



# Commercial<sup>1</sup>

## Building Permits Guide

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

### **Adopted Codes (with City Amendments) or Per State Code**

2018 INTERNATIONAL BUILDING CODE (IBC)

2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)

2018 INTERNATIONAL PLUMBING CODE (IPC)

2018 INTERNATIONAL MECHANICAL CODE (IMC)

2018 INTERNATIONAL FUEL GAS CODE (IFGC)

2018 INTERNATIONAL FIRE CODE (IFC)

2017 NATIONAL ELECTRICAL CODE (NEC)

Amendments to all codes and the Zoning Ordinance are available online.

### **Building Safety Department**

**1200 East Broad Street**

**Mansfield, Texas 76063**

**Phone: 817-276-4220**

**Fax: (817) 477-1416**

**[www.mansfieldtexas.gov](http://www.mansfieldtexas.gov)**

1. For the purposes of this document commercial is defined as all occupancies regulated by the IBC.

## INTRODUCTION

To process and review, permit applications in a timely fashion, the documents and document descriptions listed in this guide are the minimum requirements necessary for permit submittal and review. The more information supplied, the easier and faster the approval process will be for the project.

State Law requires the following:

1. Per SB 484, Projects with a construction value exceeding \$50,000 must provide a TDLR registration number upon submittal of application. For additional information visit the Texas Department of Licensing and regulations <https://www.tdlr.texas.gov/>.
2. All remodel, renovation and demolitions shall conduct an asbestos survey per the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. For additional information visit Texas Department of Health at <http://www.dshs.texas.gov/asbestos/laws-rules.aspx>

**To ensure a timely permit review; plans and information submitted must be complete, clearly describing the scope of work and method of compliance with the adopted codes and ordinances.**

If you should have any questions regarding the minimum requirements of submittal, please contact the Building Safety Department or visit our web site @ [www.mansfieldtexas.gov](http://www.mansfieldtexas.gov) before permit submittal.

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## COMMERCIAL BUILDING PERMIT GENERAL INFORMATION

### DESIGN CRITERIA

Snow:	5 psf Roof Snow Load – see 2018 IBC Figure 1608.2
Wind Exposure:	Main Exposure B.
Wind	115 (3 sec-gust)/76 fastest mile
Seismic:	In accordance with 2018 IBC Section 1613 or ASCE 7
Design Frost Depth:	6 inches
Rainfall	4.0 inches per hour 2018 IPC Appendix B & Figure 1106.1
Termite	Very Heavy
Decay	Slight to Moderate

### PERMITS REQUIRED

To verify construction conformance with the City's building codes, permits and inspections are required for all work involving structures or buildings. Listed below are examples of work or activities for which permits are required. Please note that this list is not all-inclusive. We suggest that you call the Building Safety Department when in doubt.

1. Building alterations, both interior, and exterior.
2. Building additions.
3. New construction and/or site improvements.
4. Work involving electrical, plumbing, heating, ventilation, air conditioning, and ductwork.
5. Foundation, walls, and excavations for the same.
6. Relocating or adding partition walls (bearing or non-bearing).
7. Installation of any building equipment such as air conditioners, signs, etc.
8. Furnace and water heater replacement.
9. Pools, spas, and hot tubs. or
10. Changing the use of a building may require a building permit to bring the building into compliance. In all cases, the tenant is required to submit a Certificate of Occupancy Application accompanied with a legible, labeled and dimensioned floor plan and site plan to be approved by the Planning Department, Fire Department and Building Safety Department.

### ADDITIONAL PERMITS NOT INCLUDED WITH BUILDING PERMIT:

1. Daycare establishments, sprinkler systems, fire alarms, and commercial kitchen hood separation systems are permitted through the Fire Department.
2. Signs are permitted through the Planning Department.
3. Food and drinking-related establishments, public pools, septic tanks, and daycare establishments in addition to building permits are required to submit to the Tarrant County Health Department.
4. Electrical and plumbing permits, as applicable, are required for commercial construction trailers.

### DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING:

Developers and contractors may set up a meeting with the [Development Review Committee](#) (DRC) for assistance and advice on City policies, codes, ordinances, and regulations. A meeting with the DRC is not a mandatory requirement of the permit application process however, it is highly recommended. The DRC meets every Wednesday morning beginning at 9 AM on a first-come, first scheduled basis. The committee is made up of representatives from the Planning, Engineering, Fire, and Building Safety Departments. Information on the DRC is available on the Planning Department City web page.

### INSPECTIONS:

To request or cancel an inspection complete the [Online](#) Inspections Form. Inspection requests submitted M-F by 5 p.m. will be inspected the following business day. Cancellations must be requested before 8 a.m. on the day of the scheduled inspection.

