

Commercial Construction Information  
City of Henderson



Community Development Department  
300 West Main Street  
Henderson, Texas 75652  
PH# 903-392-0786 Ext. 265

I agree to allow no work for which separate permits are required until such permits are obtained from the City of Henderson. I have carefully read and examined the complete application and understand the same is true and correct and hereby agree that if a permit is issued, all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government.

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number (    ) \_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_ certify that I have received the City of Henderson permit application packet and further acknowledge that I have read and will follow to the best of my ability the rules and regulations set out in the City of Henderson Zoning Laws and City of Henderson City Ordinances. I also understand and agree that any work requiring permit approval commencing prior to confirmation of approval will be subject to abatement as well as a fine as prescribed by law.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF HENDERSON**  
**COMMERCIAL BUILDING PERMIT**

DATE: \_\_\_\_\_

PERMIT NO.: \_\_\_\_\_

Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Description of work: \_\_\_\_\_

Is this project \_\_\_\_\_ New Construction \_\_\_\_\_ Remodel/Addition \_\_\_\_\_ Zoning District \_\_\_\_\_

Asbestos Survey Performed \_\_\_\_\_ Yes \_\_\_\_\_ No (Attach survey information) Asbestos Abated \_\_\_\_\_ Yes \_\_\_\_\_ No

Texas Accessibility Standards (TAS) Conformation No.: \_\_\_\_\_

**No permit will be approved without Sub-Contractor information Each Sub-Contractor must provide license & insurance**

Electrical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Sprinkler Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Irrigation Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Architect: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Engineer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**BUILDING DATA**

Sq Ft of Project: \_\_\_\_\_ Foundation type: \_\_\_\_\_ Pier/Beam: \_\_\_\_\_ Slab: \_\_\_\_\_ Other: \_\_\_\_\_ **Call Dig Tess (800-344-8377)**  
Roofing Materials: \_\_\_\_\_ Comp: \_\_\_\_\_ Wood: \_\_\_\_\_ Tile: \_\_\_\_\_ Buildup \_\_\_\_\_ Other: \_\_\_\_\_ **Before you dig, Texas Law**  
Roof Design: \_\_\_\_\_ Truss: \_\_\_\_\_ Conventional Retaining Wall: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ **requires that water and sewer**  
**& not required to be members**  
**of the Texas One Call System.**  
**BUILDING SETBACK LOCATIONS (From Lot Lines): \_\_\_\_\_ Front: \_\_\_\_\_ Side: \_\_\_\_\_**  
**Notify the City for water and**  
**Side Street: \_\_\_\_\_ Rear: \_\_\_\_\_ Number of Stories: \_\_\_\_\_**  
**Sewer locates by faxing**  
**903-657-0015 or emailing**  
**rbovd@hendersontx.us and**  
**allow 3 working days.**

**UTILITY INFO**

Public Utilities Data: Water Available Yes \_\_\_\_\_ No \_\_\_\_\_ Sewer Available Yes \_\_\_\_\_ No \_\_\_\_\_ Cost Estimate Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

Back Flow Assembly Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Assembly \_\_\_\_\_ Director of Utilities Sign \_\_\_\_\_

**DIG TESS - BY NOT CALLING, HERE'S WHAT YOU CAN BE GETTING INTO.....** Personal injury, including loss of life – damage to the environment – costly property damage – damage to these utility lines; communication (i.e. telephone, long distance communications, cable television, 911 emergency fire and police communications), electric, gas, pipelines, sewer, traffic signals, and water lines – costly delays and expensive repairs – legal problems – civil penalties. Owner/Contractor will be required to furnish a Comcheck form demonstrating compliance with the International Energy Conservation Code. (See [www.energycodes.gov/comcheck/](http://www.energycodes.gov/comcheck/)) I understand that all provisions of the City of Henderson's Codes, Ordinances, and regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

(Print)

**Inspector's Report**

Approval/Disapproval, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Inspector: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Section 365.012 Texas Health and Safety Code state law requires that any litter or other solid waste be transported and disposed of in an approved solid waste site. The City of Henderson has a Municipal Waste Hauling contract for the disposal of any waste/refuse with Republic Services and Pine Hill Landfill located at Pine Hill Landfill Rd., Kilgore, Texas.

