits are approved, and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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SUBMIT PERMIT TO: [PERMITS@CASTROVILLETX.GOV](mailto:PERMITS@CASTROVILLETX.GOV)

Permit # \_\_\_\_\_

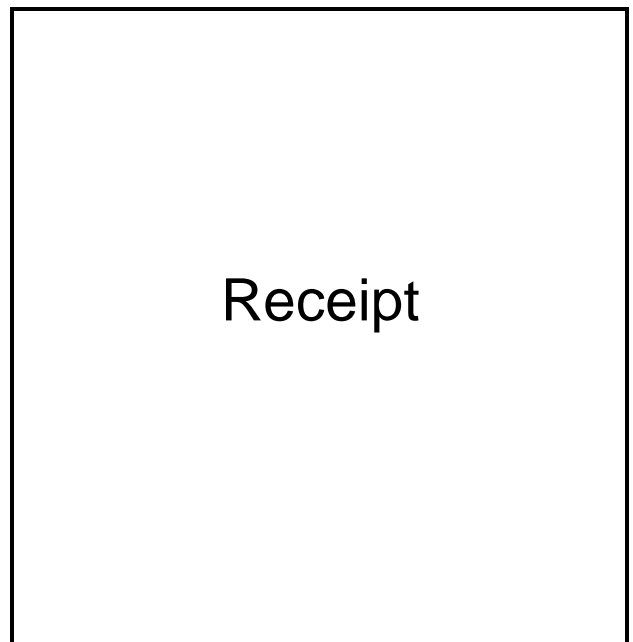
## MEP Permit Application

<b>TYPE OF PERMIT REQUESTED:</b>				<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> PLUMBING
<b>Project Address:</b> _____			<b>Valuation:</b> _____			
<b>Use of Building:</b>		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial			
<b>Project Description:</b>		<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	
<b>Description of Work:</b> _____						
<b>Property Owner</b>						
<b>Name:</b> _____			<b>Phone Number:</b> _____			
<b>Address:</b> _____						
<b>MEP Contractor</b>						
<b>Business:</b> _____			<b>Contact Person:</b> _____			
<b>Address:</b> _____						
<b>Phone Number:</b> _____			<b>Email:</b> _____			

***\*All contractors and sub-contractors are required to register before obtaining permits for work in the City of Castroville. To register you must submit a contractor's registration form, a driver's license, the Certificate of Liability Insurance, and professional licenses to the Community Development Department.***

A permit becomes null and void if work authorized is not commenced within 180 days of the date of permit issuance, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

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 or not. No work may begin until proper permits are approved, and all associated fees have been paid.



### Receipt

**All work is subject to field inspections and approvals**  
 Inspections may be requested Monday – Friday, 8a – 5p at any of the following:  
 Phone: (Toll-Free) 1-877-837-8775  
 Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)  
 Inspections are conducted on the next working day between 8a & 5p,  
 and inspectors must have access to the work area to conduct inspections

190 - Single Trade Permit Fee:  
**\$100**  
 (Unless valuation is more than \$10,000, then permit fee  
 will be based on valuation)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**STAFF USE ONLY**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Issued By: \_\_\_\_\_ Date: \_\_\_\_\_





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PHONE: (830) 931-4090

SUBMIT TO: [PERMITS@CASTROVILLETX.GOV](mailto:PERMITS@CASTROVILLETX.GOV)

## Contractor Registration Form

<b>Type of Contractor or License:</b> <i>(Please Check One)</i>	<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Backflow Prevention Assembly Tester*
	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Pool Contractor
	<input type="checkbox"/> Plumbing Contractor	<input type="checkbox"/> Sign Contractor
	<input type="checkbox"/> Mechanical Contractor	<input type="checkbox"/> Other (specify) _____

### Complete Section (Only if Needing to be Added to a Permit)

Permit Number:	Project Address:
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### General Information

Business Name:	
Permit Coordinator Contact Name:	
Mailing Address:	
City, State, Zip:	
Office Phone:	Mobile Phone:
Email:	

### License Holder's Information

License Holder:	Mobile Phone:
Email:	
Driver's License #:	Expiration Date:     /     /
State License #:	Expiration Date:     /     /
Liability Insurance #:	Expiration Date:     /     /
License Holders Signature:	Date:     /     /

**PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE/REGISTRATION, AND LIABILITY INSURANCE**

**\* As of 11/10/2015 Backflow Prevention Assembly Tester Contractor Registration requires a fee of \$40.00**



**BUREAU  
VERITAS**

## Typical Commercial Inspections

- |   |       |
|---|-------|
| <input type="checkbox"/> Temporary Power Pole     | _____ |
| <input type="checkbox"/> Yard Sewer               | _____ |
| <input type="checkbox"/> Water Service            | _____ |
| <input type="checkbox"/> Plumbing Rough           | _____ |
| <input type="checkbox"/> Gas Wrap                 | _____ |
| <input type="checkbox"/> Customer Svc. Insp. Form | _____ |
| <input type="checkbox"/> Foundation               | _____ |
| <input type="checkbox"/> Pier/Footing             | _____ |
| <input type="checkbox"/> Retaining Wall           | _____ |
| <input type="checkbox"/> Sprinkler/Double Check   | _____ |
| <input type="checkbox"/> Backflow                 | _____ |
| <input type="checkbox"/> Framing                  | _____ |
| <input type="checkbox"/> Plumbing Top-Out         | _____ |
| <input type="checkbox"/> Gas Rough Pressure Test  | _____ |
| <input type="checkbox"/> Mechanical Rough         | _____ |
| <input type="checkbox"/> Electrical Rough         | _____ |
| <input type="checkbox"/> Insulation (energy)      | _____ |
| <input type="checkbox"/> Drywall                  | _____ |
| <input type="checkbox"/> Electrical Underground   | _____ |
| <input type="checkbox"/> Gas in Slab              | _____ |
| <input type="checkbox"/> Gas Underground          | _____ |
| <input type="checkbox"/> Grease Duct              | _____ |
| <input type="checkbox"/> Mechanical Underground   | _____ |
| <input type="checkbox"/> Tilt Panel               | _____ |
| <input type="checkbox"/> Grade Beam               | _____ |
| <input type="checkbox"/> Veneer                   | _____ |
| <input type="checkbox"/> Slab Add On              | _____ |
| <input type="checkbox"/> Construction Electric    | _____ |
| <input type="checkbox"/> Gas Temporary            | _____ |
| <input type="checkbox"/> Gas Final                | _____ |
| <input type="checkbox"/> Mechanical Final         | _____ |
| <input type="checkbox"/> Plumbing Final           | _____ |
| <input type="checkbox"/> Electrical Final         | _____ |
| <input type="checkbox"/> Energy Final             | _____ |
| <input type="checkbox"/> Building Final           | _____ |