Link: <https://www.mansfieldtexas.gov/1221/Building-Safety-Inspection-Request-and-Cancellation>

## QUESTIONS ABOUT A COMMERCIAL PERMIT

### Questions and what City Department to contact 817-276-4200

#### ⇒ **The Planning Department:**

- ✓ Verify that the property is platted. If the property is not platted discuss the platting process
- ✓ Verify that your property is zoned to allow your proposed use and discuss zoning change if the proposed use is not permitted under the current zoning
- ✓ Discuss the project address
- ✓ Establish the required off-street parking and loading requirements
- ✓ Determine bulk standards such as height, size and setback restrictions
- ✓ Determine landscape requirements
- ✓ Determine conditions, restrictions and/or requirements for building materials, screening, architectural design, and other requirements
- ✓ Determine if the proposed site is regulated by the residential adjacency requirements

#### ⇒ **The Engineering Department:**

- ✓ Verify drainage and grading requirements for the proposed site
- ✓ Verify the location of existing water, sewer, and stormwater locations

#### ⇒ **The Fire Department:**

- ✓ Verify life safety requirements and Fire Code related questions
- ✓ Verify fire hydrant and fire lane requirements
- ✓ Verify sprinkler systems, fire alarms, and kitchen hoods permitting process

#### ⇒ **The Building Safety Department:**

- ✓ Answer Building Code(s) related questions
- ✓ Answer submittal requirement questions

## QUESTIONS AND CONTACTS OTHER THAN CITY DEPARTMENTS

#### ⇒ **The Tarrant County Health Department: (817) 321-4960**

- ✓ Food establishment health permits
- ✓ Septic system requirements and submittal
- ✓ Daycare establishments
- ✓ Public Pools

#### ⇒ **Texas Department of Licensing and Regulations (800) 803-9202**

- ✓ Texas Accessibility Standards (TAS)
- ✓ Elevators
- ✓ Boilers
- ✓ Tow Trucks, Operators, and Vehicle Storage Facilities

#### ⇒ **Texas Department of Health Services (888) 963-7111**

- ✓ The Asbestos Program and requirements

#### ⇒ **Department of Housing and Urban Development (202) 708-1112**

- ✓ Multi-family and Fair Housing Rights and Obligations.

#### ⇒ **Access Board (202) 272-0012 <http://www.access-board.gov/>**

- ✓ Design standards used to enforce the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA).

## COMMERCIAL PERMIT PROCESS

### Initial Submittal and Review: (Partial Submittal may not be accepted or processed)

- ⇒ Building permit applications and required supporting documents are accepted online
- ⇒ Minimum submittal requirements: (Top right corner of all drawings must be reserved for the City's electronic stamp. Dimensions: 4.5" from the right, 4.5" from the top)
  - PDF of the construction plans clearly describing the scope of work, refer to drawing sheet filename and plan set ePlans Upload Standards
  - Plans shall be prepared by a State Registered Architect following all rules and regulations set forth by the Texas Board of Architectural Examiners
  - All structural, mechanical, electrical and plumbing plans shall be prepared and sealed by a Texas Registered Professional Engineer
  - If applicable, an energy compliance report prepared and signed by an independent third-party code certified ICC energy inspector and plans examiner
  - If new construction and additions:
    - One set of specifications
    - Statement of Required Special Inspection
    - A soil investigation report, prepared by a licensed civil or geotechnical engineer
  - Plan review fee non-refundable. (New construction: \$200 all other applications \$90).
- ⇒ Construction plans will be distributed to the appropriate City departments
- ⇒ The departments will perform a plan review to ensure that the proposed development complies with the provisions of the applicable building codes, regulations, and ordinances;
- ⇒ You will receive an email notification when all departments complete their review

### Revisions Review and Permit Issuance:

- ⇒ Applicant responds to comments and uploads revised plans and required documentation. Documents required with re-submittal:
  - A copy of the TAS plan review report prepared by a Registered Accessibility Specialist
  - New construction and additions, Special inspection "Approved Agency Documentation" Form
- ⇒ Response and revised plans will be distributed to City departments
- ⇒ When the plans and documents comply with codes, ordinances, and approval has been secured from all departments involved in the review process, the plans are stamped as "reviewed for compliance" and the permit application will be approved;
- ⇒ The applicant will be notified and will be given the permit fee which will include Roadway, Water, and Sewer impact fees and any other fees as applicable;
- ⇒ The contractor/applicant must pay fees due and pick-up stamped approved plans. Stamped plans and all required documentation must be kept at the job site.

