

200 Old Annetta Road, Aledo, Texas 76008  
 (817) 441-6848 [permits@aledotx.gov](mailto:permits@aledotx.gov)

**COMMERCIAL BUILDING PERMIT APPLICATION**

*Please Print Clearly*

Applicant/Owner name: \_\_\_\_\_

Name of Project (Business): \_\_\_\_\_

Job Address: \_\_\_\_\_

Legal Description: Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ Tract/Subdivision: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

Contractor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work: New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Accessory Building \_\_\_\_\_

Square Footage of remodel area: \_\_\_\_\_ Estimated valuation of work: \$ \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the State of Local Law regulating construction or the performance of construction.

\_\_\_\_\_  
**Signature Contractor/Owner/Agent**

\_\_\_\_\_  
**Date**

### DOCUMENT SUBMITTAL CHECKLIST

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please **initial** each line as you identify that your submittal contains the required information, place **N/A** on the lines that do not apply to your specific project, and submit this checklist with your application. Ask the Permit Coordinator if you need supplemental information to assist you with preparing the required documents.

**PLEASE UNDERSTAND THAT THE FEE FOR THE DRIVE APPROACH PERMIT, FENCE OR RETAINING WALL AND IRRIGATION PERMIT MAY BE ADDED TO THIS PERMIT BUT MUST BE SUBMITTED AS SEPARATE PERMIT DOCUMENTS.**

<b>The City of Aledo has adopted the following codes on 1-26-2017</b> (Ordinance 2017-073 §1)	
2015 International Building Code	2015 International Plumbing Code
2015 International Mechanical Code	2015 Energy Conservation Code
2015 International Fire Code	2014 National Electrical Code
2015 International Fuel Gas Code	2012 Texas Accessibility Standards

**IF YOUR PERMIT DOCUMENTS ARE NOT COMPLETE YOUR SUBMITTAL  
WILL NOT BE ACCEPTED.  
PLEASE COMPLETE AND SUBMIT THE FOLLOWING:**

**INITIAL EACH SECTION**

Office	Applicant	
		<b>NEW BUILDING AND/OR ADDITION</b>
		Application & Project Information Sheets
		Three (3) complete sets of construction drawings, stamped/signed by required Architects or Engineers (24" x 36" min. size, appropriately scaled to sheet)
		Three (3) complete sets of civil drawings stamped/signed by engineer
		Three (3) copies of proposed site plan
		Three (3) copies of energy code Com-Check Report or other acceptable method
		One (1) completed application for Utility Service - Utility deposit is already included in the building permit overview of fees, so a separate check is not required.
		One (1) completed Contractor Acknowledgement form
		One (1) completed asbestos survey if this is an addition or letter from original Architect
		One (1) complete set of all above documents in separated groups <span style="color: red;">PDF format to city dropbox</span>
		<b>TENANT IMPROVEMENT/REMODEL – (interior work only)</b>
		Application & Project Information Sheets
		Two (2) complete full-size sets of construction drawings (min 1/8" scale)
		Two (2) copies of existing survey/site plan (11"x17")
		Two (2) copies of energy code Com-Check Report or other acceptable method
		One (1) completed application for Utility Service – Utility deposit is already included in the building permit overview of fees, so a separate check is not required.
		One (1) completed Contractor Acknowledgement form
		One (1) completed asbestos survey or letter from original Architect
		One (1) complete set of all above documents in separated group <span style="color: red;">PDF format to city dropbox</span>

**PROJECT INFORMATION SHEET**

**COMMERCIAL BUILDING APPLICATION**

(Please provide all applicable information in order to help expedite your permit application)

Office ✓	Applicant ✓	<b>ANSWER ALL QUESTIONS (Please Print Clearly)</b>	<i>If greater than \$50,000 valuation</i> <b>Texas Accessibility (TAS)#EABPRJB</b> _____
		Who are you?	<input type="checkbox"/> AGENT <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT
		What is your name? <i>(If different than first page)</i>	_____ <small>First</small> _____ <small>Last</small>
		Owner of Property?	Name: _____ <small>First</small> _____ <small>Last</small> Company: _____ Address: _____ <small>Number</small> _____ <small>Street</small> _____ <small>City</small> _____ <small>Zip</small> Phone: _____

**ALL COMMERCIAL BUILDING DEMOLITION ADDITIONS OR TENANT REMODEL PERMITS**

**(THIS PROCESS IS NOT OPTIONAL UNDER ANY CIRCUMSTANCES)**

**\*\*\*\*ASBESTOS SURVEY\*\*\*\*** Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?

No \_\_\_\_\_ Yes \_\_\_\_\_ Date of Survey: \_\_\_\_\_

If the answer is NO, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Aledo.