# PERMIT CHECKLIST

Zoning District	<u>Websites:</u>
Zoning Setbacks	<a href="http://www.license.state.tx.us">www.license.state.tx.us</a>
Parking	A/C Refrigeration
Signage	Architectural Barriers (Handicap)
Site Plan Required	Electricians
Plans-Building Code	
Streets-City of Henderson	<a href="http://www.tsbpe.state.tx.us">www.tsbpe.state.tx.us</a>
Streets-State (TXDot Permits required)	Texas State Board of Plumbing Examiners
Water	
Sewer	<a href="http://www.trcc.state.us/index.html/default.asp">www.trcc.state.us/index.html/default.asp</a>
Energy Code Compliance	Texas Residential Construction Commission
Drainage	
Estimate time of construction	<a href="http://www.dshs.state.tx.us/asbestos/rules.shtm">www.dshs.state.tx.us/asbestos/rules.shtm</a>
Fire Protection-Fire Hydrants	Texas Asbestos Health Protection Rules
Fire Protection-Sprinklers	
Subcontractors	<a href="http://www.txdot.gov">www.txdot.gov</a>
Fees	Texas Dept. of Transportation
Location of Gas/Power lines	State right of way and connections information

## International Codes the City of Henderson has adopted:

Copies of License and Insurance required

Electric-2011

Building-2012

Plumbing-2012

Mechanical-2012

Residential-2012

Energy-2012

Fire-2012

Fuel Gas-2012

# CITY OF HENDERSON

## CITY CONTACTS

Development	Billy Hughes	903-392-0786 extension 264
Building Official	Cliff McElfresh	903-392-0786 extension 265
Water and Sewer	Randy Boyd	903-657-5246 extension 227
Streets	Kirk Kimbrel	903-657-6551 extension 272
Fire	Rusty Chote	903-657-6551 extension 229

## UTILITY COMPANY CONTACTS

Cable	Suddenlink	888-822-5151
Electricity	AEP-SWEPCO	888-216-3523
Gas	Centerpoint Energy	800-259-5544
Telephone	Verizon	800-483-5000

# CONTRACTORS INFORMATION

## JOBSITE REQUIREMENTS

1. Contractors **must** check with the City of Henderson building official **before any construction commences** (including dirt work)
2. **Any Commercial Remodel or demolition must have an asbestos survey submitted with the permit application.**
3. A Site Plan may be required (building official will determine)
4. Plans are to be submitted including structural drawings (also a side view with foundation)
5. Application for permit to be filled out showing setbacks from property lines, subcontractors and water and sewer tap information. (Commercial project take note if an entrance comes off a State Highway, approvals from TXDOT must be filed with permit application.)
6. All projects must have silt fencing, port-a-potties, address, and fire extinguishers on jobsite.
7. Commercial projects over \$50,000; registration with TAS is required for handicap approval. Registration to shall be furnished with building permit application.
8. Work on a project that may cause excessive noise involving the erection, excavation, demolition, alteration, or repair of any building or structure in or adjacent to a residential area or hotel between the hours of 9:00 PM and 7:00 AM on weekdays and between 6:00 PM and 7:00 AM on weekends after receiving a complaint and warning to stop the noisy activity, except in situations involving the interest of public safety, official government business or the protection of the subject property.

## SCHEDULING INSPECTIONS

After the building permit has been approved:

Call the Community Development Department Assistant 903-392-0786 ext. 265 to schedule all inspections, contractors must have someone on the job site at the time of the inspection. If the work can't be done by the set time, call and reschedule or there will be an additional trip charge accessed.

