



Commercial Building Application Packet

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Section 101: Requirements & Exemptions

Requirement. Any site improvements to commercial properties must go through this Checklist for building plan review and issuance of building permit.

Exemptions. Any properties with a single family or two family (duplex) uses.

Section 102: Pre-Application Meeting.

- A. Purpose. The purpose of the meeting is to gauge the complexity and size of what is being proposed, to discuss requirements, and to determine the most effective way to schedule the review so that the town and the developer can work through issues cooperatively.
- B. Required. A pre-application meeting is recommended before filing an application.
- C. Exemption from Meeting. A pre-application meeting may be waived by the Building Official.
- D. Deadline for submitting application after meeting. Application submittal cannot occur later than ninety (90) calendar days after pre-application meeting, unless otherwise waived by the Building Official. If not waived, another pre-application meeting must occur before application submittal.

Section 103: Application Submission Requirements.

Submit all documentation in this Section to permits@fairviewtexas.org

The following items shall be provided to begin completeness review. A checklist is provided in this packet:

1. Site Plan / Dimensional Control Plan with fire lanes and fire details as necessary.
2. Approved Stamped Civils
3. Town of Fairview documents, letters or permits such as CUP, SUP or Variances.
4. Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
5. Copy of Recorded plat or Proposed plat.
6. Drainage Plan consisting of Drainage Area Map, existing typography, pre & post run off calculations, curbs, gutters, inlets, storm pipes, ect..
7. Storm Water Management Plan with permanent best management practices.
8. Storm Water Pollution Prevention Plan for sites greater than one (1) acre. Erosion Control Plan for all other sites.
9. Grading Plan
10. Paving Plans with pavement materials, thickness, and specifications.
11. Sidewalk details, commercial driveway details, pavement repair details for street cuts, and TxDOT details as necessary.
12. Traffic Control Plan if any temporary closure of a street lane is necessary for construction.
13. The water and Sanitary sewer plan indicating the location of nearest fire hydrants, utility connections, fire line connections, irrigation connections,ect..
14. Parking and landscape plan
15. The location of all outdoor facilities for waste disposal and required visual screening devices.
16. Construction Elevation Plans indicating the height of building and type of exterior construction materials.
17. The type, location, height and orientation of all external illumination facilities proposed.
18. Soil Analysis Report by the engineer
19. Foundation Plan Sealed by engineer.

20. Structural framing and roof plans sealed by engineer
21. Floor plans to scale, indicating the use of each room/area and door/window schedule.
22. Flood proofing plans if located in FEMA designated flood plain. Flood Plain application.
23. Asbestos survey or certification by engineer and abatement certificate if necessary for renovation, remodel, addition or renovation.
24. Building, Mechanical, Electrical and Plumbing Plans as separate PDF s indicating compliance with Town of Fairview adopted code.
25. COM check or commission report with approved energy forms. Commercial Energy Compliance: Please provide 2018IECC or ASHRAE 90 Envelope, Interior Lighting, Exterior Lighting, and /or Mechanical COM checks as appropriate for the project scope. Note: COM checks may not be a mixture of IECC and ASHRAE; one compliance path must be used for all COM checks.
26. TDLR registration if project is more than \$50,000
27. Separate PDF/ Permit Fire Alarm Plans
28. Separate PDF/ Permit Fire Suppression System Plans
29. Secondary containment plans required for all flammable and combustible storage tanks to include piping above and below ground storage.
30. Geo-technical report
31. Drainage Affidavit
32. Impervious Area Form
33. Special Inspections Form
34. SWPPP Form
35. Dark Sky Lighting Form
36. Separate PDF/ Permit Access Control Plans

Section 104: Completeness Review

Once items have been submitted to the Town, it shall have fifteen (15) calendar days to review for completeness. Completeness shall be determined by the Building Official reviewing all items submitted and verifying all applicable items are present. If the Building Official determines it compliant under this review, then it moves to a submittal review. If deemed non-compliant, the applicant will be notified in writing of the reasons for noncompliance. Submittal of the application for a completeness review is not regarded as an official filing of the application.

Section 105: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Building Official. Submittals shall be as outlined below:

- A. First (1st) submittal. Plan Reviewer shall review the first(1st) submittal within fifteen (15) calendar days of the completeness review and submit comments to the applicant in writing. If necessary, the plan reviewer can meet with the applicant to thoroughly describe their comments, if contacted by the applicant to request the meeting of phone meeting.

- B. Setting up inspections, payment, and time frames. An applicant shall contact the Town to set up any required inspections and pay required fees. The Town shall inspect the improvement within three business days of contact to the Town. Inspections that are called in previous day will be scheduled for next day. Emergency or same day inspections will incur additional fees.
- C. Town response to inspection. The Town shall issue written approval or denial of an improvement. If denied a checklist will be created that list all deficiencies to be corrected and set via email. The applicant will be responsible for rescheduling an inspection.
- D. Disclaimer and responsibility of applicant. Inspection by the Town, or a failure of the Town to inspect construction as required herein, shall not in anyway impair or diminish the obligation of the applicant to install improvements in accordance with the Town.

Section 109: Submittal of Items in Finalization Checklist Before Scheduling of Final Building / Site Inspection.

Before the Town will conduct a final inspection, the Applicant will need to submit items per the Checklist to the satisfaction of the Town. All forms, test results and reports must be submitted prior to a final inspection. Temporary Occupancy may be requested and approved/disapproved by the Fire Department and Building Department. Fire suppression systems and State inspected elevators must be in working condition.

Section 110: Modification of Approved Plans.

Any proposed changes to the approved plans shall require a modification to that approved plan which will require additional plan review and additional plan review fee.

Section 111: Expiration of Plans.

Approved plans shall expire 180 days from the date of approval by the Town. Extensions without additional fees will be by the discretion of the Building Official.

Section 112: Appeals.

Any decisions relating to completeness review, submittal review, early land clearing/site grading, and any inspection results may be appealed to the Town Council within fifteen (15) calendar days after the date of the decision or the date of inspection. This request must be made in writing to the Department within this date window. Town Council will hear the item within sixty (60) calendar days of the written request. A decision to affirm or reverse the results will be by majority vote of the members present at the meeting.



Owner's Authorization Letter

I/we hereby certify that I/we am/are the owner(s) of the described property. I/we am/are respectfully requesting processing and approval of permit(s) and/or project(s) reviews. I/we hereby authorize the Applicant listed on this letter to act on my/our behalf during the processing, review, presentation of this request and any inspections associated with this request. They shall be the principal contact with the Town during the processing, review, presentation of this request and any inspections associated with this request

Name of Applicant or Company (Printed)

Date

1st Owners Signature

Date

1st Owners Printed Name

Date

2nd Owners Signature

Date

2nd Owners Printed Name

Date

Additional owners please provide their signatures, date, printed name, and date on separate letter. This additional letter will also need to be notarized as well. Failure to provide additional property owner(s) and/or produce incorrectly may result in delay.

Be aware the person(s) who represent a corporation, limited liability company (LLC), or similar type of corporation regarding property ownership must provide documentation along with this letter indicating they have authority to sign for said corporation. Failure to provide may result in delay.

ATTEST: THE STATE OF TEXAS: COLLIN COUNTY

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE ____ DAY OF _____, 20__

NOTARY PUBLIC

(Seal)



Site / Building Plan Application Checklist

Note: The Plan will not be considered complete or filed unless the following requirements are met. The checklist must be completely filled out with a Y (Yes), N (No), or NA (Not Applicable) for each request under the “provided” category. This checklist must be included with the submittal **if an item is missing from the list it will be considered incomplete and the project not accepted for review and rejected in its entirety.** This checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. **Everything is to be submitted electronically in Adobe PDF format, one (1) copy of each item.**

Provided	Required Items for Application Submittal Package.
	Pre-application meeting confirmation indicating the meeting has been conducted or documentation from the Planning Director the pre-application meeting is not needed for this project. (Should be within a ninety (90) calendar day window of submitting application for completeness review or Town may request another pre-application meeting during the completeness review comments).
	Owner’s authorization for agent giving the applicant permission to file on behalf of the owner or the signatory authority if it is a corporation. This must be submitted on letterhead.
	Deed showing current ownership. Proof of signatory for corporations is required.
	Certified tax certificate or other evidence that taxes have been paid.
	Support documents, including but not limited to, TIA, Flood Study, Geotechnical Report, Environmental Site Assessment, Drainage Reports, Lift Station Reports, HEC Models.
	Provide the recordation number for any offsite or separate instrument easements.
	Traffic Impact Analysis (TIA) letter: Letter providing the trip generation based on the current edition of the ITE Trip Generation Manual. The letter shall contain each of the proposed land uses for the site, with the units of measure for each, the traffic generation for each unit of measure, the trip generation quantities (AM peak, PM Peak, and the ADT). The letter shall be signed and sealed by an engineer. This letter will be used by the Town Engineer
	Recent Title Commitment (dated within 1 year; if the title commitment is older than 1 year, submit a property report or nothing further certificate).
	Texas Department of Licensing and Regulation (TDLR) ref # (Architectural Barriers Act).
	Driveway permit for any private, County, or State Road systems.

	Texas Commission on Environmental Quality (TCEQ) approval for water and sewer installation regarding public utilities.
	Provide Notice of Intent (NOI) for projects, as applicable.
	Flood study if disturbing the estimated base level engineering (BLE) or the base flood elevation (BFE)
	If a lot or lots is/are not to be served by sanitary sewer, a certification shall be included from the County Health District that certifies that planning materials and a suitability report have been submitted to it and accepted. Application for Septic.
	Provide a stormwater pollution prevention plan prepared in accordance with Section 402 of the Clean Water Act and Chapter 26 of the Texas Water Code. Construction General Permit No. TXR150000 is required for 1-acre (or more) disturbance.
	Provide a jurisdictional determination under section 404 of the Clean Water Act. If proposed construction crosses and/or is adjacent to geographical water features.