### Inspections and Final:

- ⇒ No work shall be concealed without prior inspection approval from the code-certified energy inspector and approval from the City of Mansfield.
- ⇒ To request an inspection, contact the Inspection Request Line at (817) 276-4269. Inspections called in before 5:00 pm will be made the next business day.
- ⇒ Before requesting a building final inspection, it is the responsibility of the owner or his agent (contractor) to obtain the following department's approval:
  - Final approval from the Planning, Engineering, Environmental, Water Utilities, and Fire Departments.
  - The Registered Accessibility Specialist Final Inspection Report stating "NO Violations".
  - Energy Code Compliance final inspection report from a third party registered with the City of Mansfield
  - As applicable the following documentation, a sealed, signed and dated final report of special inspection showing compliance with 2018 IBC Chapter 17 along with supporting documents for each special inspection, Tarrant County Public Health approval, Backflow device(s) certification reports, med gas certificate, elevator certificate, and air balance report.
  - The owner/tenant must submit a Certificate of Occupancy application before requesting the final inspection.

**Note:** Tarrant County Health Department plan approval will be required before issuance of any food-related permit, public pools, and daycare.

## NEW CONSTRUCTION, ADDITIONS & MULTI-FAMILY SUBMITTAL REQUIREMENT CHECK SHEET

- Completed online Commercial Building Permit Application,
  - Job Address as assigned by the Planning Department. The applicant must contact the Planning Department and secure an approved address before submittal.
  - Owner and applicant information include mailing address, phone, and e-mail.
  - TDLR project registration number is required on the building permit application in the space provided. Construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation (TDLR).
- A completed "Statement of Required Special Inspection", is required to be submitted for all new buildings and additions.
- A soil investigation report, prepared by a licensed civil or geotechnical engineer, is required to be submitted for all new buildings and additions
- Energy Compliance report prepared by an independent third party (registered with the City of Mansfield) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.
- PDF of construction plans. Plans shall be prepared by a State Registered Architect following all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be following the Texas Engineering Practice Act. Landscape plans shall be prepared by a licensed Landscape Architect.
  - Civil:** Scaled and dimensioned drawings showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, existing site grading, existing and proposed utilities, drainage areas, and hydraulic calculations, grading and drainage plans, erosion control plans, and stormwater pollution prevention plans, as required.
  - Architectural with Code Data:** Scaled and dimensioned drawings showing floor plan (label all rooms), wall section details, roof details, floor/ceiling details, exiting system, door and window schedules, exterior elevations, stair details, and accessibility details. (See Planning Department Information Sheet)
    - **Code Data:** Provide the address, legal description, code summary (including the type of construction, total sq ft., allowable area calculations, occupant load, occupant group, see page 8 of this handout).
  - Structural:** Foundation and structural plans of the building shall be provided. Plans shall be designed and sealed by a registered professional engineer.
  - MEP's:** Complete detailed plans showing mechanical details, electrical details (including load calculation and riser diagrams) and plumbing details (including riser diagrams gas, water, and sewer). Plans shall be designed and sealed by a registered professional engineer. Note: All interior finish-out permit applications are required to provide MEP plans prepared and sealed by a registered professional engineer.
  - Landscaping and Irrigation:** Minimum submittal requirements are listed under the Planning Department Information sheet in this handout.
- Other helpful information:
  - Renovation or demolition to any public or commercial building requires an asbestos survey be conducted by a person licensed by the Texas Department of Health.
  - The City of Mansfield requires an approved backflow preventer to be installed on the main domestic water line to the building. If the building is a multi-tenant, an approved backflow device shall be installed on the main domestic water line of the building shell and at each water line that enters a tenant finish-out/suite.
  - Unless submitted with the shell permit, new construction interior finish permits will not be issued until a final is approved for the shell and all site requirements are met.

## REMODELS OR TENANT IMPROVEMENTS SUBMITTAL REQUIREMENT CHECK SHEET

- Completed online Commercial Building Permit Application,
- Job address as assigned by the Planning Department. The applicant must contact the Planning Department and secure an approved address before submittal.
  - Applicant contact and information include street address, city, zip code, phone, and email address.
  - TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided.
  - Make sure to complete all other information: Job Valuation, type of building, work, building area, etc.
- Energy Compliance report prepared by an independent third party (registered with the City of Mansfield) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.
- Renovation or demolition to any public or commercial building requires an asbestos survey conducted by a person licensed by the Texas Department of Health. Note on the permit application if an asbestos survey has been conducted.
- PDF of construction plans. Plans shall be prepared by a State Registered Architect per all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be following the Texas Engineering Practice Act. Include as a minimum:
- Code data:** Include on plans type of construction, area, occupant load, and occupant group.
  - Site plan:** Scaled and dimensioned indicating the location of tenant space, adjacent tenants, parking spaces, accessible parking, and route.
  - Floor plan:** Scaled and dimensioned indicating the area of the tenant space, existing walls to remain, walls to be demolished, walls to be constructed, new wall construction detail or description, each area labeled and use noted, restroom(s) layout, accessible restrooms, exits/egress doors, exit lights, and emergency lights.
  - Structural and/or MEP plans:** As applicable, signed and sealed by a Licensed Professional Engineer.
  - Fixture plan and equipment layout:** If the proposed use will utilize equipment and/or fixtures that are critical to the operation; the applicant shall provide a seating, fixture and/or equipment layout. The food/drinking establishment shall provide a seating and equipment layout.
  - Exterior elevation:** If modifications are to be made to the building exterior, roof, or rooftop equipment such as vents, and HVAC equipment.

