



Commercial Construction Reference Guide

City of Murphy
Customer Service Department
206 N Murphy Road
Murphy, TX 75094
Ph. 972-468-4100 * Fax 972-468-4104
customerservice@murphytx.org

Prior to submittal of building permit plans:

- Contact the Customer Service Department for all inquiries during the submittal and permitting process and through the duration of the project.
- The City of Murphy will assign the address for all new locations; however; *the owner is responsible for addressing all suites.*
 - *A layout with suite information must be submitted with the building permit. Alpha numeric combinations are not accepted. The City encourages you to seek approval from the United States Postal Service in regard to your suite addressing prior to submitting to the City of Murphy.*
 - The submitted layout will be reviewed by the city and approved as warranted by the City.
 - Ghost suites shall be addressed as well for future uses. (Ghosts suites are those suites created when two potential suites are combined into one.)
- Throughout your project, Customer Service will correspond with one person on your team. He or she is expected to communicate with the rest of your team.
- Plans should be submitted through Customer Service Department.
- All fee inquiries should be directed to the Customer Service Department.

All plans must be prepared and sealed by design professionals where required by state law. (PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.)

Building Permit Plans checklist of submittals:

1. Commercial Building Permit Application completed in full.
 - a. The Certificate of Occupancy will be issued under project name that is submitted on the permit application. (Any name changes during the duration of the project will delay progression and subject to a fee. This is to include but not limited to monument and other signs, city documents, and other records.)
2. Complete set of plans
 - a. Shell Building (ground up): 5 sets of plans; 6 sets if application includes food handling or preparation, day care or public/semi-public pool facilities. *One set of approved plans will be returned to you and must be provided on site for all inspections.*
 - i. If more than one building is being erected, each building will be treated as a separate permit, address, will require a separate set of plans, and will have separate water/irrigation meters as well.
 - b. Finish Out/Tenant Space - Commercial Alteration/Remodel: 5 sets of plans; 6 sets if application includes food handling or preparation, day care or public/semi-

public pool facilities. *One set of approved plans will be returned to you and must be provided on for all inspections.*

- i. If the same contractor is doing both the shell and finish out, the plans must be submitted separately and treated as two different projects.
- ii. Finish Out projects will not be accepted for review until the shell building has reached 80% completion. ***The point of acceptance will be determined by the Building Official.***

3. Each set of plans, depending on the size and nature of the project should include the following elements (Plans examiner may request additional information if necessary):

- a. Site Plan. (not required for finish out submittals)
- b. All elements required by the 2015 Edition of the International Energy Conservation Code and Comcheck Compliance Sheet, www.energycodes.gov
- c. Foundation Plan
- d. Floor Plans and Roof Plans
- e. Exterior and interior elevation plan
- f. Structural plan
- g. Door, window and hardware schedules
- h. Details to include the scope of work. (Construction details; interior elevations and interior finish schedule)
- i. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details
- j. Plumbing, mechanical, and electrical plans and risers
- k. Electrical riser diagram required for all projects \$50,000 in valuation.
- l. Asbestos Certification Survey for all renovations or demolitions. (*TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY: On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted (<http://www.tdh.state.tx.us> or (888) 963-7111). Proof of Survey Form shall be completed with permit application.*)
- m. Plat to be submitted before Certificate of Occupancy is granted
- n. Backflow Test- *must be filed through SC Tracking*
- o. TDLR registration for buildings or facilities with an estimated construction cost of \$50,000 or more. (*TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW: On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102; Section 5(k) Senate Bill 959. Proof of Submittal Form shall be completed with permit application. For submittal requirements, please contact TDLR: Website: www.license.state.tx.us Phone: (800) 803-9202.*)
- p. **Note:**
 - i. Contact the Fire Department for fire sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted to Customer Service Department for the Fire Department review prior to any framing inspection by the Building Inspector.

- ii. Required fire assemblies (other than assemblies listed in Table 721 of the 2015 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
 - iii. Outdoor lighting shall comply with Article 26.04 Light and Glare Standards of the Murphy Municipal Code.
 - iv. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
- 4. Suite layout if applicable
- 5. Certificate of Occupancy application
- 6. Food Service Application if applicable
- 7. Alcohol Application if applicable
- 8. **Allow 7 to 10 business days for the first round of comments to be returned from plan review from all departments.**
- 9. **All building permit fees must be paid at the time of submittal. Plans will not be accepted or reviewed without payment. Commercial building permit fees must be paid by check. Fees are non-refundable.**

Submittals further into the building process route only through Customer Service:

- Irrigation/Landscape plans
- Fire Alarm/Sprinkler plans
- Sign permits/plans
 - Sign permits will be accepted, reviewed, or permitted **only** after building permit is issued.
 - Certificate of Occupancy will be issued **only** after sign is complete and inspected.