Information to provide: Company doing the work, name of the owner, address of where the work is being done and what type of inspection you need. (Be specific)

## OTHER SUBJECTS

Handicap confirmation number (TAS)

Res/Com check

Asbestos Survey

Asbestos Contractors:

Austin Environmental, INC, Bryn, Texas Phone# 979-778-2699

Brady Environmental Services, INC, Lindale, Texas Phone# 903-882-6865

Dtech Services, Arlington, Texas Phone# 682-541-5951

ERI Consulting Engineers, Tyler, Texas Phone# 903-534-5001

ETTL Engineers and Consultants, INC, Tyler, Texas Phone# 903-595-6113

The Rushing Group, INC, Del Valle, Texas 'Toll free' 877-276-7765

# SUBMITTAL PROCEDURES

## NEW COMMERCIAL PROJECTS

1. Two complete sets of plans including civil drawings are required for plan review. All plans for projects over 5,000 square feet must be stamped by a license engineer or an Architect for the State of Texas.
2. Plans are to be to scale no less than 18"x24" in size with one electronic pdf file sent to [cmcelfresh@henderson.tx.us](mailto:cmcelfresh@henderson.tx.us)
3. Projects over \$50,000 must be submitted to the Texas Department of Licensing and Regulation for an American with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
4. All plans must have a cover sheet containing the following data:
  - Building Code Used – 2012 International Building Codes
  - Occupancy Classification
  - Building Type
  - Sprinkled or non-sprinkled
  - If mixed occupancy, list the square footage for each occupancy
  - Building height
  - Area Modifications
  - Amount of egress required for occupancy load
  - Fire Separation rating, if needed
5. The Third-Party Energy, Insulation, and Duct Report must be on site at the final inspection. (See Attached Form)
6. The Termite Protection Report must be on submitted to the building official prior to framing inspection or be on site at final inspection. (See Attached Form)

## COMMERCIAL REMODELS

1. Two complete sets of plans, minimum 18"x24" in size with one electronic pdf file sent to [cmcelfresh@henderson.tx.us](mailto:cmcelfresh@henderson.tx.us) . Any project over 5,000 feet will need to be stamped by a licensed engineer for the State of Texas.
2. Projects over 50,000 must be submitted to the Texas Department of Licensing and Regulations for an Americans with Disabilities Act (ADA) review. We cannot accept any plans without a Texas Accessibility Standards (TAS) permit number.
3. **An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules** (TAHPR) and the National Emission Standards. The results of the survey must be submitted with the plans.

Initial: \_\_\_\_\_





## City of Henderson Commercial Review

Contractor: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Job Name \_\_\_\_\_ Address: \_\_\_\_\_  
Legal Description \_\_\_\_\_ Occupancy Classification \_\_\_\_\_  
Estimated Job Cost \_\_\_\_\_ Total Sq.Ft. Under Roof \_\_\_\_\_

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The items listed below must be checked if applicable to your commercial project. All items needed below for plan review must be submitted prior to drawings being accepted for review.

**Commercial structures \$50,000 estimated construction cost or more must have a “TAS” registration number (Texas Accessibility Standards)**

- ☐ 1. Two sets of complete plans and specifications consisting of the following:
  - ☐ Site Plan
  - ☐ Show easements, utilities, structures, drainage plan, erosion control and setbacks of buildings from property lines
  - ☐ Foundation Plan and Beam Detail
  - ☐ Plumbing drawings on plan (including backflow prevention devices)
  - ☐ Electrical drawings on plan
  - ☐ Mechanical drawings on plan
  - ☐ Off street parking and loading zones
- ☐ 2. On commercial structures over 5,000 square feet or clear spans 24 feet or greater, need engineer seals and/or architect seals where required per state practice acts.
- ☐ 3. New commercial projects 5,000 square feet or more require soil reports and design specifications.
- ☐ 4. Comcheck-Energy compliance report for commercial buildings
- ☐ 5. **Commercial structures to be renovated or demolished must have asbestos survey by licensed personnel.**
- ☐ 6. If the building is within 100 year flood plain an elevation certificate is required by a licensed engineer or licensed surveyor.
- ☐ 7. New commercial projects may be required to have plans for fire sprinkler systems and/or fire/smoke detections systems.
- ☐ 8. New commercial projects may be required to have plans for fire separation ratings and/or firewalls.
- ☐ 9. TPDES storm water permit – The State of Texas requires a storm water permit posted on the job.

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Signature

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Date



City of Henderson  
Community Development  
300 West Main Street



Telephone: 903-392-0786  
www.hendersontx.us  
[mvillanueva@hendersontx.us](mailto:mvillanueva@hendersontx.us)

### Termite Protection Statement

This document must be onsite at the Building Final.