### Note:

- Other building code requirements may be applicable depending on the circumstances.
- Installations or modifications to the sprinkler system, fire alarms, and kitchen hoods are permitted through the Fire Department and are not part of the building permit.
- Signs are permitted through the Planning Department and are not part of the building permit.
- Irrigation permit is not part of the building permit.
- Food-related and daycare establishments must obtain approval from Tarrant County Health.
- If medical gas and vacuum systems will be installed; a floor plan and a riser prepared by a Texas Licensed Professional Engineer must be submitted.

## CODE ANALYSIS AND ARCHITECTURAL PLAN SUBMITTAL INFORMATION

**Code Data:** design assumption analysis information is required on all commercial plans submitted for review and approval.

CODE DATA	CODE REFERENCES
1. Identify all Occupancy Group(s) Classification	2018 IBC Chapter 3 & 4
2. If applicable; show compliance with mixed occupancy provisions	2018 IBC Section 508
3. Actual Area vs. Allowable Area <ul style="list-style-type: none"><li>a. Floor area breakdown for each floor and use</li><li>b. Include allowable area calculations (frontage increase, sprinkler increase)</li><li>c. If applicable include mixed occupancy calculations</li></ul>	2018 IBC Chapter 5
4. Actual Height vs. Allowable Height <ul style="list-style-type: none"><li>a. If applicable, include any height increase and code Section used.</li></ul>	2018 IBC Chapter 5
5. Actual Stories vs. Allowable Stories <ul style="list-style-type: none"><li>a. If applicable, include any Story increase and code Section used.</li></ul>	2018 IBC Chapter 5
6. Type of Construction	2018 IBC Chapter 6
7. The identity fire-resistance rating of building elements	2018 IBC Table 601
8. Identify the fire-resistance rating of exterior walls	2018 IBC Table 602
9. Identify fire protection rating for doors & windows	2018 IBC Table 715.4 & 715.5
10. Specify if a sprinkler system is provided and type of system	2018 IBC Chapter 9
11. Occupant Load calculations for each area and the total for building	2018 IBC Section 1004 & Table 1004.5
12. Exit width and exits required vs. exit width and exits provided	2018 IBC Chapter 10
13. Exits required / Exits provided	2018 IBC Chapter 10
14. If Multi-Family type & number of units required and provided.	2018 IBC Chapter 11
15. Identify Special Inspection(s) Required	2018 IBC Chapter 17

### Architectural Plans must include the following information:

**Cover Sheet:** Provide design criteria identifying Occupancy Classification, Type of Construction, Type of Sprinkle System (if required, existing or installed), Building Height and Area (actual vs. allowable), Number of Stories, Occupant Load, and Egress Calculations, Fire Resistive Construction as applicable and Code Edition used for design.

**Site Plan:** Identify location and dimensions of property lines, all utilities, public or private easements, all proposed buildings, existing buildings, fences, retaining walls, trash enclosures, structures on-site, mechanical equipment, fire lanes, parking lot lights, parking, ramps, accessible parking and accessible route of travel to the building and public right of way.

**Floor Plan:** Completely dimension and label the use of spaces, wall types, required fire-resistive walls, location of required signs, accessibility clear floor space, turning spaces, grab bars, counters, and furniture. For multi-family projects note on floor plan type of unit(s) per IBC Chapter 11.

**Foundation Plan:** Provide complete footing and foundation plan(s) with sections and details that include size and placement of reinforcing steel, anchor bolts size and location, and depth of footings. Any special inspections must also be identified on plans.

**Framing Plan:** Must describe all structural elements including the wall, floor and roof framing, posts, beams, headers, shear walls, hangers, spacing and span of framing members, connections and engineered truss designs as applicable.

**Roof Plan:** Indicates location of all equipment; size and location of all roof drain, overflow and scuppers.

**Elevations and Sections:** Provide elevations illustrating building height, materials, and tempered glass in a hazardous location. Cross-sections details that reflect structural systems,

**Fire Resistive Construction:** All fire-resistive construction must be identified on the floor plan, building sections and details keyed to approved listing documentation that part of construction document. Opening and/or penetrations are required to be detailed on plans with listing documentation.