Fees to be paid further into the building process (not paid up front)

- Meter Fees and Impact Fees for both domestic and irrigation meters.
- Sewer Tie In Fee
- Public Improvements
- Re-inspection/ same day inspection fees incurred.
- **This is not an all-inclusive list of fees. Other fees may be applicable to certain projects. Consult the Customer Service Department for your fee checklist.**

Before the permit is issued:

- Once all plans have been approved by the City, the city's Public Works department will schedule and conduct a pre-construction meeting.
- A pre-construction meeting shall be held before any permit will be released for ground up projects or as needed. **This will be scheduled only when all internal plan review has been completed and plans approved.**
- Upon completion of the meeting, the building permit will be eligible for issuance only when all contractors have been named and registered.

- Annual contractor registration is to be renewed upon expiration date assigned by the City of Murphy. Photo ID and any required State licenses must be presented in person by the license holder at the time of registration. Fire Alarm Installers and Fire Sprinkler installers who are properly registered with the State Fire Marshal, Licensed Electricians, and Licensed Master Plumbers are exempt from any registration fees; however, they are still required to register with the City. Only persons properly registered may submit plans or perform installations of fire alarms or fire sprinklers.

Duration of the project:

- The permit and all approved stamped plans must remain on site at all times throughout the project along with any completed inspection tickets.
- The contractor is responsible for requesting all inspections in working order and in a timely manner. Inspections must be scheduled with Customer Service Department before 3 PM for a next business day inspection.
 - Slab/foundation inspections require an engineer letter.
 - A third party energy inspection requires letter from third party inspector.
 - All backflow tests must be on site as well as filed through SC Tracking to pass
- The contractor is responsible for coordinating with:
 - The Fire Marshal to schedule any Fire related inspections ONLY.
 - The Public Works Department for walk through for utilities or any other public works related inquiries ONLY.
 - All health inspections are scheduled through Customer Service Department.
 - Contact the Customer Service Department for all other inspections or inquiries.
- Direct requests for meter sets to Customer Service in writing via email, fax, or in person.

Before Certificate of Occupancy is issued:

- Keep the Customer Service Department informed at all times with target completion date to ensure everything is in place once the Certificate of Occupancy is requested.
- Certificate of Occupancy application is to be on file with the Customer Service Department.
- All fees must be paid.
- 2 year maintenance bond must be submitted and approved.
- The final plat process complete (in progress)
- “As-builts” submitted to Public Works
- All project building signage must be permitted and installed
- All inspections must be completed
- All required documents (i.e. utility water services application, health permit (if applicable) etc....

Inspections:

- Permit holder is responsible for requesting and completing all required inspections.
- Inspection requests must be scheduled at 972-468-4050 or online at www.murphytx.org. Follow all instructions on the voice mail box message which is available 24 hours a day. Inspections requested before 3 PM will be completed the next business day. Inspections requested after 3 PM will be completed the following business day. Inspections may be completed at any time between the hours of 8am and 5pm.
- Cancellations must reported to the Customer Service 972-468-4100, by 10am as long as the inspector has not already been on site for inspection.
- The person requesting the inspection shall verify to Customer Service that the work is complete and ready for inspection. Permits, plans, and all prior inspection tickets must be on site and visible to the inspector.
- ***All fees must be paid before the final inspection may be requested.***
- For inspection concerns, please contact the Customer Service Department.

Needed Contacts:

- **Project Management-** Customer Service Department: 972-468-4100; customerservice@murphytx.org
- The Fire Marshal, Perry Elliott: 972-468-4312 or 972-468-4300; pelliott@murphytx.org
- The Public Work Department: 972-468-4378
 - Wade Williams: 972-468-4376; wwilliams@murphytx.org
 - John Hawkes: 972-468-4357; jhawkes@murphytx.org
- The Building Official, John Shannon: 972-468-4026 or Customer Service, 972-468-4100; jshannon@murphytx.org
- The Health Inspector, contact Customer Service, 972-468-4100; customerservice@murphytx.org
- Inspection Request Line: 972-468-4050
 - This is a voicemail system where you will need to leave the following information:
 - ❖ The permit number
 - ❖ The type of inspection being requested
 - ❖ The address
 - ❖ The name of the contractor
 - ❖ A contact name and phone number
 - ❖ Any special notes that are needed to be directed to the City Inspector before the inspection.

All fees are available through the City website, www.murphytx.org. These are outlined in Appendix A, Fee schedule.