

# Nonresidential & Multifamily Building Permit Application



## Development Services

146 W. McCart Krum, TX 76249

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**Permit applications must be submitted in-person by the owner or their authorized agent.**

<b>Project Description:</b> <i>(complete the following)</i>		
Project Name:		
Street Address:		
<b>Type of Work:</b> <i>(check the appropriate box)</i>		
<input type="checkbox"/> New Construction	<input type="checkbox"/> New Construction (shell only)	<input type="checkbox"/> Other (please describe):
<input type="checkbox"/> Addition / Expansion	<input type="checkbox"/> Remodel / Alteration / Tenant Finish-Out	
<b>Description of Work:</b> <i>(complete the following)</i>		
<b>Occupancy Classification(s):</b>	<b>Area of Work (sq. ft.):</b> Conditioned spaces: _____ Unconditioned spaces: _____ Covered spaces: _____ Total Area: _____	<b>Utilities:</b> Electric <input type="checkbox"/> Oncor <input type="checkbox"/> CoServ Sewer <input type="checkbox"/> City <input type="checkbox"/> OSSF* Gas <input type="checkbox"/> Atmos <input type="checkbox"/> LP* Water <input type="checkbox"/> City <input type="checkbox"/> Well*
<b>Construction Type(s):</b>	<b>Construction Value (\$):</b>	* Additional permit application required
<b>Items Required with Application:</b> <i>(check the appropriate boxes to indicate items submitted with application)</i>		
<input type="checkbox"/> <b>Application</b> <i>(1 completed original - signed)</i>		
<input type="checkbox"/> <b>Construction Plans &amp; Documents</b> <i>(3 paper plan sets and 1 electronic plan set; see attached Nonresidential &amp; Multifamily Building Permit Application Instructions for plan requirements; plans shall have architectural and/or engineering seals and signatures as required by State law; paper plan sets shall be bound separately; see below for electronic plan set requirements)</i>		
<input type="checkbox"/> <b>Civil Engineering Plans</b> <i>(required for New Construction, New Construction (shell only), and Addition/Expansion only; 3 paper plan sets and 1 electronic plan set of the plat and grading, erosion control, drainage, paving, utility, and SWPPP plans; paper plans shall be bound separately from building plans; see below for electronic plan set requirements)</i>		
<input type="checkbox"/> <b>Electronic Plans</b> <i>(for application, provide plans in PDF format on CD/DVD or USB thumb drive media; upon completion of the project and prior to approval of final permit / issuance of certificate of occupancy, provide second set of electronic "as-built" building plans and civil plans)</i>		
<input type="checkbox"/> <b>Contractor Registration</b> <i>(submit contractor registration application if not registered or renew registration if not current)</i>		
<input type="checkbox"/> <b>Permit Fee</b> <i>(initial nonrefundable partial payment due with application; balance due prior to release of permit; see attached Nonresidential &amp; Multifamily Building Permit Application Instructions for permit fees)</i>		
<input type="checkbox"/> <b>Other Fees</b> <i>(may include water &amp; sewer connection fees, water &amp; sewer impact fees, water meter fees, park dedication &amp; improvements fees, and other fees. Upon receipt of application, staff will calculate fees. Fees payable prior to release of permit.)</i>		

<b>General Contractor / Builder:</b> <i>(complete the following; registration required)</i>	
Company Name:	Email Address:
Contact Person:	Phone / Cell #:
Street Address:	Fax #:
City, State, Zip Code:	
<b>Subcontractors:</b> <i>(complete the following; registration required)</i>	
Electrical Contractor:	
Plumbing Contractor:	
Mechanical Contractor:	
<b>Acknowledgement:</b> <i>(complete the following and sign)</i>	
<p><b>I HEREBY CERTIFY THAT I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER. AFTER CLOSE REVIEW OF THE APPLICATION I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; THAT THE WORK SHALL COMPLY WITH ALL PROVISIONS OF KRUM'S LAWS AND ORDINANCES WHETHER SPECIFIED OR NOT; AND THAT THE ISSUANCE OF THE PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. AN ISSUED PERMIT BECOMES INVALID IF THE WORK AUTHORIZED BY THIS PERMIT DOES NOT COMMENCE ONSITE WITHIN 180 DAYS OF ISSUANCE OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER WORK COMMENCED. ALL PERMITS REQUIRE FINAL INSPECTION AND/OR CERTIFICATE OF OCCUPANCY.</b></p>	
Signature:	Email Address:
Printed Name:	Phone / Cell #:
Date:	Fax #:

## Nonresidential & Multifamily Building Permit Application Instructions

**GENERAL:** No work including but not limited to erosion control, site grading, tree removal, lot-benching, retaining walls, etc. can begin prior to approval of permit application.