**Miscellaneous:** Provide plans and details for all light pole bases, retaining walls, curb ramps, ramps, landings, handicap parking stall signs, stairs, handrails, guard, shaft enclosure construction for Type I hoods.

**Electrical Plans Building:** Provide a single line riser diagram showing service, feeder wire, equipment grounds, service disconnects, etc. Panel schedule(s) and descriptions of circuits with connected loads and panel rating(s). Location of all panels, light fixtures, outlets, GFCI, smoke detectors, emergency power system, exit signs, exit illumination, equipment, and all required work clearances.

**Mechanical Plans:** Provide the layout, sizing, and classification of ductwork and location of exhaust systems, make-up air, and duct detectors. Show adequate ventilation indicating compliance. Identify locations and type(s) of dampers when required through fire or smoke rated assemblies. Indicate access and working space for all mechanical equipment.

**Plumbing Plans:** Must include an isometric diagram with pipe size and type for gas, water, drain waste, and vent piping. For gas piping, indicate the total developed length, the length of each branch, the demand for each appliance and the total demand calculations for gas piping. Show the size and location of roof drains and overflows. Show type and location of all backflow prevention devices, grease and chemical interceptors with the standard City of Mansfield sample well detail.



## PLANNING DEPARTMENT INFORMATION SHEET NEW CONSTRUCTION, ADDITIONS & MULTI-FAMILY

### Applicable Ordinances:

1. Zoning ordinance available online at <https://www.mansfieldtexas.gov/planning-and-zoning>
2. Natural Resources Management Ordinance

### General Notes:

The Planning Department reviews all commercial or multi-family permit applications for compliance with the Zoning Ordinance requirements and the Landscape Ordinance. At a minimum, all information reviewed by the Planning Department should be contained on the site plan (SP), elevations (ELEV) and landscaping/irrigation plans (LP). The information that is expected to be shown on these documents when submitted for a building permit review is noted below.

- A vicinity map locating the property in relationship to existing major thoroughfares. **SP, LP**
- Title Block (lower right-hand corner) including the following information: **ALL**
  - Name of Development
  - Address of the property
  - Legal Description, including lot and block numbers and subdivision name
- Acceptable scale: 1" = 20', 1" = 40', 1" = 100" or as approved. **ALL**
- Type size is legible at full scale and when reduced. **ALL**
- North arrow, graphic and written scale in close proximity. **ALL**
- Name, address, phone and fax of owner/developer and the firm preparing the plan. **ALL**
- The dimensions of the entire lot and the setbacks noted. **SP, LP**
- Adjacent or surrounding streets, drainage facilities and other existing or proposed off-site improvements, sufficient to demonstrate the relationship and compatibility of the site to the surrounding properties, uses and facilities. **SP, LP**
- The location and size of all streets, alleys, parking lots and parking spaces, loading areas or other areas to be used for vehicular traffic and the proposed access and connection to existing or proposed streets adjacent to the plan area. Include a chart indicating the number of required parking spaces by use, the method of calculation and the number of proposed parking spaces. **SP, LP**
- The types and thickness of surfacing, such as paving (e.g. concrete, brick, turf, sidewalks, etc.) to be used at the various locations. **SP, LP**
- The location and size of all fire lanes with all curb radii adjacent to the fire lane labeled. The nearest fire hydrant dimensioned to the property corner and all proposed fire hydrants. **SP**
- The location, height, setbacks and minimum floor areas for all buildings, and if non-residential, the floor area ratio. Include the following building details for non-single-family developments:
  - Entrance and exits to the building with sizes noted. **SP, LP**
  - Architectural renderings or elevations of proposed structures with all exterior materials for roofs, awnings, walls etc. labeled. All recesses and projections on a building or along a roofline should be dimensioned. **ELEV**
  - Label all colors of paints or finishes. **ELEV**
  - Calculations of the masonry content on each façade and in total for each building. (Example: Area of front façade = h x l, percent masonry = 80%) **ELEV**
  - Distance between buildings and distance from building to property lines. **SP**
  - Roof-mounted equipment should be shown with a dashed line to indicate the location on the roof. Vents, vent-a-hoods should be noted. **SP, ELEV**
  - HVAC, gas meters, transformers, and all ground-mounted equipment shall be noted. **SP**
  - Exposed conduit, ladders, utility boxes, stack pipes, and drain spouts should be shown and finish noted. The following note should be on the plans: *Exposed conduit, ladders, utility boxes, stack pipes, and drain spouts should be painted to match the primary color or color sequence to aid in blending with the color of the building.* **SP, ELEV**
- The location of all on-site facilities for liquid waste or method of temporary storage pending disposal, including existing or proposed septic fields. **SP, LP**
- The location, size and type of each outside facility for waste or trash disposal. Provide construction details for the enclosure. If no facility is shown, provide a note indicating the method of disposal and removal. **SP**