Provided	In General. (Coversheet – Photometric Plans to be combined into one set).
	Cover Sheet (24" x 36" sheet)
	General Notes (24" x 36" sheet)
	Plat (24" x 36" sheet)
	Survey & Demolition Plan (24" x 36" sheet)
	Site Plan (24" x 36" sheet)
	Erosion & Sedimentation Control Plan (24" x 36" sheet)
	Grading & Drainage Plan (24" x 36" sheet)
	Addressing Plan (24" x 36" sheet)
	Utility Plan (24" x 36" sheet)
	Fire Prevention Plan (24" x 36" sheet)
	Maintenance of Traffic (MOT) Plan (24" x 36" sheet)
	Standards Details (24" x 36" sheet)
	Tree Survey Plan (24" x 36" sheet)
	Landscape Plan (24" x 36" sheet)
	Irrigation Plan (24" x 36" sheet)
	Photometrics Plan (24" x 36" sheet)

	Include the title of each sheet (i.e. site plan, landscape plan, grading plan, etc.) along the right edge, visible when rolled.
	All sheets shall be lettered & numbered in order such as...C-1, E-1, etc. These letters & numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
	A box shall be provided in the bottom right corner of every sheet for an approval stamp and initials (please see layout example in the Cover Sheet section of the application).
	All property lines shall be identified with a solid, heavy, and black line.
	All offsite easements are required to be recorded prior to the approval of the plat. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required.
	If an adjacent street is sub-standard or needs widening, right-of-way and pro-rata cost participation is provided.
	Proposed and dedicated right-of-way, include acreage.
	If a TIA is proposed, the TIA is required to be approved prior to the approval of the site development permit. If the TIA recommends improvements, provide the improvements as part of a construction plan application.
	Verify no encroachments in "Sight Triangle"
	Location of 100-year floodplain per approved FEMA FIRM maps.

Provided	Coversheet.
	<p>Title block including the following in the top center of the page:</p> <p style="text-align: center;"><i>Project Name (in italics)</i></p> <p style="text-align: center;">Site Plan</p> <p style="text-align: center;">Project Number (This # will be assigned during the first review of the plan set)</p>
	Location sketch below the title block in the center of the page. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale 1" = 2,000'. The latest edition of the USGS 7.5-minute quadrangle map is recommended.
	<p>Project information to the left of the location sketch including the following:</p> <ul style="list-style-type: none"> A. Property owner name, address, and phone number. B. Name, address, phone numbers, and emails of the developer and all professionals who have contributed to the plan set. C. Submittal date.

	<p>D. Land use summary including zoning, proposed use, acreage, total impervious cover, total building impervious cover.</p> <p>E. Property information including legal description.</p> <p>F. Future Land Use Category as identified on the Future Land Use Map.</p> <p>G. List of required offsite easements and recordation numbers.</p> <p>H. Contact information for Town and non-Town related utilities, including but not limited to water, wastewater, natural gas, electric, fiber-optics, telephone. Also include fire dept & health department.</p>
	Index to the right of the location sketch which includes the page and name of each plan provided in the set.
	Include signature blocks in the bottom center of the page for the Planning & Development Director and the City Engineer and indicate their titles under the signature block. Above the signature block include the following language: "This Site Development Plan was approved by the Town of Fairview on the ____ day of _____, 20____". Make sure to provide enough space vertically and horizontally to write legibly on the blanks.
	For sites served by a private water utility, the Texas Public Utility Commission certificate number, date of certification, and name of water utility serving the subdivision shall be shown.
	Include revision block in the bottom left-hand corner with revision #, description, and approval blocks in a combined table format.

Example Revision Block:

Revision #	Description	Approval

Example Cover Sheet.

Project Name Site Plan Project Number	
Project Information	<div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto; text-align: center; line-height: 80px;">Location Sketch</div> <div style="text-align: right; margin-top: 20px;">Index</div>
Revision Block	<div style="text-align: center; margin-top: 20px;">Signature Block</div> <div style="text-align: right; margin-top: 20px;"> <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Approval</div> <div style="margin-left: 10px;">1 of 1</div> </div>

Provided	General Notes.
	Insert General Notes.
	Ensure that the date of the most recent notes is included within the general notes sheet.
	If any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.

Provided	Plat.
	Recorded plat that is applicable to the development.

Provided	Survey & Demolition Plan.
	Survey including the existing conditions such as easements, improvements such as buildings and pavement. Plan sealed by a State licensed surveyor or engineer.
	Identify improvements for demolition.

Provided	Site Plan.
	Scale, & North arrow (at top of sheet if possible)
	Boundary lines (drawn with heavy line) with metes and bounds description.
	Property lines of adjacent properties showing the names of adjacent plats.
	Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. <i>All easements of record as indicated on the most recent title run (dated: _____, conducted by _____) for this property are shown on this site plan.</i>
	Location, dimensions, square footage and intended uses of the site. If uses are not known at this time, a note is provided on the site plan as follows: <i>Uses for this site are currently unknown. This permit therefore proposes no uses at this time. Uses will be proposed at a later date in conjunction with future permits and in compliance with the Town Code.</i>
	Provide the following note: <i>All site utility lines are proposed to be located underground.</i>
	Location of all setbacks and easements on the property.
	Water , Sewer & Storm water
	Lighting Plan

	A parking summary table is provided showing the minimum and provided off-street parking is provided for each proposed Use in compliance with the Zoning Ordinance.
	Parking space elements, including but not limited to, curbs, wheel stops, bollards.
	Parking lot layout which includes at minimum the following: Dimensions of parking spaces & aisle widths, driveway intersection sight distances, and driveway and aisle curb return radii
	Indication of the parking minimums for each total land use and the parking provided on the premises, include number of parking spaces in each row on the plan set. This includes required handicap spaces.
	If the project is proposed to be developed in phases, a clear delineation of the phase lines is shown on the site plan. Provide the timing of the phases.
	Bike rack locations, including number of spaces, and schematics.
	Location and stacking capacity of any drive-thrus.
	Location and schematics of proposed dumpsters.
	Hazardous Materials Storage Tanks: provide location, capacity, purpose, product that will be stored, state whether tanks will be above or below ground. Provide distance between tanks, buildings, property lines, access drives, and any fuel dispensing devices. Provide schematics of proposed tanks as well.
	Designation of any sites for special uses including churches, sewage disposal plants, water plants, business, industry, or other special land uses. If proposed use is unknown, designate as unrestricted. Where a proposed site in the area taken in by a proposed addition is planned for a school, park or public building such site shall be reserved on the plat for the proposed facility.

Provided	Erosion & Sedimentation Control Plan
	Scale, North arrow (at top of sheet if possible), and plan has been sealed by a State licensed Engineer.
	A delineation of the "Limits of Construction", or the area of the site that will be disturbed by construction activities. Specify total disturbed acreage on plan.
	Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities is shown.
	Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
	The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction

	are shown.
	Contractor staging areas, vehicle access areas, any spoils storage areas, and concrete washout locations are identified. Include silt protection of the immediate downstream sides of the areas.
	A plan for restoration for the mitigation of erosion in all areas disturbed during construction is provided.
	Identify at least one (1) construction entrance, include schematics on Town ROW.
	Identify the locations of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the plan must be omitted from the legend and drawing.
	Identify each phase of the plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that take into account a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place.
	Provide the following note: "The Town of Fairview has the authority to add or modify erosion/sediment controls on site throughout the duration of the project."
	A Maintenance agreement and plan shall be filed in the real property records of the County. The pond's engineered drawing specification sheet(s) shall be included in the plan as part of the recorded agreement. This plan needs to include the location of the water permanent storm water control facility such as a water quality or detention pond, and allow the Town or its contractors access to the facility for periodic inspection.
	The location of all storage tanks.
	The general flow direction of storm water entering and leaving the site. Include existing and proposed drainage patterns.
	Indication of how off-site storm water runoff will be conveyed including sheet flows from adjoining properties
	Locate and describe any environmentally sensitive area that will receive storm water directly from the site.
	Specific locations where slope stabilization techniques will be utilized
	Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
	Existing landscaping, vegetation, and other natural features with protective fencing locations.

Provided	Grading & Drainage Plan.
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	Scale, & North arrow (at top of sheet if possible), and plan has been sealed by a State licensed Engineer.
	Detailed design of all drainage facilities, including but not limited to detention ponds, water quality ponds, pond outlet structures, berms, improved channels, or other improvements. This shall include all relevant models, spreadsheets, and other aids utilized in this design.
	Adequate access is provided for maintenance of and repair to drainage facilities.
	Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
	Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
	Attendant documents containing design computations and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the Town for review. This report will contain all constants, assumptions, and calculations required in the design process.
	Existing conditions drainage area map including contributing drainage to storm sewer and/ or tie-ins for onsite and offsite areas. Show concentration paths.
	Peak runoff computations in table format for drainage areas in existing conditions. For each drainage area, include assumed impervious cover, acreage, time of concentration calculations, intensity, runoff coefficients or curve number, and peak flow rates for 2, 25, and 100-year frequency storm events.
	Label building finished floor elevations.
	Location, dimensions, slope, and flow line of existing drainage systems including, but not limited to channels, ponds, waterways and storm sewer systems.
	Proposed conditions drainage area map including contributing drainage to storm sewer and/ or tie-ins for onsite and offsite areas. Show time of concentration paths.
	Proposed conditions drainage area map including contributing drainage to storm sewer and/ or tie-ins for onsite and offsite areas. Show time of concentration paths.
	Peak runoff computations in table format for drainage areas in proposed conditions. For each drainage area, include assumed impervious cover, acreage, time of concentration calculations, intensity, runoff coefficients or curve number, and peak flow rates for 2, 25, and 100-year frequency storm events.
	Location, dimensions, slopes, and flow lines of proposed drainage system.
	Location, dimensions, slopes, and flow lines of proposed detention basins. Provide pond section and outflow release device details.

	Detention pond sizing calculations.
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Provided	Addressing Plan.
	Scale, & North arrow (at top of sheet if possible).
	Plan follows Collin County 911 Guidelines for Addressing Structures.
	Provide an address plan that demonstrates the building and unit numbers.
	If the proposed commercial or industrial building(s) will have multiple tenant spaces, provide a building floor plan illustrating how the tenant spaces will be arranged.

Provided	Utility Plan.
	Scale, & North arrow (at top of sheet if possible), and plan has been sealed by a State licensed Engineer.
	Provider or method of proposed water and wastewater service is identified.
	The layout, size and specific location of proposed water lines, fittings, meters, valves, and other similar features to operate water.
	The layout, size and specific location of proposed wastewater lines, manholes, and lift stations and other related structures to operate sanitary sewers.
	Provider or method of proposed water and wastewater service is identified.
	Location of Cross Connection Devices
	Design details showing the connection with the existing water & wastewater systems.
	Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50-foot intervals are provided.
	Detailed designs for lift stations, or other special wastewater appurtenances if applicable, are provided.
	Utility demand data, calculations supporting water system design (which will be used to support the water meter sizing), sanitary system design, & storm system design.

