

REQUIREMENTS FOR COMMERCIAL/RESIDENTIAL BUILDING PROJECTS

- (1) **RECEIVE COMPLETE BUILDERS' PACKET**
- (2) **DEVELOPMENT PLAT** .Two (2) copies and \$50.00 filing fee will be required before plan review process will proceed. This applies to new construction and additions to existing structures.

Upon approval of the plat, the developer shall submit:

- A. Two (2) prints and two (2) mylar copies (bearing original signatures) of the approved plat.
B. Tax certificate indicating all taxes for current and prior years have been paid.

Refer to City of Cleveland, Development Plat Ordinance No. 709 (handed out with builders' packet) for details.

- (3) **PROOF OF RENTAL OF WASTE MANAGEMENT* DUMPSTER IS REQUIRED BEFORE PERMIT WILL BE ISSUED.** Dumpsters are required on all construction sites. *Waste Management is the contracted waste hauler for the City of Cleveland. Dumpsters owned by the building contractor may be used but must be marked with the company name.
- (4) **PROOF OF RENTAL OF A PORTABLE RESTROOM IS REQUIRED BEFORE PERMIT WILL BE ISSUED.** Portable restrooms are required on all construction sites.
- (5) **THE FOLLOWING DRAWINGS ARE REQUIRED FOR APPROVAL:**

FOR NEW CONSTRUCTION OR ADDITION TO AN EXISTING BUILDING:

Specifications and Building Plans - Two (2) copies with sufficient clarity and detail to the nature and character of the work. Plans shall include, but not be limited to the following:

- A. Foundation Plan
B. Floor Plan (including exits requirements)
C. Typical Wall Plan (including fire protection requirements)
D. Roof Section Plan
B. Plumbing Diagram
F. Electrical Diagram (including electrical loads)
G. Mechanical Plan (including size of units)
H. Fire Protection Equipment (if required)
I. Completed RES Check or COM Check (State of Texas Energy Requirements).

ALTERATIONS, REHABILITATION, AND/OR REMODEL

Specifications and Building Plans -One (1) copy with sufficient clarity and detail to the nature and character of the work. Plans shall include, but not be limited to the following:

- A. Floor Plan (including exit requirements)
- B. Typical Wall Plan (including fire protection requirements)
- C. Plumbing Diagram (including demolishing work)
- D. Electrical Diagram (including load changes)
- E. Mechanical Plan (including wall penetrations)
- F. Completed Res Check or COM Check
- G. Asbestos survey completed for commercial projects check with building officials depends on extent of renovations and building age. Chart provided for information.

ALL PLANS WILL BE REVIEWED AND APPROVED BY BUILDING INSPECTOR PRIOR TO A PERMIT BEING ISSUED.

A CERTIFICATION OF OCCUPANCY WILL BE ISSUED TO BUILDING OWNER(S) AFTER FINAL INSPECTIONS ARE COMPLETED AND APPROVED.

BUILDING ORDINANCE

Sec. 29-3. Building Permits

- (a) Required. Hereafter any corporation, firm or any person or persons desiring to erect, repair, alter or recover any buildings within the corporate limits of the City of Cleveland, Texas, where the estimated cost of such erection, repairing, altering or recovering any building shall cost more than one hundred dollars (\$500.00) shall first make application to the said city council for a permit for such erection, alteration or repairs to be made, the character of roof to be put on said building, and describing in detail the character of material to be used in making such proposed building repairs, alterations, or roof, including therein the estimated cost of such repairs, building, alterations, etc., and where the said city council shall reasonably find that no unnecessary fire hazard has been created by the erection of a building, or repair, etc., the said city council shall approve this application and issue or cause to be issued a permit authorizing such building to be erected, repaired, altered or covered, as the case may be, with the character of material therein described.
- (b) Application. As per Ordinance.
- (e) Fees Required. As per Ordinance.
- (d) Penalty. Hereafter, any corporation, firm, their agent or agents, or any person or persons who shall erect, repair or alter any building within the city limits of the City of Cleveland, Texas, without making application and securing a permit as provided by this section shall be deemed guilty of a misdemeanor and on conviction thereof shall be punished by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00), and each day that work shall proceed on said building shall be deemed a separate offense.