Job Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Builder: \_\_\_\_\_

The residential address above meets or exceeds the requirements for protection against termites as set forth in Section R318 of the 2012 International Residential Code.

Protection Provider Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ State License Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

§  
§

\_\_\_\_\_, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

\_\_\_\_\_  
Notary Public in and for the State of Texas



City of Henderson TX

# THIRD PARTY ENERGY INSULATION AND DUCT REPORT

TEST DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

☐

2009 IECC Compliance

☐

HERS Rating

☐

2012 /2015 IECC Compliance

Test Site Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

City: \_\_\_\_\_

State: TX

Builder: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Orientation: \_\_\_\_\_

Sq. Footage: \_\_\_\_\_

INSPECTION RESULT:

PASS

☐

FAIL

☐

## INSULATION R-VALUES

Exterior Walls: \_\_\_\_\_ HVAC Platform/Catwalk: \_\_\_\_\_

Knee Walls: \_\_\_\_\_ Garage Wall: \_\_\_\_\_

Slopes: \_\_\_\_\_ Vaults: \_\_\_\_\_ Framed Floor: \_\_\_\_\_

Check YES or NO for the following:

YES NO

HVAC SEALED / MASTIC:

☐☐

ATTIC EVE BAFFLES INSTALLED:

☐☐

DOORS / WINDOWS SEALED:

☐☐

FOAM BOARD IN HEADERS OF WINDOWS:

☐☐

TOP & BOTTOM PLATES SEALED:

☐☐

PENETRATIONS SEALED / CAULKED:

☐☐

RADIANT BARRIER:

☐☐

AIR BARRIER BEHIND TUBS/SHOWER:

☐☐

RECESSED CAN LIGHTS PROPERLY LABELED:

☐☐

INSULATION: Supply: R- \_\_\_\_\_  
Return: R- \_\_\_\_\_

WINDOW  
U-VALUES:

U-Value: \_\_\_\_\_  
SHGC: \_\_\_\_\_

If yes, Material: \_\_\_\_\_

DUCT TEST RESULT: \_\_\_\_\_ cfm

TOTAL LEAKAGE ☐ or LEAKAGE TO OUTSIDE ☐

W/AHU ☐ or W/O AHU ☐

LEAKAGE ALLOWED: \_\_\_\_\_ cfm

PRESSURE TEST DECAL POSTED ON:

☐

Electrical Panel

☐

HVAC Unit

☐

Window

TEST RESULT:

PASS

☐

FAIL

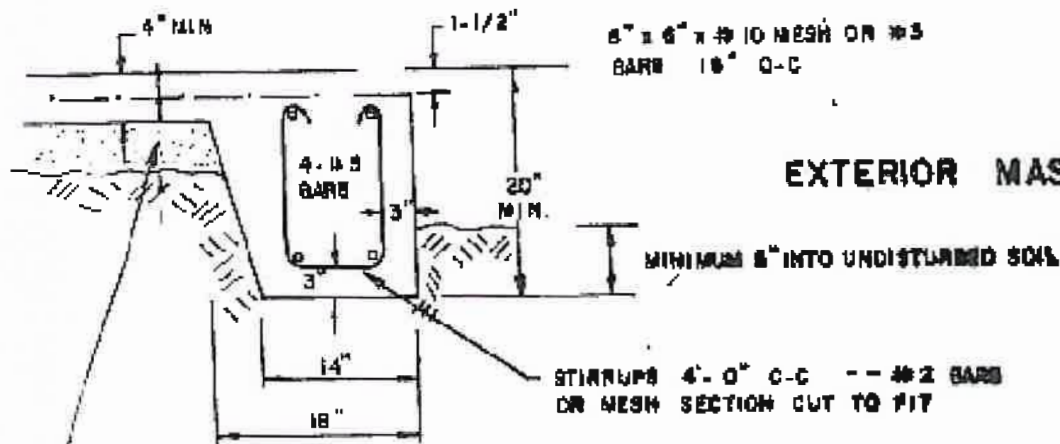
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CONCERNS/SUGGESTIONS: \_\_\_\_\_