Provided	Fire Prevention Plan.
	Scale, & North arrow (at top of sheet if possible), and plan has been sealed by a State

	licensed Engineer.
	<p>Fire suppression, alarm and access control are submitted by separate permit and separate PDF s. Contact the Town of Fairview Fire Marshal for submittal information. The minimum widths and clearances established in Section 503.2.1 of the International Fire Code (2018) and any area marked as a fire lane as described in Section 503.3 shall be maintained at all times. as approved by the Fire Marshal. Schematics shall be provided of these options. Plans must be submitted electronically.</p> <p>To submit plans electronically, send to fireplans@fairviewtexas.org Fire Inspections can be scheduled by emailing fireinspections@fairviewtexas.org.</p>
	The location of existing and proposed fire hydrants, including the in between distances. Ensure spacing meets Appendix B, 2018 International Fire Code.
	If using a private water supplier, provide proof of sufficient water supply in accordance with ISO standards for fire protection.
	Provide existing fire flow calculations. An existing fire hydrant can be tested for basis of flow.
	Provide location of all blue fire hydrant markers in accordance with adopted IFC.
	Schematics indicating the type of hydrant to be placed on premises and/or ROW.
	Schematics indicating the construction of the driveway base and type of pavement used for fire lanes.

Provided	Maintenance of Traffic (MOT) Plan.
	Provide a road and/or sidewalk closure plan if closure is necessary during construction.
	Provide proposed markings and signage in accordance with Texas Manual for Uniform Traffic Control Devices and Texas Dept. of Transportation (TXDOT) standards for road and/or sidewalk closure.
	Provide a shown detour route if a road and/or sidewalk is closed entirely.

Provided	Standards Details.
	Insert the applicable Town Standard Details. Contact Town Engineer.

Provided	Tree Survey Plan
	Scale, & North arrow (at top of sheet if possible), and plan has been sealed by a State licensed Landscape Architect, Engineer, or Surveyor; each page.

	Identify quantity, type, general name, species, and diameter of all preserved trees. <i>Plan identifies current location of trees. Refer to Town of Fairview Code of Ordinances Natural Resource Management and Tree Protection.</i>
	All rules governing the protection of trees and natural areas should follow article 3.15.079 Chapter 3 Article 15 Division 3 Town Code of Ordinances.
	A protected tree shall be considered to be preserved only if a minimum of 75% of the critical root zone is maintained at undisturbed natural grade and no more than 25% of the canopy is removed due to building encroachment.
	Tree protection: 3.15.104 Appendix E Code of Ordinances.
	All items Required on Tree Survey: 3.15.104 Appendix D Code of Ordinances
	Construction plan requirements to include Appendix D& E 3.15.079(2)-(4)
	Standard Tree Preservation Notes.

Provided	Landscape Plan.
	Scale, & North arrow (at top of sheet if possible), and plan has been sealed by a State licensed Landscape Architect, if prepared by a Landscape Architect; each page.
	Location of all landscaping material to be used including paving, benches, screens, fountains, statues, topography, ponds/lakes, or other landscape features; provide schematics of structures as well.
	Quantity, type, general name, and size (caliper inch and gallon size) of all proposed plant material, including grasses in a plant legend.
	Location, size and species of all preserved trees.
	Landscaping and irrigation requirements for development within the commercial planned development district (CPDD) shall be established by the CPDD zoning ordinance, and shall not be subject to the requirements of the section. The American Standard for Nursery Stock, ANSI Z60.1-2004, shall be the nursery standard adopted by the town.
	Show minimum and proposed areas and plantings in legend. Landscaping areas may not be used to meet the parking lot landscaping requirement. Plans shall include a summary table that identifies the quantity and type of plants required by the code and the quantity and type of plants proposed by the applicant.
	Verify plant diversity standards, no one species shall make up more than fifty (50) percent of planted items.
	Buffer strips of at least 35 feet minimum width must be provided where a proposed nonresidential development abuts other nonresidential properties, and 75 feet minimum width where a proposed nonresidential development abuts residential properties.

	Where appropriate, existing growth must be incorporated into the buffer strips or landscaping design. Buffer strips must contain vegetation which will screen the view from adjacent residential property during all seasons.
	The spacing of street trees shall be in accordance with recommendations of the landscape administrator and article 14.02 (zoning) of the town's Code of Ordinances.
	Acceptable trees. The landscape administrator shall maintain a list of trees acceptable for planting along streets and within parks and other public areas. Trees other than those listed as acceptable may only be planted upon approval of the landscape administrator.
	Calculation of minimum required interior parking lot islands (# of total parking spaces/12 = requirement) Fractions are rounded up. Show calculations on plans.
	No materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the critical root zone of any protected tree. However, this restriction shall not apply to material storage in areas exempt from the tree protection and replacement requirements
	Trees shall not be planted within an area such that the mature critical root zone of the tree will interfere with then-existing or approved underground public utility lines (including water lines, wastewater or storm water drainage lines, sewer lines, transmission lines or other utilities).
	All landscaped areas, shall be protected with changes in grade, curbs, tire stops/parking blocks or similar barriers sufficient to protect them from vehicular intrusion. Parking stall depths shall be measured from the appropriate curbs, and tire stops shall be placed to provide two (2) feet of vehicle overhang. Show on plans.
	Percent of lot landscape area and number or required trees and shrubs per square foot.
	Location of all overhead electric lines within and adjacent to the development
	Show all ground mounted mechanical equipment and pole lighting.
	Show screening of mechanical equipment, parking lots, loading docks, outside storage, detention ponds.
	Show existing and proposed water, wastewater, storm sewer, and electrical lines and easements
	Show plantings in area where a future monument sign will be located.
	Proximity to fire hydrants. No trees shall be planted within ten feet of a fire hydrant.
	Standard Landscape Notes. Addition of following notes: 1. Landscaped areas shall be kept free of trash, litter, weeds, and other such

	<p>material or plants not a part of the landscaping.</p> <ol style="list-style-type: none"> 2. The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be maintained so as to present a healthy, neat and orderly appearance at all times and shall be kept free of refuse and debris. All planted areas shall be provided with an automatic irrigation system and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Landscape Ordinance. 3. All areas within street rights-of-way, utility or drainage easements as shown on an approved final plat, areas designated as cut/fill on the master construction plan approved by the landscape administrator, plus fire lanes, parking areas and building pad as shown on an approved site plan shall be exempt from the tree protection and replacement requirements specified herein. Utilities, fire lanes, parking areas and street layouts, however, may be altered during plan review by the town engineer in order to save specimen trees. 4. All disturbed areas and right-of-way will be re-vegetated by the developer. 5. Plant materials which die shall be replaced with plant material of similar variety and size within 90 days. 6. Landscape planting shall not be erected or installed in such a manner to interfere with exterior lighting, traffic view, or impose safety hazards.
	Provide schematics of how all new materials will be planted into ground.
	Provide schematics of how new trees will be supported at time of placement.
	Provide schematics of any required landscape fencing or walls.
	Provide schematics of any tree root barriers, tree wells, vertical tile, drain tile, and include locations on plans as well.

Provided	Irrigation Plan.
	Scale, & North arrow (at top of sheet if possible), and Plan has been sealed by a State licensed Irrigator; each page.
	Layout and description of the complete irrigation, sprinkler or water system, including placement of water sources, cross connection control measures, spray heads, drip irrigation lines, rain sensors, station layout and all other components of the irrigation system.
	Layout and description of irrigation, sprinkler or water system, including placement of water sources;

	Sprinkler head spacing shall be designed for head-to-head coverage and adjusted for prevailing winds. The system shall promote minimum runoff and minimum over spray onto non-irrigated areas (i.e., paving, walkways, buildings and other impervious areas).
	Provide information indicating sprinkler heads shall have matched precipitation rates within each control valve circuit.
	Show adjustable flow controls on circuit remote control valves. Pressure regulation components shall be required where static pressure exceeds the manufacturer's recommended operating range.
	Provide that valves and circuits shall be separated based on water use requirements, so that turf areas can be watered separately from trees, shrubs and ground cover.
	Provide serviceable check valves where elevation differentials may cause low head drainage adjacent to paving areas
	Provide documentation that automatic irrigation systems are equipped with an electronic controller capable of dual or multiple programming. The controllers shall have multiple cycle start capacity and a flexible calendar program, including the capability of being set to water every five (5) days.
	Provide for a rain and freeze sensor shut-off device if an automatic system.

Provided	Photometrics Plan.
	Plan has been sealed by a State licensed Engineer, State licensed Architect, State licensed Master Electrician, or a commercial lighting contractor; each page.
	Provide for a lighting schedule showing all the different fixtures related to the project.
	Provide for a luminaire location schedule which shows the direction and location of each fixture
	Layout of the proposed fixture's locations, light source locations, luminous area for each proposed light source with proposed foot candle measurements, type and height of the light fixture or of the light source above grade, & type of illumination.
	Provide schematics of proposed light poles & lighting heads. This shall include the lamp type, types of shielding, types of light cut offs (i.e., cutoff or full cutoff).
	Provide intensities and uniformity ratios in accordance with the Illuminating Engineering Society of North America (IESNA)
	Provide location of any proposed or existing vegetation and building/structures on plans in relation to external lighting. Lighting should take into account growth patterns in vegetation and building/structure locations to avoid future dark spots.
	Identify use of sensor technology, if applicable.
	Standard City Photometric Notes

	<p>Lighting levels. Outdoor lighting installations shall be designed to avoid harsh contrasts in lighting levels between the project site and the adjacent properties.</p> <p>(A) District 1 shall conform with lighting level standards and lumen maximums established in Ordinance 2014-9-11B, as amended or may be amended in the future.</p> <p>(B) District 2 shall conform with lighting level standards established by this article. District 2 has a maximum limit of 50,000 lumens per developed acre for all lighting. The 50,000 lumens per developed acre maximum in district 2 applies to all lighting irrespective of shielding condition. Street lighting and lighting in public right-of-way (ROW) or easements don't count towards the 50,000 lumens per developed acre maximum. Commercial Planned Development District (CPDD) shall also comply with lighting standards established in Ordinance 2014-9-11B, as amended or may be amended in the future. Unless noted otherwise, lighting standards established for the CPDD in Ordinance 2014-9-11B, as amended or may be amended in the future, shall supersede in the event a conflict exists with the provisions of Chapter 3 Article 14</p>
--	---

My signature below is my confirmation that to the best of my understanding, each item checked above has been submitted with this plan application in accordance with the Town of Fairview Ordinance, Stormwater Management Policy, Standard Specifications and Details for Public Infrastructure, Transportation System Plan, Water Master Plan, Sanitary Sewer Master Plan, and all other applicable adopted Town ordinances, plans and policies.