- The location, size, type and purpose of any outside storage or outside display and method of screening. Indicate the percentage of outside storage as compared to the building square footage. **SP, LP**
- All new utilities must be placed underground. Indicate the type and location of power source (transformer, power pole, etc.) and whether it is new or existing. **SP**
- Provide construction details for exterior lighting on buildings to include height, size, and proposed wattage for lighting attached to the building or free-standing. A photometric study may be required for commercial development adjacent to residential. **SP**
- A tree survey locating all protected trees by species, size and condition in printed and electronic format, as a requirement by the Landscape Administrator, and mitigation plan, if required by the city's Natural Resources Management Ordinance. (Refer to the Tree Preservation Application as found on the city's website.) **SEPARATE SUBMITTAL REQUIREMENTS & SHOW ON LP**
- A landscape plan showing all landscape setbacks and buffers; parking lot landscaping; and any additional landscaping and screening proposed. Charts as provided in Chapter 7300 of the Zoning Ordinance (attached). **LP**
- The approximate location and size of greenbelt, open, common, or recreation areas, the proposed use of such areas, and whether they are to be used for public or private use. If private, indicate the proposed ownership. **SP, LP**
- The location, type, and size of all fences, berms, or screening features. Include construction details for retaining walls, screening walls or other similar structures. **SP, LP**
- The location, size and type of all pedestrian areas, bike paths and sidewalks. **SP, LP**
- Landscape Plan Summary Charts (Zoning Ordinance Section 7300 FF) shall be completed and provided on every landscape plan submittal.

**LANDSCAPE PLAN SUMMARY CHARTS:**

These three charts shall be completed with information and provided on every landscape submittal. They represent the minimum amount of information required.

**Chart-1**

SUMMARY CHART – BUFFER YARDS / SETBACKS							
Location Of Buffer Yard Or Setback	Required/ Provided	Length	Buffer Yard Or Setback Width/Type	Canopy Trees	Ornamental Trees	Shrubs	Screening Wall/Device Height & Material
North	Required						
	Provided						
East	Required						
	Provided						
South	Required						
	Provided						
West	Required						
	Provided						
*Note any credits used in calculations:							
a.							
Other Comments:							
1.							
2.							

**Chart-2**

SUMMARY CHART – INTERIOR LANDSCAPE						
	Landscape Area (in Sq Ft)	% of Landscape Area	Canopy Trees	Ornamental Trees	Shrubs	Ground Cover (in Sq Ft)
Required						
Provided						
*Note any credits used in calculations:						
a.						
Other Comments:						
1.						
2.						

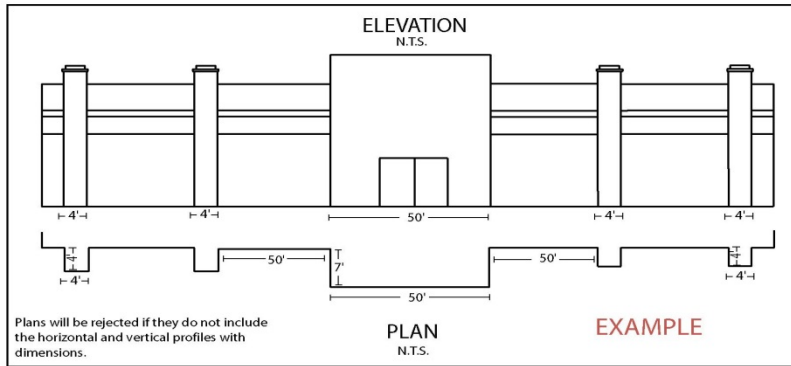
**Chart-3**

SUMMARY CHART – INTERIOR PARKING LOT LANDSCAPING	
Number of Parking Spaces required	
Number of Parking Spaces Provided	
Number of Tree Islands Provided	
*Note any credits used in calculations: a.	
Other Comments: 1. 2.	

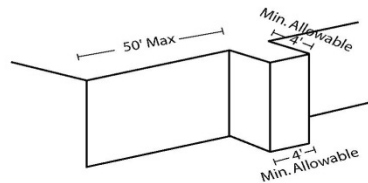
**Articulation Examples:**

Articulation examples are intended to show how articulation is represented on plans, they are for reference only. Plans will be rejected if they do not include the horizontal and vertical profile with dimensions. Please refer to the Zoning Ordinance Section 4600 for further guideline.

