



COMMERCIAL RENOVATION PACKET

Internal and Façade Modifications Only

March 2020

Welcome to the City of Deer Park, "The Birthplace of Texas". The building, electrical, plumbing and engineering inspectors will review the portion of the plans that will be inspected in each field. Feel free to contact the inspector at the phone number listed on page Please remember, three (3) sets of plans (minimum size of 24" x 36"), a completed Building Permit Application and payment is required when submitting plans. It is necessary to complete all the information on the checklists and application including the valuation which is the estimated cost to replace the building in kind.

The total fee (permit & plan review fee) is required at the time the plans are submitted.

Total Improvement Value:	Fee
\$100 and less	No Fee
\$101.00 to \$2,000.00	\$15.02 per thousand or fraction thereof
\$2,001.00 to \$15,000.00	\$30.00 for the first \$2,001 plus \$6.60 for each additional \$1,000.00 or fraction thereof.
\$15,001.00 to \$50,000.00	\$115.80 for the first \$15,001.00 plus \$6.90 for each additional \$1000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$356.45 for the first \$50,001.00 plus \$6.60 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$697.45 for the first \$100,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 and up	\$2,303.45 for the first \$500,001.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof
Plan Review Fee	A plan review fee of 50% of the building permit fee will be required for any permit.

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Location / Address: _____

Name of Business: _____

Please review the entire packet for a complete list of information needed.

It is the responsibility of the owner/contractor to comply with all adopted codes in the City of Deer Park. Additional information may be required to assure code compliance. Any oversight on the part of the City of Deer Park during plan review or inspection does not relieve the owner/contractor from compliance to all codes.

NOTICE

I have read through the Commercial Building Renovation Packet and have provided the information requested, including the checklists. Each item that has been checked “Yes” must be included in the submitted plans. I understand that all items should be checked “Yes” unless otherwise noted by the Public Works Department, in which case the item will be checked “N/A”. I further understand that if any item is checked “Yes” and information has not been provided, the plan review process will be halted and returned for completion. The checklists are to be detached from this packet and included with the plans for review.

Signature

Date

BUILDING PLAN REVIEW CHECKLIST

Internal and Facade Modifications Only
NO EXPANSION OR ADDITIONS OR NO AREA INCREASES
March 2020

Yes	No	Item
_____	_____	1. Provide a statement which supports the use(s) and occupancy(ies) classification. Include in the statement the nature of the occupancy, processes, materials, fluids, gases, hazardous material and other pertinent information that may affect the classification of the building or space
_____	_____	2. Give a brief description of work to be done
_____	_____	3. The plans must have a cover page including: A. Table of contents B. Name of proposed tenant C. Occupancy and use D. Site location map E. Type of construction F. Area of building and area of tenant space if whole building is not occupied G. Owner name, address and phone number H. Required occupant load I. Required number of means of egress J. Indicate whether or not the building is sprinkled
_____	_____	4. Plans must be done in a professional manner and clearly depict the work to be done. They must include: A. Location of existing tenant separation wall and the fire rating of same unless the whole building is occupied B. New tenant separation wall rating and listing C. Section of existing corridor, new corridors, Partitions, and walls D. Schedule for new doors, windows and hardware showing fire-resistance-ratings, if applicable
_____	_____	5. Modifications to buildings that face or front a public street shall have decorative material such as glass, stucco, or finished wood, equal to 12 times the horizontal dimension (width) facing the street. Wood studs 16 inches on center and 20 inches on center
_____	_____	6. The site plan shall show existing / proposed required parking spaces, as required by the zoning ordinance for specific business type.

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Yes	No	Item
_____	_____	7. Adjacent businesses will be shown and identified
_____	_____	8. If valuation is over \$50,000., list the file number on the title page showing that plans have been submitted for adjacent businesses will be shown and identified
_____	_____	9. Indicate on the title page that an asbestos survey was performed showing date performed, the person or company doing the survey and TDH license number
_____	_____	10. Provide door and hardware schedule with fire ratings
_____	_____	11. Provide worksheets for compliance to the 2018 International Energy Code (COM check or other printouts bearing the same information will be acceptable). Provide notes on the plans for specific ratings of windows, insulation, lighting, cooling, etc., if changes are made
_____	_____	12. Modifications to structural, fire-resistance-rated construction means of egress require the plans to be stamped by a registered design professional licensed by the State of Texas
_____	_____	13. Included approved plans by Harris County Health Department, if a health permit is required for the business
_____	_____	14. All commercial construction plans are required to comply with Texas Board of Architectural Examiners which requires in short (but not limited to) that an architect design and seal construction drawings for alterations and additions costing over \$50,000.00
_____	_____	15. If fire protection systems will be affected by the remodeling, drawings will have to be submitted to the Public Works Department and the office of the Fire Marshall for approval. Also, installation of controlled access and delayed egress required drawings and approval

Date of Survey

TDH Inspector License Number

ELECTRICAL PLAN CHECKLIST

Internal and Façade Modifications Only

NO EXPANSION OR ADDITIONS OR NO AREA INCREASES

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Yes	No	Item
_____	_____	1. Provide service calculations or a demand as allowed per 2023 Electrical Code. Show all calculations for any additional loads or modifications to the existing service
_____	_____	2. Provide a one-line and riser drawing of the existing service and any proposed additions of modifications
_____	_____	3. Provide reflected ceiling plans and provide power plans where applicable
_____	_____	4. Identify any hazardous areas and provide the necessary information for code compliance for these hazardous locations
_____	_____	5. Indicate on the drawings the areas of work and work to be performed
_____	_____	6. Plans must be done in a professional manner, must clearly depict the work to be done and be signed by a State of Texas master electrician (be sure to list the master license number) or a registered design professional licensed by the State of Texas.