Signature

Date

Printed Name

Company

Title

E-mail

Phone Number



Site Development Plan Finalization Checklist

Note: This will not be considered complete unless the following requirements are met. The checklist must be completely filled out with a Y (Yes), N (No), or NA (Not Applicable) for each request under the "answer" or "provided" category. **This information must be provided at the time of final inspection approval by the Town.**

Answer	Request
	Provide one (1) electronic read only drawings in a minimum 24" x 36" PDF format with signed "As Built", stamped by the project Engineer. Construction plans require contractor to prepare record drawings to Engineer. Engineer shall revise the original construction drawings to reflect any field revisions or approved Plan modification and submit completed "as-built" drawings.
	Provide GIS vector data of as-built infrastructure improvements. Infrastructure items shall include all wet and dry utilities, center line of roadways, drainage channels, culverts, street signage/signal location, sidewalk alignment, parcel boundaries and easements. Data shall include design information (i.e. pipe size, material, flowline, manhole size, depth, horizontal information, etc.) to the satisfaction of the Town
	Site development plan concurrence for project approval letter.
	Site development plan maintenance and inspection agreement.
	Provide documentation from the appropriate water quality regulating entity, that the project is approved or exempt.
	If sidewalks have been built, documentation of final inspection approval by a Registered Accessibility Specialist (RAS).
	Provide all testing reports to the satisfaction of the Town.
	Provide hydrologic and hydraulic floodplain management models to the satisfaction of the Town Engineer.
	Documentation of dedicated items to Town through separate instruments, as applicable.
	Payment of all fees.

Next page.

My signature below is my confirmation that to the best of my understanding, each item checked above has been submitted.

Signature

Date

Printed Name

Company

Title

E-mail

Phone Number

Engineer's Concurrence for Project Approval

Project: _____ **Date:** _____

Town Issued Permit Number: _____

Owner's Name & Address

Consultant Engineer's Name & Address

On this date, I, the undersigned Professional Engineer in the State of Texas, or my representative, have made a visual inspection of the above referenced project. No discrepancies from the approved site development plans or deficiencies in construction were visible or brought to my attention. I, therefore, certify that all improvements are in substantial compliance with the approved construction plans and all Town, State, and Federal requirements, including the Town Ordinance and Zoning Ordinance.

If applicable, for closeout of permits, I additionally certify that all project closeout procedures with other governmental entities have been completed and finalized with each entity prior to submittal of my concurrence letter to the Town of Fairview.

Signature

Typed Name

Engineering Firm Name

Registered Engineering Firm Number

(SEAL)

INSPECTION AND MAINTENANCE AGREEMENT

STATE OF TEXAS

)

)

TOWN OF FAIRVIEWTOWN OF FAIRVIEW, TEXAS

COUNTY OF COLLIN

)

THIS INSPECTION AND MAINTENANCE AGREEMENT, entered into this _____ day of _____, 20____, by _____ (hereinafter, the "Landowner"), whose address is _____.

WITNESSETH:

WHEREAS, the Landowner owns that certain parcel of land described as approximately _____ acre tract of land located in the _____ Survey, Abstract No. _____ and recorded in the Official Public Records of Collin County, Texas, as Instrument Number _____ and described in greater detail in Exhibit A attached hereto and incorporated by reference herein (hereinafter, the "Property"), and

WHEREAS, the landowner is constructing or has completed construction on the Property; and

WHEREAS, the Subdivision Plan known as _____, Town File No. _____ (hereinafter, the "Plan"), which is incorporated by reference herein, as approved by the Town provides for storm water maintenance facilities to be constructed on the Property for the health, safety and welfare of the citizens; and

WHEREAS, Town Ordinances require that on-site storm water management facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns (hereinafter, the "Facilities") and requires the acknowledgment and recordation of this Inspection and Maintenance Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency thereof is hereby acknowledge, the parties agree to the following:

1. That Facilities shall be constructed by the Landowner in accordance with the plans and specifications contained in Town Project No. _____.
2. That Landowner shall adequately maintain the Facilities. This includes all pipes and channels on or under the Property built to convey storm water to the Facilities, as well as all structures, improvements, and vegetation on or under the Property provided to control the quantity and quality of the storm water. Adequate maintenance is herein defined as good working condition so that the Facilities are performing their designed functions.
3. That Landowner shall inspect the Facilities and submit an inspection report annually within thirty (30) calendar days of the date written above. The purpose of the inspection report is to assure safe and proper functioning of the Facilities. The inspection shall cover the structures,

improvements, and vegetation on the Property to control the quantity and quality of storm water present on the Facilities. Any and all deficiencies shall be noted in the inspection report.

4. That Landowner hereby grants permission to the Town, its authorized agents, employees, and assigns, to enter upon the Property to inspect the Facilities whenever the Town deems necessary. The purpose of inspection is to follow-up on visible deficiencies, reported deficiencies, and/or to respond to citizen complaints. Except in the case of emergency, and to the extent Landowner has provided the Town with its contact information (email or telephone number), the Town may, but is not required to, provide prior notice to the Landowner of an inspection. The Town shall provide the Landowner copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner fails to maintain the Facilities in good working condition acceptable to the Town and fails to correct such condition(s) within the time designated by the Town, the Town may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner. This provision shall not be construed to allow the Town to erect any structure of permanent nature on the land of the Landowner that is different from or in addition to the facilities described in the Plan or outside of the easement for the storm water management facilities. It is expressly understood and agreed that the Town is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Town. For the purposes of this Agreement, "good working condition" means that the Facilities are performing in accordance with design specifications and/or manuals.
6. The Landowner shall perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the Facilities (including sediment removal) is outlined on the approved plans, the schedule shall be followed.
7. That in the event the Town pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Town within ten (10) calendar days after demand for all costs reasonably incurred.
8. That this Agreement imposes no liability of any kind whatsoever on the Town and the Landowner, its successors, assigns, and heirs, agree to hold the Town harmless for the design, construction, operation, maintenance or use of the Facilities and any subsequent improvements thereto. The Landowners its successors, assigns, and heirs shall indemnify and hold harmless the Town, its officers, employees, and agents from any direct or indirect loss, damage, liability, or expense and attorney's fees for any negligence of the Landowner, his contractors, engineers, agents, or representatives, arising out of the design, construction, or condition of the Facilities or the Landowner's operation, maintenance, or use of the Facilities including any non-performance of the foregoing. Any successor landowner of the Property shall have full responsibility and liability for the Facilities as herein described. All the above shall be covenants running with the land.

9. Landowner covenants and agrees that no habitable building shall be erected within the drainage area outlined in the pond design specification sheet and drawing attached hereto as Exhibit B herein, but this paragraph shall not preclude construction of other improvements within the drainage area which do not impede drainage. Landowner covenants and agrees that no habitable building shall be erected on the Property abutting the Facilities which shall have a finished floor at an elevation less than two (2) feet above the maximum depth of water in the detention pond which would occur during a 100-year frequency flood.
10. This Agreement shall be recorded among the land records of Collin County, Texas, shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any property owner's association.

AGREED AND EXECUTED THIS _____ DAY OF _____, 20____:

LANDOWNER:

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

**STATE OF TEXAS
COUNTY OF COLLIN**

This instrument was acknowledged before me on the _____ day of _____,
20____ by _____.

[SEAL]

NOTARY PUBLIC



TOWN OF FAIRVIEW COMMERCIAL BUILDING PERMIT APPLICATION

Project Address _____ Lot/Block _____

Property Owner (Name, Address, Phone, & Email) _____

General Contractor: _____ Phone: _____ Email _____

General Contractor Address: _____

Business / Tenant Name: _____

Trash Hauler Contractor: _____ Anything over \$10,000 requires a listed trash hauler on your permit
WHEREAS the Town, therefore, desires to grant to Republic Services the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract. Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at [RepublicServices.com/Customer-Support](https://www.republicservices.com/customer-support).

COMMERCIAL WORK BEING DONE:

- ☐ New Construction ☐ Addition ☐ Remodel ☐ Multifamily
☐ Detached Accessory Structure ☐ Commercial Demo ☐ New Construction (Shell) ☐ New Construction/Finish Out
☐ Other _____

Scope of work: _____

Valuation of work \$: _____

Square Footage _____ in/ft (Total under roof)

Subject property is ____ or is not ____ within the flood hazard area. Required lowest floor elevation is _____.

Business/Tenant Name: _____

Electric Provider: _____ Gas Provider: _____

Note: Please allow 7-10 business days for processing

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the Town of Fairview Code of Ordinances and any other applicable ordinance. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted. The permit holder is required to use only subcontractors registered with the Town of Fairview, where such a requirement is applicable. Separate permits must be obtained by all subcontractors.

APPLICANT SIGNATURE _____ DATE _____

TOWN APPROVED _____ PLAN REVIEW DATE _____

PICKUP SIGNATURE _____ DATE _____

TOWN OF FAIRVIEW, 372 TOWN PLACE, FAIRVIEW, TEXAS 75069, 972-562-0522

ALL PERMITS MUST BE SUBMITTED TO: permits@fairviewtexas.org

Section 113 : COMMERCIAL BUILDERS INFORMATION

Building Permit Application

1. Contractors Registration
2. Name of Applicant
3. Date
4. Job Address
5. Applicants Phone Number
6. Applicants Email
7. Owner Name
8. Owner Address
9. Owner email and phone number.
10. Valuation of Project
11. Total Square Footage
12. Description of Work
13. Signature of applicant

RVI Instructions:

- All remote inspections should be scheduled a minimum of one business day prior to the requested date.
- Schedule inspection either online or by telephone. 254.242.0008
- Schedule after-hours or emergency inspections on a case-by-case basis. Additional fees apply.
- Videotelephony platform: FaceTime (Note: Please leave a call back number for the inspector if you are requesting facetime instead of uploading photos.
- When scheduling the inspection, provide the address, permit number, and type
- Remote virtual inspection (RVI) may be done via live stream, pictures, video or any combination.