**BUILDING PLANS & DOCUMENTS:** The following plans and documents shall be submitted with the permit application where applicable to the type of permit requested. The maximum document/drawing size shall be 36" x 48". Plans shall have architectural and/or engineering seals and signatures as required by State law.

1. *Site Plan*
2. *Tree Preservation Plan*
3. *Landscape Plan*
4. *Floor Plan*
5. *Door, Window and Hardware Schedule*
6. *Construction Details*
7. *Building Elevations*
8. *Roof Plan*
9. *Mechanical Plan*
10. *Electrical Plan*
11. *Plumbing Plan*
12. *Foundation Plan*
13. *Structural Plan*
14. *ComCheck or equivalent energy code compliance report*
15. *Fire Alarm, Fire Sprinkler, and/or Fire Protection Plan (may be submitted after start of construction; separate permit required)*

**FEES:** At the time of building permit application, *an initial payment is required. This initial payment is nonrefundable.* The initial payment will apply to the total of all fees for a nonresidential or multifamily building permit. The balance of all fees is due/payable at the time the permit is picked up.

The building permit fee includes the fees for plan review, permit, and inspections. No additional fees are assessed for mechanical, electrical, or plumbing trades. In addition to the building permit fee, the following fees may be assessed as part of the building permit fee if applicable: water tap fee, water deposit fee, and/or sewer tap fee.

The combination fee for multifamily residential and nonresidential construction is based upon building valuation. Building valuation is determined by multiplying the total gross area of the building under roof including conditioned spaces and other unconditioned spaces by the average square foot value from the most recent Building Valuation Data (BVD) table published by International Code Congress.

Combination fee amounts are based upon the valuation table below.

Valuation	Fee
\$1 - \$50,000	\$750
\$50,001 - \$100,000	\$750 for the first \$50,000 valuation plus \$7.00 for each additional \$1,000 valuation
\$100,001 - \$500,000	\$1,100 for the first \$100,000 valuation plus \$6.00 for each additional \$1,000 valuation
\$500,001 - \$1,000,000	\$3,500 for the first \$500,000 valuation plus \$5.00 for each additional \$1,000 valuation
\$1,000,001+	\$6,000 for the first \$1,000,000 valuation plus \$3.00 for each additional \$1,000 valuation

Combination fee amounts are calculated as follows:

1. **New Construction:** Total fee per valuation table based upon 100% of calculated building valuation. A nonrefundable initial payment equal to 40% of total fee is due at time of permit application. The remaining balance of the fee is due prior to release of the permit for construction.
2. **New Construction, Shell Only:** Total fee per valuation table based upon 60% of calculated building valuation. A nonrefundable initial payment equal to 40% of total fee is due at time of permit application. The remaining balance of the fee is due prior to release of the permit for construction.
3. **New Construction, Tenant Finish-Out/Improvements:** Total fee per valuation table based upon actual value of work. If value of work is less than 40% of calculated building valuation, written bids/quotes/estimates must be submitted to verify value of work. A nonrefundable initial payment equal to 40% of total fee is due at time of permit application. The remaining balance of the fee is due prior to release of the permit for construction.
4. **Addition/Expansion:** Total fee per valuation table (based upon 100% of calculated building valuation.) A nonrefundable initial payment equal to 40% of total fee is due at time of permit application. The remaining balance of the fee is due prior to release of the permit for construction.
5. **Remodel/Alteration:** Total fee per valuation table based upon actual value of work. Written bids/quotes/estimates for work may be required to support actual value of work. A nonrefundable initial payment equal to 40% of total fee is due at time of permit application. The remaining balance of the fee is due prior to release of the permit for construction.

**NOTES:**

1. No work including but not limited to erosion control, site grading, tree removal, lot-benching, retaining walls, etc. can begin prior to approval of permit application.
2. No permit applications may be filed prior to platting of the property for construction.
3. Demolition of any existing structures requires a separate demolition permit.
4. If City of Krum potable water and/or sanitary sewer service is not available at the property for construction, separate applications and fees for well permits and/or on-site sewage facility permits are required.
5. Separate permit applications and fees are required for any fence, accessory structure, pool/spa, and/or irrigation system.
6. The use of liquefied petroleum (LP) gas (propane), tank size, and tank location must be authorized and approved by the City of Krum Fire Chief.