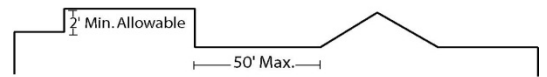
**ARTICULATION REQUIREMENT EXAMPLES**



EXAMPLE 1: Horizontal Articulation



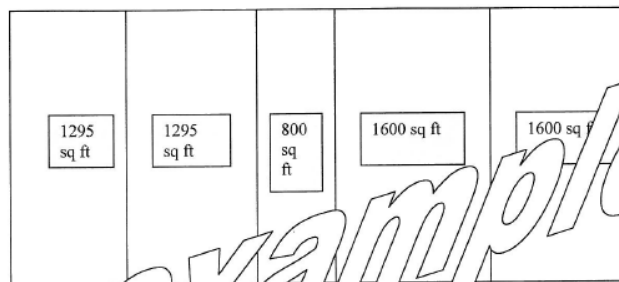
EXAMPLE 2: Vertical Articulation



**Multi-Tenant Center (More Than One Potential Tenant)**

Provide a layout of the suites, compartments or lease areas to show the maximum number of tenants that could occupy this shell building. Suite numbers are assigned on an odd/even system based on your primary lot address. Where there are multiple buildings on a single lot we may have to assign building numbers, as well. The post office does not accept letters for suite numbers. The City will assign the addresses based on your drawing. If you provide suite numbers on any drawing, they are not valid until you receive confirmation from the City. The permit will not be issued until this information is provided to the City. It is

SITE & BUILDING INFORMATION					
BUILDING AREA _____		PROPOSED NUMBER OF TENANT SPACES _____		PROPOSED PARKING SPACES _____	
SUITE _____	AREA <u>1295</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1295</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>800</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1600</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA <u>1600</u>	SUITE _____	AREA _____	SUITE _____	AREA _____
SUITE _____	AREA _____	SUITE _____	AREA _____	SUITE _____	AREA _____



Insert site plan diagram in this area and supply the square footage for proposed suites (any changes will need to be reported to city)

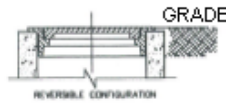
<b>APPLICANT INFORMATION:</b>  	<b>NEW SHELL AT</b>  <b>MANSFIELD TX 76063</b>  <small>**any change in square footage must be reported and approved for updates</small>	<b>ADDRESSING PLAN DATE:</b> <b>APPROVED BY:</b> <b>REF CASE # :</b>
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recommended that you keep the approved suite numbering plan on file with your records.

<b>CONTACT LIST</b>			
<b>City of Mansfield</b>	<b>Questions Regarding</b>	<b>Contact Person</b>	<b>Phone</b>
Engineering / Public Works/ Environmental	Surface drainage, water, sewer, floodplain, erosion control, lot grading, sidewalks, drive approach, existing and future right-of-ways		(817) 276-4243
Fire	Fire code, daycare, fire lanes, fire hydrants, sprinkler system and kitchen hood permits		(817) 276-4790
Planning	Zoning questions, sign ordinance, land use, platting, Sign ordinance and permits	Assistant Director of Planning Planner	(817) 276-4227 (817) 276-4226
	Landscape Ordinance	Landscape Administrator	(817) 276-4287 (817) 276-4231
	Project Address Assignment	Planner	(817) 276-4227
			(817) 728-3650
Economic Development Building Safety	General questions, Permit submittal requirements	Permit Technician Sr. Permit Technician Inspection Line	(817) 276-4211 (817) 276-4209 (817) 276-4269
	Building code, plumbing code, mechanical code, energy code, electrical code.	Plans Examiner Supervisor Sr. Plans Examiner	(817) 276-4277 (817) 276-4288
<b>Other Contacts</b>	<b>Questions Regarding</b>	<b>Contact Person</b>	<b>Phone</b>
Tarrant County Health	Food Handling Permits, Health code, food establishments, daycare, public pools, Septic Tank permit		(817) 321-4960
Duncan Disposal	Trash container, collection vehicle approach and turn radius		(817) 317-2000
ATMOS Gas	New Construction/Service		(800) 460-3030
	Emergency		(800) 817-8090
TXU Electric	New Construction/Service		(888) 222-8045
	Work orders for Existing Service		(888) 313-6862
	Outage		(888) 313-4747
	Pool Site Plan Approval		(817) 861-7535
<b>Information Regarding</b>		<b>Web Site</b>	<b>Phone</b>
City of Mansfield		<a href="http://www.mansfieldtexas.gov">www.mansfieldtexas.gov</a>	(817) 276-4220
Texas Department of Licensing & Regulation-TDLR		<a href="https://www.tdlr.texas.gov/">https://www.tdlr.texas.gov/</a>	(800) 803-9202
Texas Department of Health - Asbestos Regulations		<a href="http://www.dshs.state.tx.us/asbestos/">http://www.dshs.state.tx.us/asbestos/</a>	(888) 963-7111
International Code Council- Code Books		<a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>	(800) 786-4452
Technical report for listing building materials, products, & systems		<a href="http://www.nateval.org">www.nateval.org</a>	
Gypsum Association		<a href="http://www.gypsum.org/#">http://www.gypsum.org/#</a>	
Technical report for listing building materials, products, & systems		<a href="http://www.ul.com">www.ul.com</a>	