Owner/Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

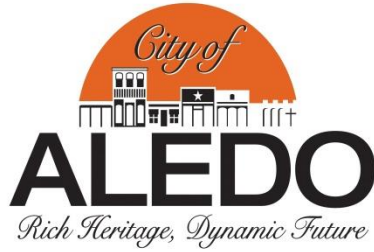
Job Site Address: \_\_\_\_\_

**Note: Separate permits applications and submittals are required for the following:**

1. Signage – Sign application and two (2) copies of design.
2. Irrigation Systems – Irrigation application and two (2) copies of stamped design.
3. Fences or Retaining Walls, – Fence application and two (2) copies of design, engineered if required by code.
4. Fire Alarm or Fire Suppression – Fire Alarm/Suppression Application and two (2) copies of stamped engineered design.

**Note: Requirements for submittals and/or inspections.**

1. All foundations require stamped engineered design.
2. Wind bracing plans and design stamped by engineer.
3. All foundations require a form board survey performed by licensed surveyor.



COMMERCIAL BUILDING PERMIT APPLICATION

**CONTRACTOR ACKNOWLEDGEMENTS**

**ONLY** individual contractors ***MUST COMPLETE AND SIGN*** this form. If your State License or COI (Certificate of Insurance) is expired the permit you are working will be invalid and will not be issued or may be cancelled by the Building Official.

Construction address: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

**MASTER ELECTRICIAN'S STATEMENT:**

I, \_\_\_\_\_, do acknowledge that I ***will be doing the electrical work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (Master License Holder Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)

**MASTER PLUMBER'S STATEMENT:**

I, \_\_\_\_\_, do acknowledge that I ***will be doing the plumbing work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (RMP License Holder Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)

**MECHANICAL/HVAC STATEMENT:**

I, \_\_\_\_\_, do acknowledge that I ***will be doing the mechanical/HVAC work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (HVAC License Holder Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)

Applicants~

ALL plan applications, corrections/revisions/addendums, must be sent to the permit coordinator via the dropbox, instructions below.

All inspection requests must be submitted to the permit coordinator at [permits@aledotx.gov](mailto:permits@aledotx.gov) by 4:00pm the day before the inspection is needed.

### Drop Box info

Contact the Permit Coordinator for log in information. [permits@aledotx.gov](mailto:permits@aledotx.gov)

Once logged in please look for the contractor folder and then within that you will find a folder for home contractors, pool contractors, misc. and within that your company. Create a folder for the name of the house and drop your information into that. Please let me know when you have dropped something into a folder so that I can get the information.

#### **Commercial** submission format:

- [Civil Sheets](#)
- [Architectural Sheets](#)
- [Structural Sheets](#)
- [MEP Sheets](#)

#### **Residential** submission format:

File Name	File Content
1. Bldg. Permit Application	1-4 pages
2. City Utility Application	1 – page
3. Temp Power Letter	1 – page
4. Energy Compliance Path	Compliance Path form with Energy Compliance Report
5. Site Plan	Typical Site plan with Drive Approach Dimensions, Driveway Dimensions, Fence location and materials
6. Elevations-Floor Plans	All Elevations, All Floor Plans, Electrical layout, etc
7. Engineering Foundation Plan	Engineering Foundation Letter with Plans
8. Engineering Wind Bracing Plan	All Wind Bracing plans and Details
9. Framing Plans	Roof Framing layout, Roof Framing Plan, Ceiling Joists, Second Floor Framing or (One Story Panel and Truss Comment)
10. Irrigation Permit Application	(If part of permit) Application signed by licensed irrigator and Plans-Can be deferred to later and have irrigator pick up and pay for

- **Drive approach application no longer needed-include info on the site plan**
- **Fence permit application no longer needed-include info on the site plan**