Part I – Jobsite Verification A live stream or recorded video or photo showing the street address and advancing to the location of the rooftop is required.

Part II – Inspection Procedures for Photo inspection. Pictures are required prior to the start of an inspection. (Be aware that an inspection will not take place without pictures.) The inspector will explain what is needed for photo submittals.

CONTRACTOR RESOURCE FOR NEW METER SETS

METER SET STANDARDS

The meter location is reading for meter installation when the below meter set standards are met:

- ☐ Builder will prepare meter set hole dimension at a minimum, 2ft wide, 1 ft deep, at curb height
- ☐ Builder must ensure that the location is marked, or that a trash receptacle with visible address must be present for meter installation.
- ☐ Brick or Stone must be provided to support the meter box
- ☐ Meter box with plastic lid must be provided onsite for meter installation. Metal lids are no longer permitted due to new meter technology interference.
- ☐ Meter location should be clean with no standing water or mud with curb stop exposed for meter installation.
- ☐ Original soil only should be used in the meter box at the curb. Sand is not an acceptable filler.

METER BOX INSPECTIONS

- ☐ Public Works will inspect the meter box and lid, curb stop, meter base and register and the meter tail installed prior to performing the regular requested installation
- ☐ Builder shall ensure that the meter box lid is in an open position for inspection of the water meter by the building inspector at the plumbing rough inspection
- ☐ Builder will ensure all meter set standards are fulfilled
- ☐ Meter box shall be set at curb height
- ☐ A solid brick or stone layer shall be provided to support the meter box
- ☐ Meter box must be level, including meter support
- ☐ Back fill the meter box as needed to secure placement
- ☐ 1-inch layer of gravel is required in the bottom of the box under the meter to reduce mud accumulation and interference of the meter technology
- ☐ Water meter area must remain clean and uncovered throughout the construction process

METER SET ASSOCIATED FEES

- ☐ Damage to City Property -All damage to the meter, meter register, box and/or lid are the responsibility of the builder and billable to the builder.
- ☐ A return trip fee may be assessed for each incidence that Town of Fairview Utility Billing department received an installation request but the meter location did not meet specifications.

INSPECTION SEQUENCE FOR NEW COMMERCIAL CONSTRUCTION

- SWPPP
- Electrical T-Pole
- Storm water installation /testing
- Sewer Underground installation/ testing (Mandrel, Vacuum test)
- Water underground installation / hydrostatic/ makeup test
- Fire loop installation / fire hydrostatic test/ flush and Microbial test
- Electrical underground
- Pavement sub-base/ pavement/ curb and gutter
- Rough-In Plumbing
- Setbacks
- Piers
- Foundation
- Special Inspections
- Tilt Wall
- Framing
- CMU
- Electrical Rough
- Above Ceiling
- Mechanical Rough
- Plumbing Top-Out
- Brick Ties / Brick Lentils
- EFIS Exterior Insulation Finishing Systems
- Building Envelope
- Driveway Approach
- Flat Work
- Gas Test/ Release
- Temporary Electrical Release
- Termite Certification
- Engineer Letter
- Customer Service Inspection
- Final
- Fire Final
- Signs
- Reports
- Pond inspection and maintenance agreement (if applicable)
- As-built
- All bills paid form
- Energy/Commission report
- Certificate of Occupancy

New Construction Trades Inspection Sequence

Mechanical with Hood

- Rough in
- RTU
- Smoke Test Hood
- First Wrap
- Second Wrap
- Ducts
- Final

Plumbing with Interceptor

- Rough in
- Grease trap
- Top-Out
- Above Ceiling
- Back-flow
- Sewer
- Water Service Line
- Final

Electrical

- Rough-In
- Above Ceiling
- Transformer
- Light Poles
- Emergency Lighting
- Torque Letter
- Labeling
- Final



Inspection Request

Inspection hours are from 8:00am-4:00 pm Monday – Friday. To request your inspection please call the Inspection Request line at 972-886-4250 or at inspections@fairviewtexas.org before 4:00 PM to receive your inspection the next business day. If you call in your inspection on Saturday or Sunday you will not receive your inspection until Tuesday.

Please provide:

1. Your name
2. The address where work is to be inspected. Suite Numbers. Lock Box code and instructions to the inspector if needed for entry. Example: "Access hatch is in electrical room on north side of building" or "Homeowner will meet you between 11am and 1pm"
3. Call back telephone number/ onsite contact if required.
4. Permit number
5. Type of inspection
6. Time you are requesting the inspection to take place.
7. If you are requesting an RVI inspection, please have all photos uploaded to your permit prior to calling for RVI inspection.

Please note: When calling for inspections, the inspection will be scheduled for the next business day. If you need same day inspection, we must receive it by 8:00am or it will be assigned the next business day.

Emergency Inspections may be called in at anytime and will incur a \$75.00 inspection fee and must be paid prior to inspection. Emergency inspections on weekends will incur a \$150 inspection fee and you must call 469.628.4913. Please leave detailed voice mail and return contact number.



Certificate of Occupancy Application

372 Town Place Fairview, Tx 75069

Phone (972) 562-0522

Date:
Requested Inspection Date:

Contact Building Inspections to schedule inspection. Inspection Request Line:

972. 886.4250 Request email: [Inspections@ fairviewtexas.org](mailto:Inspections@fairviewtexas.org)

Fire 972.886.4232 fireinspections@fairviewtexas.org

<input type="checkbox"/> Temp Power to Show	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Owner Change	<input type="checkbox"/> Name Change
<input type="checkbox"/> New Tenant	<input type="checkbox"/> Dividing Tenant Space	<input type="checkbox"/> Combining Tenant Spaces	
Tenant Address:		Business Name:	
Primary Use:		Sales Tax #	
Sale of Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Knox Box Application Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Department Contacted _____	
Sale of Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Dept. Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Outside Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Tenant (if any):		Existing Tenant(s) to Remain (if any):	
Total Tenant Space Area: _____ Sq. Ft.		Total Building Floor Area: _____ Sq. Ft.	
Contact or Applicant:		Phone:	
Address:	City:	State:	Zip:
E-mail:	Applicant Signature:		
Property Owner:	Owner's Phone:		
Address:	City:	State:	Zip:
Fire Prevention Information:			
Does your business involve any storage, sale or use of the following?			
Flammable/Combustible liquids (10 gal or more)	Yes [] No []	Fireworks	Yes [] No []
On-site consumption of alcoholic beverages	Yes [] No []	Magnesium	Yes [] No []
Storage (higher than 12') of combustible items	Yes [] No []	Paint/flammable material	Yes [] No []
Dust producing equipment or materials	Yes [] No []	Poisonous or hazardous chemicals or acids	Yes [] No []
Compressed gases	Yes [] No []	LP gas	Yes [] No []
Explosives or ammunition	Yes [] No []	Outside Storage	Yes [] No []
To Be Completed by City Staff:			
Zoning District:	Required Parking:	Fire Lane Yes [] No []	Fire Extinguishers:
Existing Pavement Type: Concrete [] Asphalt [] Other []			
Occupancy Type:	Occupancy Load:	Construction Type:	NFPA 13 System Yes [] No []
Building Inspected by:	Approved [] Disapproved []	Pending Corrections []	Date:
Fire Marshal:	Approved [] Disapproved []	Pending Corrections []	Date:
Permit Fee \$ 100.00	Receipt #	Received by:	



Dear Town of Fairview Business Owner/Operator:

Please assist our department by completing the following information. All information is confidential.

NAME OF
BUSINESS

ADDRESS

BUSINESS PHONE

BUSINESS FAX

BUSINESS HOURS

BUSINESS OWNER

BUILDING OWNER

PHONE

ALARM? YES/NO ALARM CO NAME

PHONE

CLEANING CO? YES/NO CLEANING CO NAME

EMERGENCY CONTACT INFORMATION

NAME

HOME

CELL

NAME

HOME

CELL

NAME

HOME

CELL

OTHER IMPORTANT INFORMATION, IF ANY:

SIGNATURE

DATE

Person responsible for filling out paper

Department Use

DATE RECEIVED

DATE ENTERED PERMIT

Final Building Inspection for Certificate of Occupancy Checklist

The Building Official is required to perform a final building inspection before the certificate of occupancy is issued. The following is a general list of items that will be inspected, to insure all Life Safety and Fire Codes and Building Codes adopted by the Town of Fairview are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place to pass the inspection.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order.
2. All means of egress (exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage allowed in stairwells or under staircases.
3. All emergency lights and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back-up power. Exception: buildings provided with an emergency back-up generator.
4. If a building is required to have a sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
5. If the building is required to have a Fire Alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
6. If the building is required to have a Hood Suppression system, a state licensed hood system company shall service the system and supply a certification letter upon request. The hood, ductwork, fan and filters shall be cleaned and if a cleaning service is used, a certificate showing date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition, also with any certification letters made available to the Fire Inspector.
8. All fire extinguishers (5 to 10 lb. ABC) shall be maintained by a State of Texas licensed fire extinguisher company and shall have a current inspection tag signed and dated by the company.
9. In addition to the above-mentioned fire extinguishers, if your place of business has a kitchen, you must also have a "Class K" fire extinguisher.

10. Any storage near electrical panels and/or mechanical equipment shall be no closer than 30 inches from the equipment. Each breaker in the panel box shall be labeled.
11. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
12. All interior finishes required by the International Fire Code 2018 shall be maintained.
13. All storage and housekeeping practices shall be in neat order and cleanly maintained.
14. Occupant load signs shall be maintained and clearly visible in the area for which they apply. (If required)
15. In a tenant space, ceiling tiles shall be removed in a manner suitable for the Fire Inspector to thoroughly inspect existing tenant demising walls (If not completed at the 80% inspection, the Fire Inspector may request a ladder for better access.)
16. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order.
17. Address and/or street numbers must be posted and visible also to include suite number or letters where they may apply. (Minimum of 4 inches)
18. Correct facility information must be provided: name, address, phone number, owner name, address and phone number. If the address is not provided during the inspection, the C.O. will not be issued.



TOWN OF FAIRVIEW

SIGN PERMIT REQUIREMENTS

PLANS SUBMITTAL:

Two (2) copies of a complete set of drawings are required. They must be submitted along with a completed application form and the required plan review fee.

Please submit by email at permits@fairviewtexas.org, by mail, or in person.