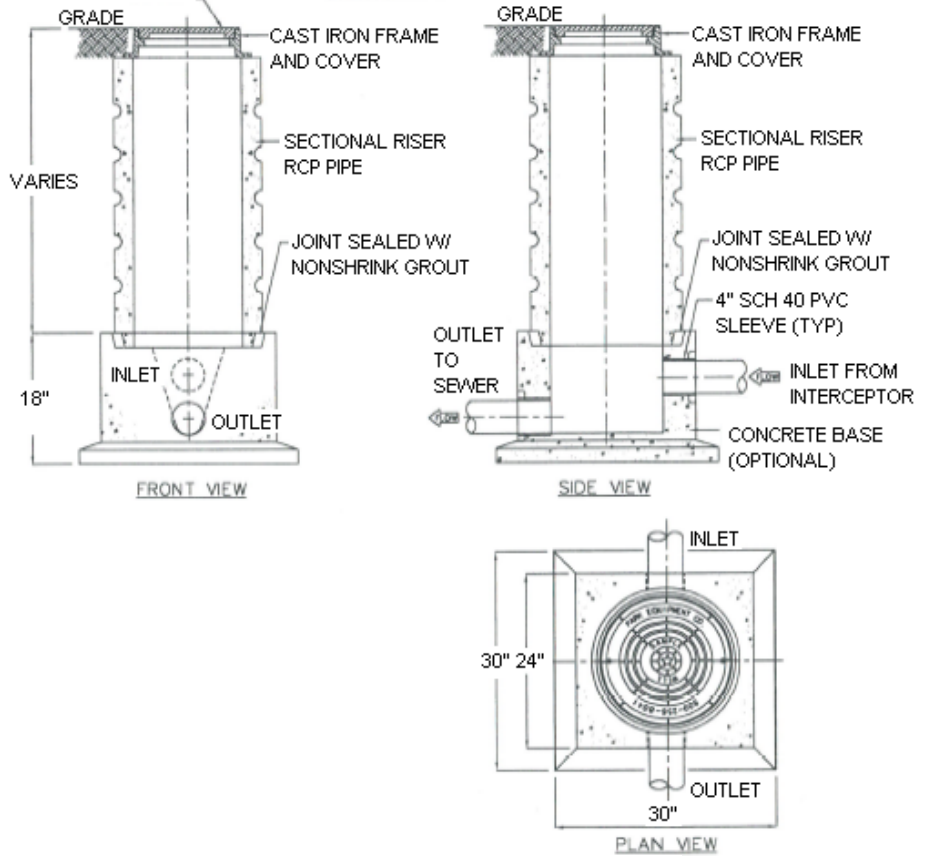
## STANDARD SAMPLING WELL DETAIL FOR GREASE TRAPS AND OIL INTERCEPTORS

CAST IRON FRAMES AND GRATES  
ASTM A48-76 CLASS 30, HEAVY-DUTY  
AASHTO H-20 GREY IRON



**NOTES:**

1. USE 15" T&G R.C.P. FOR INSTALLATION 6'-0" DEEP AND LESS.
2. USE 24" T&G R.C.P. FOR INSTALLATION GREATER THAN 6'-0" DEEP (STD RING AND MH COVER REQUIRED).
3. SAMPLING WELL MUST BE SET IN A CIRCULAR OR SQUARE CONCRETE PAD (1'-0" GREATER THAN OUTSIDE DIAMETER OF PIPE).
4. INSTALLATION INSIDE BLDG MUST BE POURED IN PLACE (15" MIN), NO CONCRETE PIPE IS PERMITTED (AIR -TIGHT COVER REQUIRED).
5. LAWN INSTALLATION- MUST BE 4" ABOVE FINISHED GRADE.
6. DRIVE AND SIDEWALK INSTALLATION - MUST BE BROUGHT TO FINISHED GRADE.
7. MUST BE INSTALLED ON PRIVATE PROPERTY, IN AN ACCESSIBLE LOCATION TO CITY PERSONNEL.
8. CLASS C CONCRETE WITH A DESIGN STRENGTH OF 4500 PSI AT 28 DAYS. BASE UNIT IS OF MONOLITHIC CONSTRUCTION AT FLOOR AND FIRST STAGE OF WALL WITH SECTIONAL RISER TO REQUIRED DEPTH.



## TRASH DISPOSAL COLLECTION VEHICLE APPROACH & TURN RADIUS

