



COMMERCIAL NEW BUILDINGS & ADDITIONS

BUILDING PERMIT SUBMITTAL REQUIREMENTS

Submit Building Permit application with two complete bound sets of plans or an electronic (readable pdf's, cd's etc.) set of plans including site plan, civil (if required), Construction Storm Water Pollution Prevention Plan, architectural, structural, mechanical, plumbing and electrical plans, Energy Code compliance documentation and commissioning plan. The plans must be to Architectural scale and require seal & signature of the responsible Texas licensed Architect or Engineer.

Project permitted prior to July 1, 2018 shall be designed to meet the 2012 International Building, Plumbing, Mechanical, Fuel Gas, Fire and Energy Codes with the City of Odessa amendments, the 2014 National Electrical Code with City of Odessa amendments and the Texas Accessibility Standards.

Project permitted July 1, 2018 shall be designed to meet the 2018 International Building, Plumbing, Mechanical, Fuel Gas, Fire and Energy Codes with the City of Odessa amendments, the 2017 National Electrical Code with City of Odessa amendments and the Texas Accessibility Standards.

For buildings over 5,000 square feet, state law requires that structural, mechanical, electrical and plumbing plans be sealed by a Texas Professional Engineer. This requirement applies even if the tenant or work area is less than 5,000 sf, but the building itself is over 5,000 sf.

Projects with a construction cost equal to or greater than \$50,000 must register with the [Texas Department of Licensing and Regulation for Architectural Barriers](#) and provide registration number at time of application.

Plans shall include the following:

1. Plat:

2. Site Plan:

- North Arrow, scale and plan date
- Show the legal description (Subdivision, Block and Lot)
- Property size and dimensions
- Dimensioned building footprint and total building area
- Building height, number of stories
- Building setbacks to property lines
- Existing and proposed dumpster locations and enclosure
- Existing and proposed ground mounted equipment
- Existing and proposed utilities & fire hydrants
- Existing and proposed easements
- Existing and proposed sidewalks
- Existing and proposed driveway locations with dimensions
- Location of parking, number of spaces required and provided
- Abutting alley and streets, including street name and surface type
- Must comply with City of Odessa Right of Way requirements

3. Storm Water:

- Must submit application with Storm Water Department and meet all requirements and regulations

4. Landscape & Irrigation Plans:

- Must meet requirements of City of Odessa Codes of Ordinances Article 10-2 Section 10-2-7

Project description:

- Project name and location; and
- Designer name and phone number.

Site elements:

- North arrow;
- Scale;
- Structure locations;
- Parking locations;
- Property locations;
- Setback lines;
- Existing plant material and tree locations;
- Proposed plant material and tree location; and
- The nature and location of the irrigation system.

Landscape legend:

- Plant material/tree name;
- Plant material/tree symbol;
- Plant material/tree caliper; and
- Plant material/tree quantity;

Landscape article compliance schedule:

- Total lot area;
- Total area of building footprint;
- Total area required to be landscaped with plant material;
- Total area that will be landscaped with plant material;
- Total length of street frontage;
- Total number of trees required per street frontage;
- Total number of trees provided per street frontage;
- Total number of parking spaces;
- Total number of trees required per parking spaces; and
- Total number of trees provided per parking spaces.

Public/private art and streetscape enhancement:

- Proposed location for public art or streetscape enhancement element;
- Description including size, composition, and subject matter; and
- Photographs of completed piece or conceptual drawings.

List of individual items showing compliance with Section 10-2-8 of this Article.

Estimated monthly water usage.

5. Architectural and Structural:

- Key plan identifying the location of the proposed work
- Code analysis and life safety plan
- Use Group (required) with mixed use option (if applicable)
- Construction Type
- Total area of building including open perimeter, height and area calculations
- Occupant load for all rooms or spaces and total building occupant load
- Use of all rooms and spaces on dimensioned floor plan
- Building elevations (complete building)
- Fire suppression and fire alarm requirements, fire extinguisher size and location
- Sections with construction details for all proposed foundations, floors, columns, beams, walls, partitions, ceilings and roofs
- All fire rated assemblies with UL or other agency design number and locations and fire resistance ratings of all fire doors, fire shutters, fire windows and fire dampers
- Firestop systems/devices for all penetrations and joints of fire resistance rated assemblies
- Ceiling plan and material information
- Door, door hardware and window schedule
- Glazing information

- Exiting information including travel distance, exit signs and emergency lighting
- Stair and/or ramp details including guardrail and handrail details
- Accessibility details including exterior and interior accessible routes, parking, use group requirements, features and facilities
- Information pertinent to the structural design (live, dead, snow, wind, earthquake, concentrated, impact, combination, special loads)
- Special Inspection Schedule and report submittal information (if Applicable)
- Energy Code compliance information and commissioning plan

6. Mechanical:

- Duct layout
- Ventilation air requirements
- Equipment sizing
- Duct detectors
- Energy code compliance information and commissioning plan

7. Plumbing:

- Layout
- Underground plumbing and riser diagram including venting
- Water distribution diagram including all backflow prevention devices
- Fixture layout and information
- Gas meter location and piping layout
- Energy code compliance information and commissioning plan

8. Electrical:

- Layout
- Service information and location
- Riser diagram
- Load study
- Energy code compliance information and commissioning plan

9. If applicable:

- Project manual
- Soils Report
- Asbestos Survey / Certification Form
- Hazard Materials Inventory