Required drawings are as follows:

FREE STANDING/MONUMENT SIGNS:

- Dimensioned drawing of sign and footing or foundation.
- Site plan to include relation of sign to all property lines, easements, roadways, or structures.

WALL SIGNS:

- Dimensioned drawing of sign.
- Depiction of sign on proposed mounting elevation.
- Dimensions of proposed elevation - height and length.
- Wall signs are limited to 30 sf. maximum in the commercial district

FEES (per sign):

- \$25.00 Plan Review
- \$50.00 Permit
- \$25.00 w/Electric

Total without electric: \$75.00 Total with electric: \$100.00

GENERAL:

- Drawings must be to scale, dimensioned, and of sufficient size and clarity (8 1/2" x 11" min.)
- Permit holder is responsible for requesting all required inspections at the appropriate stages of construction.
- Illuminated signs must be installed by an Electrical Sign Contractor or Master Electrician licensed by TDLR and registered with the Town. Non-listed (UL, etc.) illuminated signs must be inspected prior to installation. Listed signs must have listing number and agency provided at time of application.
- DO NOT install any sign until the application has been approved and a permit issued.
- If your company would like the sign permit to be mailed backed, please include a self-addressed, stamped envelope.



SIGN PERMIT APPLICATION

Permit # _____

Temporary Sign ☐ Permanent Sign ☐ (check one)
Wall Sign ☐ Monument Sign ☐ Free Standing Sign ☐
Illuminated Sign ☐ Non-Illuminated Sign ☐

Date of Application: _____

Applicant's Name _____ Signature: _____

Applicant's Business Name: _____ Phone(s): _____
(if applicable)

Mailing Address: _____

City/State/Zip: _____

Location of Proposed Sign (Address): _____

Business Name of Sign Location (if applicable): _____

Property Owner's Name: _____ Phone(s) _____

Address: _____ City/State/Zip: _____

Section 1:

For Signs Proposed for Residential & Non-Commercial Zones/Commercial Zones (Circle One):

(Ref: Town Code § 3.13.012)/ (Ref: Town Code §152.05, §3.13.013 – 3.13.167)

Proposed Sign 'Copy' (message & symbols on sign): _____

Sign Size: _____ Sign Height (including mounting): _____

Sign Setbacks: (front) _____ (side) _____ (rear) _____

(For Town of Fairview Use:)

Action Taken:

Approval/Disapproval (Circle One): _____ Requesting Additional Information: ☐
(Initial & date)

Comments: _____

All Wall Signs are limited to 30sf. maximum in the commercial district

Permit Pickup Signature: _____ Date of Pickup: _____

Revised – June
2018



Special Inspections Program - Procedures - IBC Section 1704 Special Inspections

- A. Owner - Responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities.
 - C. Special Inspector - Responsibilities.
 - D. General Contractor - Responsibilities.
 - E. Forms for Special Inspections
 - I.) Statement of Special Inspections
 - II.) Approved Agency Documentation
 - III.) Final Report of Special Inspections
 - F. Building Inspector - Special Inspection Review (SIR)
-

A. OWNER - Responsibilities:

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the building official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the building official shall specify who employs the RDPiRC(s) and special inspectors.
- The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC(s) contracts with or is employed by the owner. The RDPiRC(s) and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors or material suppliers.
- The RDPiRC(s) are responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The Agency or RDPiRC(s) shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR/ Approved Agency - Responsibilities:

- Each special inspector /agency shall be qualified in the area of expertise of special inspection required.
- Each special inspector/agency contracts with or is employed by the owner or the owners authorized representative.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors/agency shall prepare, sign and submit to the RDPiRC(s) inspection reports. Submit reports within a reasonable time with supporting documentation.
- The special inspector/agency shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC(s). If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit field reports or a Notice of Non-Compliance (NNC).

DATE: _____ PERMIT NUMBER: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

AT SUBMITTAL : The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, may complete this Form / Statement of Special Inspections in fulfillment of the requirements of the 2018 International Building Code Chapter 17. The Owner acknowledges responsibility to hire the special inspectors.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____

Phone No: _____

Mailing Address: _____

E-mail Address: _____

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Company Name: _____

Phone No: _____

Mailing Address: _____

E-mail Address: _____

Section	Type of Special Inspections and Extent	Applicable	Non- Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel Construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.6	Soils				
1705.7	Driven deep foundation				
1705.8	Cast-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Fabricated items				
1705.11	Special inspections for wind resistance				
1705.14	Sprayed fire-resistant materials				
1705.15	Mastic and intumescent fire-resistant coatings				
1705.16	Exterior insulation and finish systems (EIFS)				
1705.17	Fire-resistant penetrations and joints				
1705.18	Testing for smoke control				
	Other :				

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, a final report that documents all of the special inspections required will be submitted to the building official. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Name of Owner (print name)

Name of RDPiRC (print name)

Signature of Owner

Date

Signature of RDPiRC

Date

cc: General Contractor

Design Professional Seal

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO REQUIRED SPECIAL INSPECTION: The appropriate RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a list of inspections I will be responsible for during this project along with names of each special inspectors/agency:

Please check all that apply	Section	Type of Special Inspections and Extent	Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

I, representing the Approved Agency for the above checked inspections, am providing the name of the special inspector performing each inspection for this project. I am attaching all special inspectors' qualifications.

Name (print name)

Firm Name

Signature

Date

cc: General Contractor

Date:_____ Permit #:_____

Project Name: _____

Project Address: _____

The appropriate Agency or RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704 for this project.

Owner or Owner's Representative

Name:_____ Phone No:_____

Mailing Address:_____

E-mail Address:_____

Checked below is a list of completed inspections for this project with names of each special inspector/agency:

Please check all that apply	Inspections Required		Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

As the approved agency or registered design professional in responsible charge for all of the inspections checked above and to the best of my information and knowledge the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Name of Approved Agent or RDPiRC

Firm Name

Signature of Approved Agent or RDPiRC

Date

cc: General Contractor

Design Professional Seal



Access Control & Delayed Egress

Procedure

Plan Submittal Requirements

Provide a PDF set of drawings with the following information:

- Scope of work
- A scaled floor plan that shows the complete path(s) of egress and identifies which doors are to be provided with access control devices
- A door schedule showing fire rating and hardware to be provided
- Manufacturer's specification sheets for hardware (cut sheets)
- Sequence of operation
- Manufacturer's specification sheets for the type of detector used

Plan Review

1. Life safety/egress review to ensure free means of egress is not compromised by installation of access control system.
2. Review for compliance with IBC 1010.1.9.8 for delayed egress locks, IBC 1010.1.9.9 for sensor release of electrically locked egress doors and IBC 1010.1.9.10 for door hardware release of electrically locked egress doors. Compliance with Chapter 10 IFC 2018.
3. Permit Type: Access Control

Fees

The permit fee for the submittal is \$150.00. For intricate systems, the plan review fee is based on an hourly rate (Plan Review).

Inspections

The Town of Fairview approved plans shall be provided at the time of inspection. The installation shall conform to the approved plans and comply with the adopted International Building Code, National Electrical Code, International Fire Code and NFPA 72.

1. Final inspection requirements for access control egress doors:
 - a. Standard Inspection items
 - i. Unlocking doors by actuation of sprinkler system, fire alarm, or loss of power.
 - ii. Unlocking doors from a motion sensor.
 - iii. Unlocking doors from manual unlocking device.
 - iv. Entrance doors for group A, B, E, or M Occupancy groups shall be unlocked during periods when the building is open to the public.
2. Final inspection requirements for delayed egress locks:
 - a. Standard Inspection items:
 - i. Unlocking doors by actuation of sprinkler system, fire alarm, or loss of power.
 - ii. Push release latch timing and audible requirements.
 - iii. Approved signage at the egress location.
 - iv. Emergency lighting on the interior and exterior of the door.
3. Final passing report will be issued from the Fire Marshal once all electrical, structural and fire inspections are completed and approved.



Town of Fairview
372 Town Place
Fairview, Texas 75069
972.562.0522
permits@fairviewtexas.org

Access Control Permit Input Form

Property Address: _____ Bldg Permit #: _____

Class of Work: (check one) **New Bldg** **Addition** **Repair/Replace** **Alteration/Tenant Finish**

Contractor License #: _____ Company Name: _____

Contractor: _____

Site Contact to Gain Entry for Inspection: (please print) _____ Phone #: _____
Email: _____

Use of Building: (check one) **Single-family Res.** **Duplex** **Garage** **Multi-family Res.** **Commercial**

Scope of Work: _____

Type of Activity:

Sprinkler	Yes	Designer:	_____
Number of Stories	_____	Electrical PE:	_____
Elevator Lobby Refuge Area	_____	Fire Alarm Designer:	_____
Fire Alarm Panel Connection	Yes	Access Control Designer:	_____
	Yes	Elevator Designer:	_____
		Other:	_____

Access Control Panel

Separate Power Supply	Yes
Plug-in Transformer (Class II)	Yes
Manufacturer	_____
Model	_____
Power Supply Mfr:	_____
Power Supply Model:	_____
# of Power Supplies:	_____

Hardware

Emergency Lights	Yes
	(number of each)
Failsafe Strikes:	_____
Card Readers / Keypads:	_____
Fail Safe:	_____
Electric Locks:	_____
Magnetic Locks:	_____
Fail Secure Strikes:	_____
Elevator Readers:	_____
Manual Pull Boxes:	_____
Emergency Phones:	_____
Fail Secure Electric Locks:	_____
Other Approved Locks:	_____

Delayed Egress (DE) System

# of Doors w/ Delayed Egress:	_____
Mfr. DE System:	_____
Model DE System:	_____

Valuation of Work: (To) \$ _____

Contractor Remarks: _____



Guidelines for Preparing Stormwater Pollution Prevention Plans for Construction Activities

Areas of Soil Disturbed	Submittal Requirements
Less than 1 acre and the site is not part of a larger common plan of development	Erosion Control Plan
Less than 1 acre and the site is part of a larger common plan of development outside urbanized area	
Less than 1 acre and the site is part of a larger common plan of development inside urbanized area	SWPPP
1 acre up to less than 5 acres	
5 acres and larger	SWPPP and copy of NOI filed with the State

Erosion Control Plans for a construction site are measures to prevent sedimentation and debris from going over sidewalks, into streets, gutters, inlets, drainage features, and neighboring properties during construction activities. Contractors and owners are responsible for keeping soil, sediment, and debris contained on the construction site and return soil and sediment to the areas to be stabilized, while properly disposing of debris. Plan of area must show entire site, limits of soil disturbance, location of construction entrance(s), and sediment barriers along the down slope perimeter of the disturbed areas. Stormwater Pollution Prevention Plans (SWPPP) include all elements of erosion control plans plus pollution control measures. When a SWPPP is required, the SWPPP. Supplement to Permit Application form must accompany the construction and/or building plan submittals in addition to an adequate plan describing and ensuring implementation of practices that will be used to reduce the pollutants in stormwater discharges associated with construction activity at the construction site and assure compliance with the terms and conditions of a TCEQ or EPA stormwater permit. The contents and minimum requirements of a SWPPP can be found in the TPDES General Stormwater Requirements for Construction Activities dated March 5, 2008, or the most recent version as the regulations are updated. When applicable, the Notice of Intent (NOI) sent to the state shall be submitted to the Town electronically.