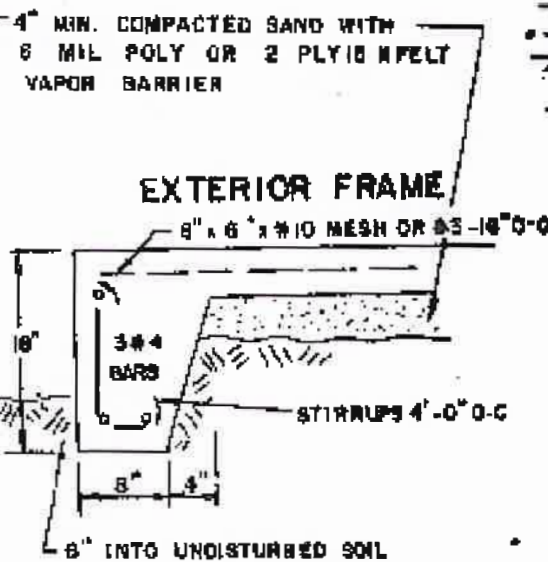
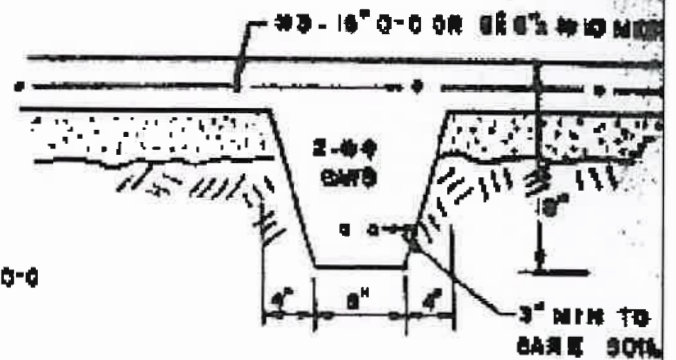
Tested by: \_\_\_\_\_

HERS Rater #: \_\_\_\_\_

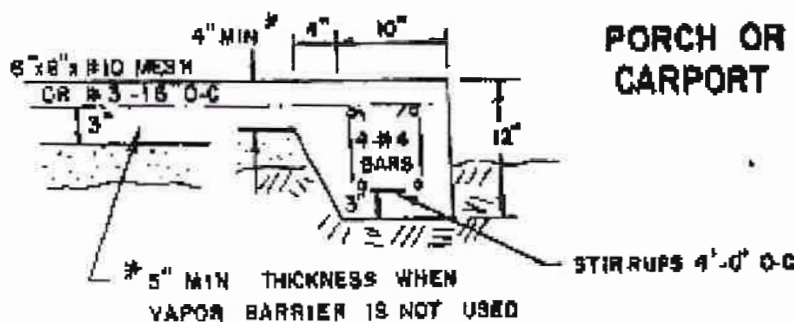
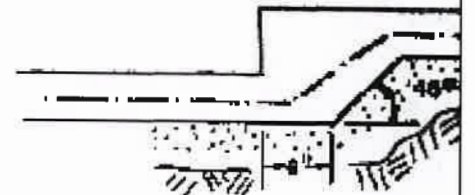
# MINIMUM STANDARDS- HENDERSON, TEXAS



## INTERIOR BEAM



## SLAB DROP



## PORCH OR CARPORT

BAR SIZE	MIN LAP, INCHES	MIN. RA OF SE
#3	12"	15/1
#4	12"	1-1/2
#5	18"	1-9/16
#6	18"	2-1/2
#7	21"	2-5/8
#8	24"	3"

## GENERAL NOTES

1. EXTERIOR BEAMS MUST EXTEND 6" MIN. INTO NATURAL GROUND.
2. SLABS ON A FILL MUST BE DESIGNED BY A REGISTERED ENGINEER.
3. MAXIMUM BEAM SPACING 24' UNLESS DESIGNED BY ENGINEER.
4. STEEL TO BE SET TO CLEAR BARE EARTH MINIMUM 3", WOOD OR STEEL FORM OR POLYETHYLENE BY 1-1/2".
5. BUILDING DEPT WILL REQUIRE THAT ANY SLAB DESIGNED BY A REGISTERED ENGINEER OR ARCHITECT BE INSTALLED AS DESIGNED UNLESS A WRITTEN CHANGE IS RECEIVED FROM THE DESIGNER.