PLUMBING PLAN CHECKLIST

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March 2020

Yes	No	Item
_____	_____	1. Show the location of backflow preventer with model number
_____	_____	2. Show a riser diagram with the size calculations on all water, drain, vent and gas system, if changes are made
_____	_____	3. Show a complete fixture schedule including service sink, drinking fountains or water coolers, if changes are made
_____	_____	4. Show all required floor drains with accessible trap primers
_____	_____	5. Show detail and location of thermal expansion device for water heating equipment
_____	_____	6. Show any required grease trap or separator with sample well with calculations and manufactures information

MECHANICAL PLAN CHECKLIST

_____	_____	1. Provide plans and calculations for all the supply, return and exhaust duct systems along with any required fire and smoke dampers per the current National Mechanical Code
_____	_____	2. Show all material to be used, including insulation, coverings, fire and smoke dampers and duct material along with UL listings
_____	_____	3. Show location of condensate drain discharge. Note: Condensate drain shall discharge in an approved location

All plans submitted shall have a Licensed Engineer Stamp

(Unless not required by Public Works Department)

I have read the requirements for building, electrical, plumbing and mechanical plan review and understand that if any information requested was not provided that the plan review process will stop and the plans will be returned to the applicant. I also understand that the job is subject to field corrections.

Signature

Date



ADOPTED CODES FOR DEER PARK

As of August 2025

BUILDING:

- Latest version of the International Building Code (Residential and Commercial) 2024
- Latest version of the International Building Code (Commercial) 2024

ELECTRICAL:

- Latest version of the National Electrical Code 2023, as published by the National Fire Protection Association

PLUMBING:

- 2024 International Plumbing Code and Standard Gas Code, as published by the ICC (International Code Congress)

MECHANICAL:

- 2024 International Building Mechanical Code

FIRE:

- 2024 International Fire Prevention Code

ENERGY:

- 2024 International Energy Conservation Code

ZONING:

- Local Zoning Ordinance

PROPERTY MAINTENANCE:

- 2024 International Property Maintenance Code

INSPECTORS

Chief Building Official

Greg Melching
281-478-7235

Combination Inspector

Daniel Rios-Lazo
281-478-7249

Commercial Only
(New and Renovation)

PLEASE COMPLETE IMPORTANT INFORMATION BELOW:

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

_____ Yes _____ No

Date of Survey _____

TDH Inspector License # _____

*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 TAHPR and NESHAP prior to a renovation/demolition permit being issued by the City of Deer Park.

If the valuation of the work is over \$50,000.00, have you submitted plans to Texas Department of Licensing and Regulation Architectural Barriers for review?

_____ Yes _____ No

*If you have submitted but do not have a copy of the plans, please provide the file number on the following line:

File # _____

Note:

**Please be advised the file number will be verified, please be accurate in recording this number.
If we cannot confirm the plans have been submitted, we cannot issue a permit**



COMMERCIAL BUILDING PERMIT

710 E. San Augustine, Deer Park, TX 77536

Phone: 281-478-7270 Fax: 281-478-0394

PROJECT ADDRESS:	Deer Park, TX 775		
	Lot #	Block #	Subdivision Name:

OWNER / BUILDER INFO	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

CONTRACTOR INFO	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

<u>PERMIT TYPE</u>		<u>Utility & Site Work</u>	
<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer (Ft)
<input type="checkbox"/> Church	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Catch Basins	<input type="checkbox"/> DOM Water Line (Ft)
<input type="checkbox"/> Industrial	<input type="checkbox"/> Service Station	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Fire Hydrants
<input type="checkbox"/> Restaurant / Store	<input type="checkbox"/> Office / Bank	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Backflow Devices
<input type="checkbox"/> New Addition	<input type="checkbox"/> School Facilities	<input type="checkbox"/> Fire Line	<input type="checkbox"/> Fire Line
<input type="checkbox"/> Commercial Remodel	<input type="checkbox"/> Other _____	(Inside)	(Outside)

For Utility/Site Work Only use the Utility Site Work Application

DESCRIPTION OF IMPROVEMENTS: _____

VALUE OF THE PROJECT: \$ _____

OCCUPANCY TYPE: _____ SQUARE FOOTAGE _____ NUMBER OF STORIES _____ HEIGHT _____

IS THE PROJECT IN THE 100 YEAR FLOODPLAIN? YES NO (IF YES COMPLETE A FLOODPLAIN DEVELOPMENT PERMIT)

If project is in a floodplain, an elevation certificate will be required stating the finished floor elevation.

WILL MORE THAN 1-ACRE OF LAND BE DISTURBED? YES NO (IF YES COMPLETE A STORMWATER PERMIT)

REMODEL / DEMOLITION ONLY - BY MY SIGNATURE, I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING RENOVATED AND/OR DEMOLISHED. A COPY OF THE ASBESTOS SURVEY IS INCLUDED WITH THIS PERMIT APPLICATION. THIS CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF DEER PARK AND BY THIS SIGNATURE; THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.

APPLICANT'S PRINTED NAME: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ADDRESS NUMBER MUST BE POSTED DURING CONSTRUCTION AND PERMANENTLY AT TIME OF FINAL INSPECTION

A \$45 re-inspection fee will be charged for all failed inspections