DISCLAIMER: The purpose of this guidance document is to assist the Owner and Operator of a construction activity within the Town of Fairview Ordinances. By providing this general guidance, the Town is not providing a guarantee of compliance or protection from enforcement under Town Ordinances. The Owner and Operator of a construction activity are fully responsible for being familiar with all the ordinance requirements and ensuring their construction activity is following the Town Ordinances and other state and federal regulations that are applicable to the construction activity.

Project Description: (Describe the type of construction activity and the type of development that will result from it.)	
Address of Construction Site:	
Legal Description of Construction Site: (Addition, Block, Lot)	
Acreage of Entire Site:	
Acreage Disturbed:	

Names of Contracting Company and Point of Contact:	
Contractor's Address:	
Contractor's Phone Number:	
Contractor's Email:	

Name of Property Owner:	
Owner's Address:	
Owner's Phone Number:	
Owner's Email:	

The **SWPP** must be in place prior to construction commencing and must comply with applicable notes at all times.



Contractor Registration Application
(Select Only One Type Per Application)

Contractor Type:

☐ General Contractor

If renewal check here: ☐

☐ Swimming Pool

Cost for these contractors:

☐ Fence

\$50.00 New

☐ Irrigation

\$25.00 Renewal

☐ Sign

Contractor Type:

☐ Plumbing

☐ Fire Alarm

There is no charge for these contractor types

☐ Fire Sprinkler (Suppression)

Expiration based on License/Certificate expiration date

☐ Mechanical

If renewal check here: ☐

☐ Backflow/Septic

☐ Electrical

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____ **@** _____

Master/CEO Responsible for Supervision: _____

License/Certificate # _____ **Expiration Date:** _____

Driver's License # _____ **Expiration Date:** _____

I understand and agree that the above named shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above-named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder. I will request all necessary inspections by the Town of Fairview to ensure compliance with all city regulations applicable for the proposed work.

Contractor's Signature: _____ **Date:** _____

*******Include a copy of your driver's license, master's license and/or certificate AND liability COI with the Town of Fairview identified as the Insured for processing**

******* Email information to: permits@fairviewtexas.org**

Information not received thru permits@fairviewtexas.org will not be processed.



The Fairview Code of Ordinances, sections 14.02.204 (c) 8, 14.02.254 (c) 8 14.02.304 (c) 8, and 14.02.354 (c) 8 limit the maximum ground coverage of all buildings and impervious surfaces to 35% in the RE-1 district, 30% in the RE-1.5 district, and 25% in the RE-3 districts.

Violations may result in citation and removal of structures exceeding the total allowed impervious surface area. To comply with the ordinance, please complete the following form and have it notarized.

Address _____

House Pad	_____	sq ft.
Driveway	_____	sq ft.
Sidewalk	_____	sq ft.
Swimming Pool Deck	_____	sq ft.
All current accessory buildings	_____	sq ft.
Other impervious surface	_____	sq ft.
Proposed new use (s)	_____	sq ft.
_____	_____	sq ft.
_____	_____	sq ft.
_____	_____	sq ft.
Total square footage	_____	

Total Impervious Surface (sq ft)	_____	(a)
Lot size (sq ft)	_____	(b)
Impervious Surface to Lot Ratio	_____	

_____	divided by	_____	=	_____
Total Impervious Surface		Lot Area		Impervious Surface Ratio%

I hereby attest under penalty of law that the above information is true and correct:

_____ Signature of Surveyor, Architect, or Engineer	_____ Print Name	_____ Date
--	---------------------	---------------

_____ Applicant Signature	_____ Print Name	_____ Date
------------------------------	---------------------	---------------

State of Texas
County of _____

This instrument was acknowledged before me on _____
by _____.

Signature of Notary: _____
Printed Name: _____
My commission expires: _____



OUTDOOR LIGHTING CONFORMANCE CERTIFICATION

(This form covers all outdoor lighting excluding street lights and parking lot lights)

Town of Fairview Lighting Regulations

- Article 3.14 of the Town of Fairview Code of Ordinances
- Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines (Adopted by Ordinance 2014-9-11B, as amended)

Please check if residential or commercial:

☐ Residential ☐ Commercial

Fairview Address:

Please check the correct lighting district (Map located on page 3):

☐ District 1 ☐ District 2

If in District 1, Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines requires the following (check the following if compliant):

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved Article
- ☐ - Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- ☐ - All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- ☐ - Lighting elements do not include flood, cobra head (unless LED), HID – mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines have been met on this site

If in District 2, Article 3.14 of the Town of Fairview Code of Ordinances requires the following (check the following if compliant):

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved
- ☐ - All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- ☐ - Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- ☐ - Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- ☐ - All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- ☐ - A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- ☐ - All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- ☐ - Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances have been met on this site

I, _____, do hereby certify that the exterior lighting
printed name

meets or exceeds the outdoor lighting standards of the Fairview Code of Ordinances.

Signature: _____ Date: _____

STATE OF TEXAS §

COUNTY OF _____ §

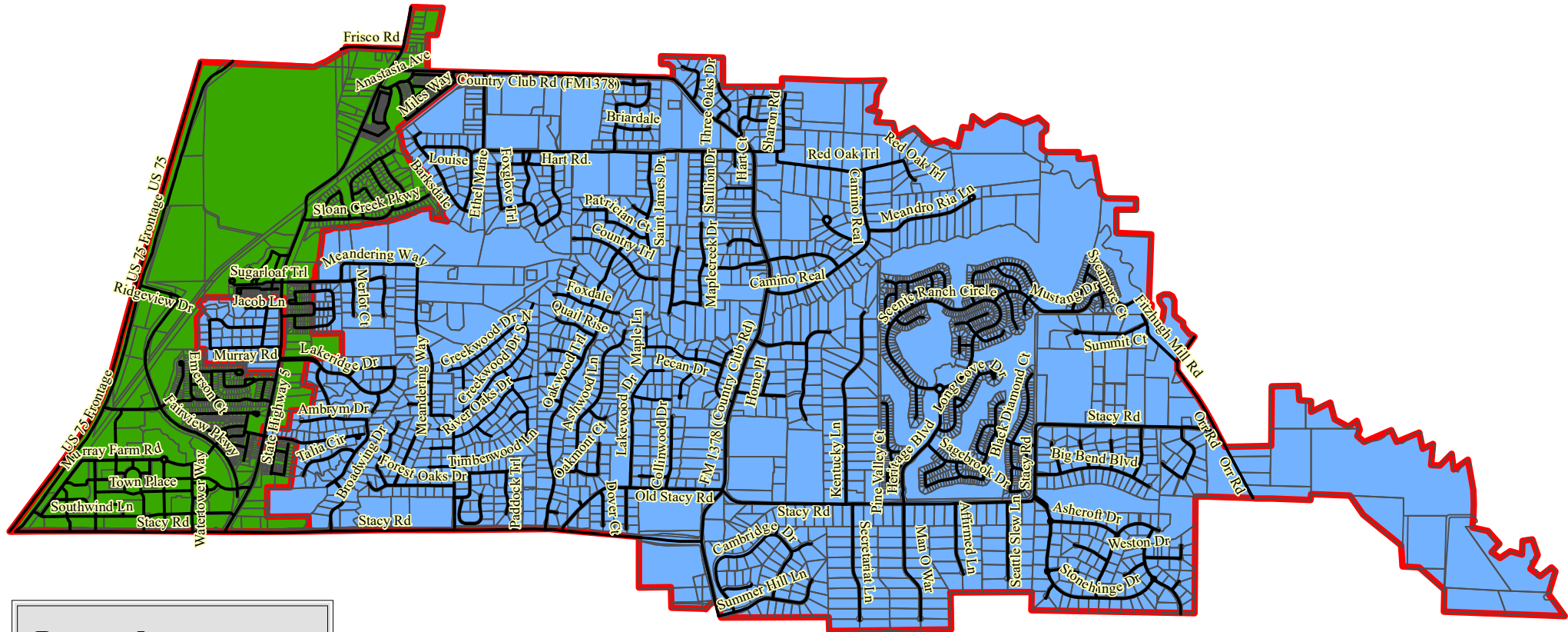
This instrument was acknowledged before me on the ____ day of _____,

