

INTRODUCTION

To process and review, permit applications in a timely fashion, the documents and document descriptions listed in this guide are the minimum requirements necessary for permit submittal and review. The more information provided, the easier and faster the approval process will be for the project. To avoid delays, submittals must be complete and clearly describe the scope of work and how the project complies with adopted codes and ordinances.

If you should have any questions regarding the minimum requirements of submittal, please contact the Permits and Inspections Department before submittal. bldgpermits@burlesontx.com

ADOPTED BUILDING CODES (with City Amendments)

2021 International Building Code (IBC)	2021 International Energy Conservation Code (IECC)
2021 International Mechanical Code (IMC)	2021 International Plumbing Code (IPC)
2021 International Fuel Gas Code (IFGC)	2021 International Fire Code (IFC)
2020 National Electrical Code (NEC)	

[Amendments](#) to all codes and the [Zoning Ordinance](#) are available online.

The City of Burleson has adopted these building codes to ensure that buildings constructed in the City are safe for use by our citizens. The adopted codes are the *minimum* regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

COMMERCIAL BUILDING PERMIT GENERAL INFORMATION

DESIGN CRITERIA

Snow:	5 psf Roof Snow Load – see 2021 IBC Figure 1608.2
Wind Exposure:	Main Exposure B
Wind Speed:	115 (3 sec-gust) / 76 fastest mile
Seismic:	In accordance with 2021 IBC Section 1613 or ASCE 7
Design Frost Depth:	6 inches
Rainfall:	6.0 inches per hour - Local amendment to 2021 IPC Figure 1106.1
Termite:	Very Heavy
Decay:	Slight to Moderate
Climate Zone:	2A warm humid

COMMERCIAL BUILDING PERMIT SUBMITTAL CHECK SHEET

Completed Commercial Building Permit Application	Project registration with the TDLR
Completed Statement of Required Special Inspections	Soil investigation report affidavit
Energy compliance report	Detailed Site Plan
Printed set of construction plans	PDF of construction plans

Site Plan: Scaled and dimensioned, showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, utility plans, and detailed landscape plan

Architectural with Code Data: Scaled and dimensioned, showing floor plan (all rooms labeled), wall section details, roof details, floor / ceiling details, exiting system, door and window schedules, exterior elevations, stair details, and accessibility details.

Code Data: Construction type, occupancy classification(s), total square footage, allowable area calculations, occupant load (including occupant load rate used in calculation)

Structural: Foundation and structural plans of the building shall be designed and sealed by a registered professional engineer

MEP's: Complete detailed plans showing mechanical details, electrical details (including load calculation and riser diagrams) and plumbing details (including riser diagrams for gas, water and sewer). Plans shall be designed and sealed by a registered professional engineer.

CODE ANALYSIS AND ARCHITECTURAL PLAN INFORMATION

CODE DATA	CODE REFERENCES
Identify all Occupancy Group Classifications	2021 IBC Chapter 3 & 4
If applicable; show compliance with mixed occupancy provisions	2021 IBC Section 508
Actual Area vs Allowable Area (1. Floor area breakdown for each floor; 2. Include any area increase documentation)	2021 IBC Chapter 5
Actual Height vs Allowable Height (include any height increase documentation)	2021 IBC Chapter 5
Actual Stories vs Allowable Stories (include any story increase documentation)	2021 IBC Chapter 5
Type of Construction	2021 IBC Chapter 6
Identify fire-resistance rated building elements	2021 IBC Table 601
Identify fire-resistance rating of exterior walls	2021 IBC Table 602
Identify fire-resistance rating of doors & windows	2021 IBC Table 715.4 / 715.5
Specify if a sprinkler system is provided and the type of system	2021 IBC Chapter 9
Occupant load calculations for each area and the total for the building	2021 IBC Section 1004 & Table 1004.5
Exit width and required exits vs exit width and exits provided	2021 IBC Chapter 10

ADDITIONAL PERMITS NOT INCLUDED WITH BUILDING PERMIT

Building and site signage	Fire alarm
Fire suppression systems	Irrigation Systems
On-Site Sewage Facilities	Health Permits (food service establishments, public swimming pools & spas)
Fences	Retaining walls (4' in height or larger)

REVIEW TIMELINES

The initial review of commercial permit applications will take up to 20 business days. The review of subsequent submittals will be reviewed within 10 business days.

The Fire Marshal's office requires a [Fire Code Review](#) of the plans to be reviewed by an approved third-party.

APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

PLANNING

Final Plat
Commercial Site Plan
Special Zoning Approval
Old Town Review Board Approval

DEVELOPMENT ENGINEERING

Accepted Civil Construction Plans
Community Facilities Contract
Letter of Map Revisions (submitted to FEMA)

FIRE MARSHAL

Fire Code Review

ENVIRONMENTAL HEALTH SERVICES

Septic Systems
Restaurants

CONTACT LIST

Department	Questions Regarding	Email	Phone
Development Engineering	Surface drainage, water, sewer, floodplain, erosion control, lot grading, public sidewalks, drive approach, existing and future right-of-ways	pwdeveng@burlesontx.com	817-426-9611
Planning	Zoning questions, land use, platting, landscaping regulations, parking regulations, Old Town Design Approval	devserv@burlesontx.com	817-426-9611
Fire Marshal	Fire code, fire lanes, fire hydrants, fire suppression systems, special locking systems, and kitchen vent-a-hood systems	rmoore@burlesontx.com	817-426-9174
Permits and Inspections	Permit submittal requirements, Building code questions	bldgpermits@burlesontx.com	817-426-9632
Environmental Health Services	Public and semi-public swimming pools and spas, restaurants and on-site sewage facilities	environmentalservices@burlesontx.com	817-426-9635
Texas Department of Licensing & Regulations (TDLR)	Texas Architectural Barrier Act https://www.tdlr.texas.gov/ab/		1-800-803-9202
Texas Department of Health	Asbestos Regulations https://www.dshs.texas.gov/asbestos-program		1-888-963-7111