20_____, by _____

Notary Public State of Texas



Town of Fairview Lighting Districts



Legend

- Streets
- Fairview Parcels
- District 1
- District 2

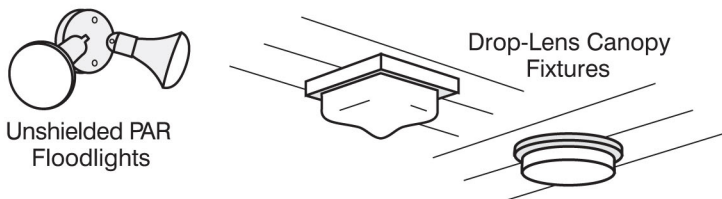
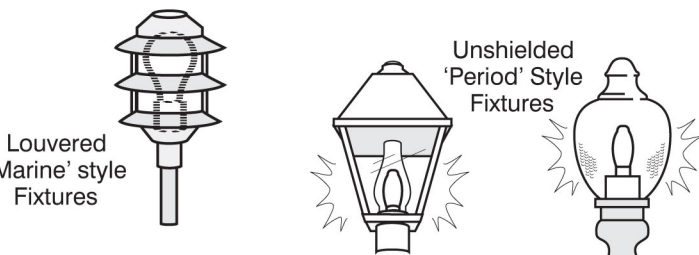
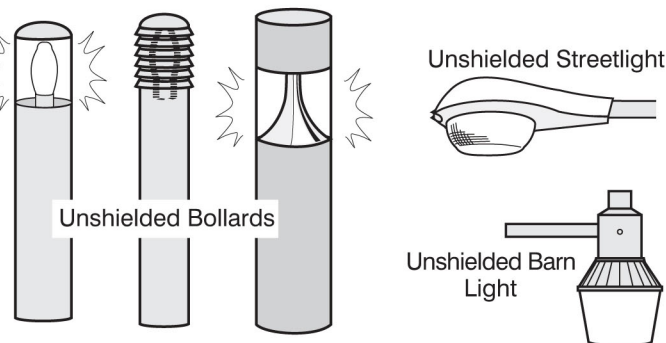
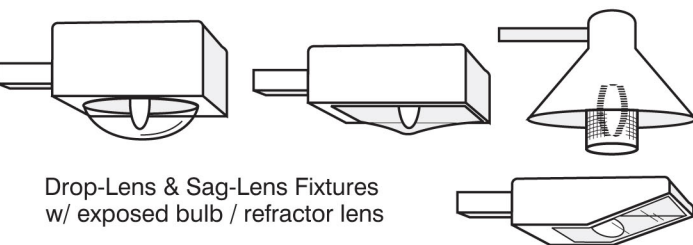
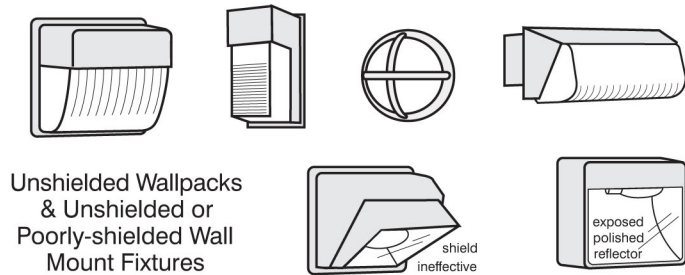
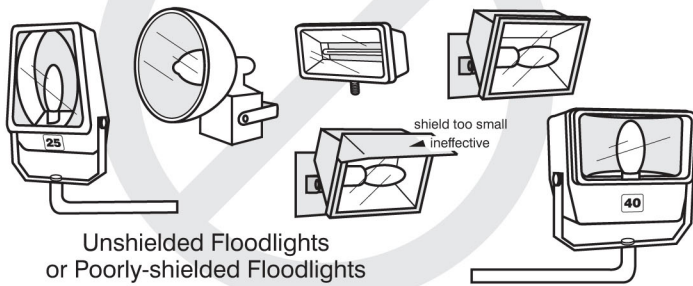
N



Examples of Acceptable / Unacceptable Lighting Fixtures

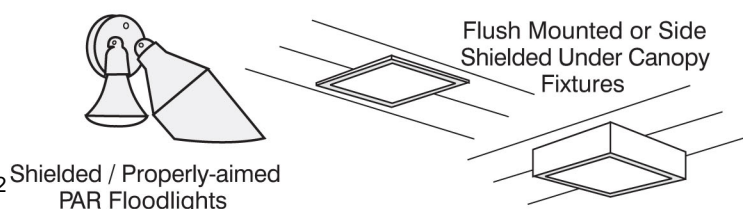
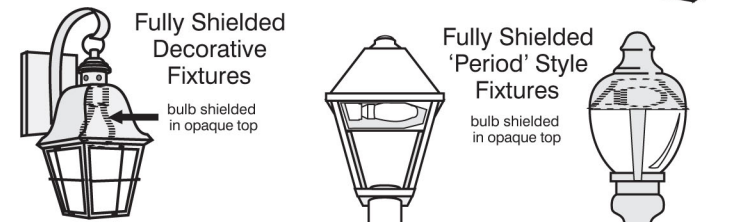
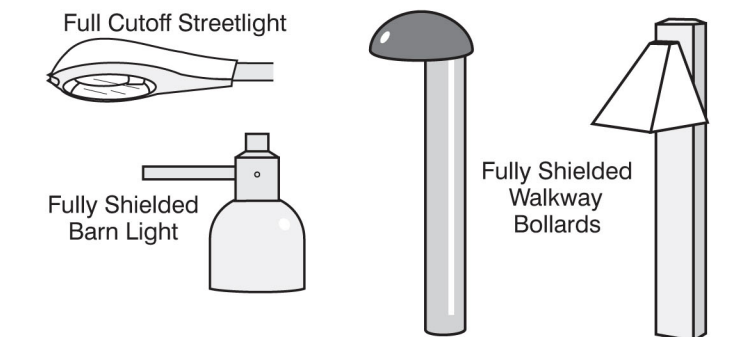
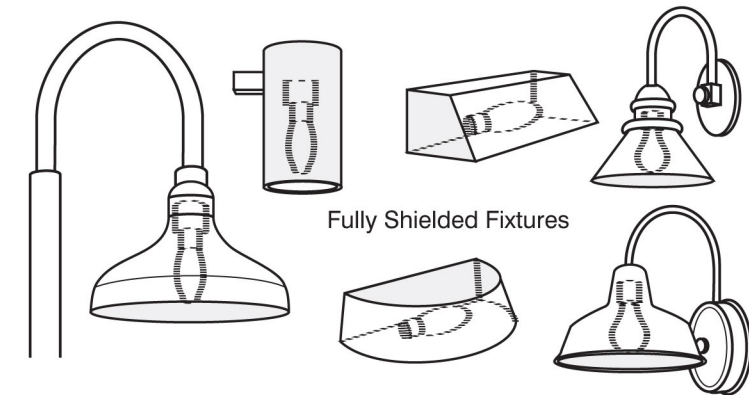
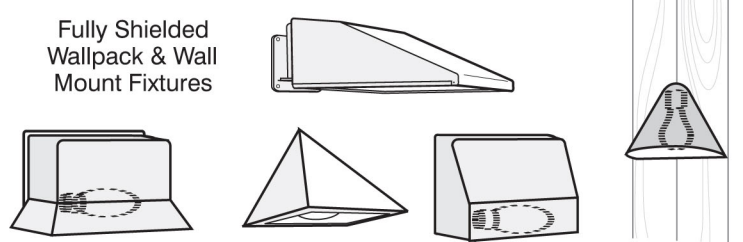
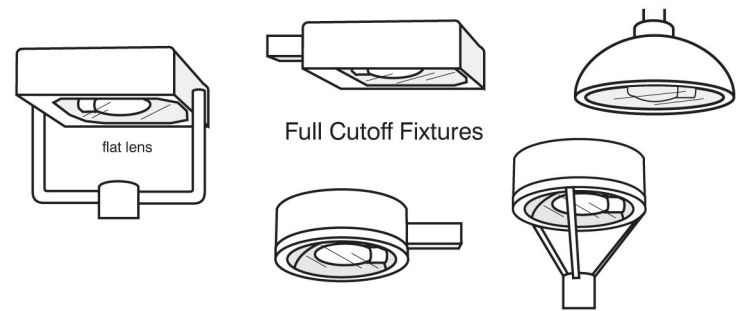
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night





Drainage and Grading Affidavit

I, _____, by filing this affidavit certify that I am the owner or authorized agent of _____; and further, certify that I have enclosed a record set of, or photocopy thereof, the Grading and Drainage Plans (*if disturbing more than one(1)acre*) to be included as part of the Building Permit Application for the following:

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

PROPERTY ADDRESS: _____

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plans. If it is determined by the Town of Fairview at a later date that the drainage configuration does not function as intended because the grading is not consistent with the attached plans, I will assume full responsibility to make corrections in order that the drainage will function as intended.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

ATTEST: THE STATE OF TEXAS: COLLIN COUNTY

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared known to me to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he or she executed the same for the purposed and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)

372 Town Place

Fairview, TX 75069



RELEASE FROM ELECTRIC AND GAS SERVICE

PERMIT NO: _____

ADDRESS: _____

BUILDER: _____

ELECTRIC PROVIDER: _____

GAS PROVIDER: _____

I hereby agree to release the Town of Fairview from any liability that may result from the granting of electrical and gas service to the above-referenced building project. I further agree that, if in the opinion of the electrical or gas inspector, unsafe electrical or gas conditions are found, that electrical or gas service will be terminated upon the request of the Town of Fairview to the provider of such service.

I further agree that I am responsible for the occupancy of the premises, and that if the building is occupied in any manner, including the storage of goods, the assignment of personnel to the premises, or the operation of a business or residence at the address listed above before Certificate of Occupancy is issued, the service, upon the request of the Town, will be discontinued without notice, and citations will be issued for each day the building is occupied without a Certificate of Occupancy.

State of Texas

County of Collin

I, _____, being duly sworn, do depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

Signature of Owner or Owner's Agent

Date

Violations of move-ins without a C.O. will result in loss of any early meter sets. If you have any questions, please contact the inspector.

SOLID WASTE SERVICES CONTRACT

This Solid Waste, Construction and Demolition Debris, and Recyclable Materials Collection, Transportation, Disposal, and Processing Contract ("Contract"), is entered as of the effective date by and between the Town of Fairview, Texas, a Texas home rule municipality (hereinafter called "Town"), and Allied Waste Systems Inc., D/B/A Republic Services of Plano, hereinafter called "Contractor," acting by and through their duly qualified representatives (Town and Contractor collectively referred to herein as "Parties" and individually as "Party").

WHEREAS the Town, therefore, desires to grant to Contractor the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) garbage and trash, construction and demolition debris, and recycling, subject to the terms of this Contract; and

WHEREAS Contractor desires to operate and maintain the services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) garbage and trash, construction and demolition debris, and recycling, subject to the terms of this contract,

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FAIRVIEW, TEXAS:

No commercial container, dumpster, or roll-off container should be overloaded to the point where the lid or covers, will not close, or the tarp will not properly cover the load. The Contractor may decline to empty an overloaded container until the Customer unloads the dumpster or roll-off container to the point where the lid(s) will close, or where the load may be safely tarped before transport.

To the extent allowed by law, this Contract will provide exclusive rights to Contractor for the collection of construction and demolition debris, and waste materials, such as carpeting, roofing, drywall, etc., resulting from remodeling and construction activities, which are generated in quantities requiring a roll-off container for onsite storage, collection, and transport.

Additional questions, service requests and concerns, should be directed to the Republic Services at 972.422.2341 or via their website at RepublicServices.com/Customer-Support.