

City of Jacksonville TX

City of Jacksonville Development Guide Building Permits



A publication to help understand the
Building Permit process in the City Jacksonville.

Building Department

2021

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Introduction

The City of Jacksonville Building Department is proud to present the ***Developer's Guide: A Guide to Building and Development in the City of Jacksonville***. ***This information is subject to change periodically, please check back occasionally for changes.***

Each section is broken down into a summary, flowchart, and checklist, followed by frequently asked questions to better communicate the processes involved with development in the City of Jacksonville. We have ordered the sections of this guide to match that of a development project, moving from zoning approval to the issuance of the Certificate of Occupancy (C.O.). A list of meeting submittal deadlines and meeting times is provided, along with submittal requirements for the various processes involved. In addition, a supplement to this guide containing most of our applications and certifications are available.

Although the City Staff made every effort to simplify and condense portions of the various Ordinances, which govern development in the City of Jacksonville for the benefit of developers, developers are advised that the Ordinances should be consulted for details and clarifications. The Ordinances shall have precedent over this document if any discrepancies or conflicts arise between this document and the Ordinances.

The Developer's Guide will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Planning Division.

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Building Permits

BUILDING PERMIT PROCESS OVERVIEW

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. The process includes Development Permit (for drainage, erosion control and flood plain considerations), and Site Plan approval. Development and construction procedures for projects include the issuance of a building permit, and the issuance of a Certificate of Occupancy upon successful completion of the project.

BUILDING PERMITS

The building permit process begins with the applicant submitting a complete building permit application, two (2) site plans, two (2) sets of building plans, and energy compliance documentation to the Building Inspection Division. Upon review, approval and appropriate fees paid, a Building Permit is issued. Construction must begin within 180-days of the issuance of a Building Permit. At least one building inspection must occur for each 180 days, or the work will be considered abandoned and require the issuance of a new permit.

SITE PLAN

Detail requirements for the Site Plan are outlined in the Submittal Requirements section in the appendix of this guide. Site Plans will be reviewed by representatives from the following divisions within the City:

-  Building Inspection
-  Water Quality, Utilities
-  Fire

Each division possesses a specific area of responsibility. The Building Official will coordinate and forward results to the applicant..

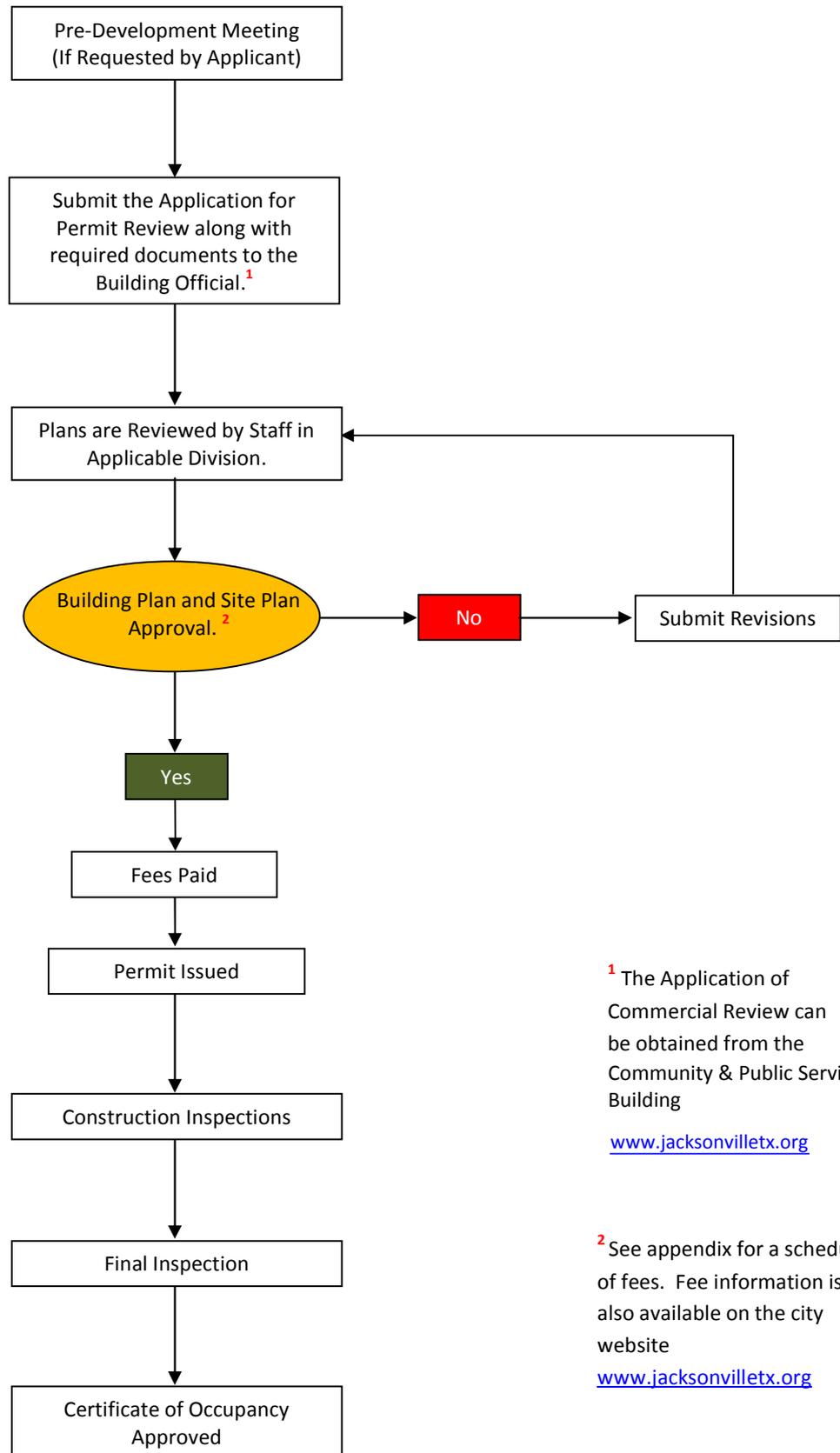
Once submitted, a Site Plan application is good for a period of ninety (90) calendar days.

CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy (CO) can be applied for with the building permit application by the General Contractor. For new and remodel commercial construction, this process is automatically done. If there is a change in use or occupancy of an existing building a separate application for a Certificate of Occupancy is required. The Certificate of Occupancy will be issued after all final inspections have been approved.

Certificates of Occupancy are required for all commercial structures and commercial use of property. A new CO must be obtained if the occupancy or use changes for the structure or property.

BUILDING PERMIT PROCESS FLOWCHART



¹ The Application of Commercial Review can be obtained from the Community & Public Services Building
www.jacksonvilletx.org

² See appendix for a schedule of fees. Fee information is also available on the city website
www.jacksonvilletx.org

COMMERCIAL BUILDING PERMIT PROCESS CHECKLIST

Procedural

- 🔧 Meet all zoning, setback, parking and platting requirements.
- 🔧 Check with the Building Inspection Division for the general requirements of the permit sought.

Submittal

- 🔧 Submit a development permit application to the Building Official.
- 🔧 Submit two (2) sets of building plans, Two (2) Site Plans, application to the Building Inspection Division. Be sure your plans include the following:
 - 🔧 Proposed General Use
 - 🔧 Floor Plans and Elevations
 - 🔧 Foundation Design
 - 🔧 Structure Design
 - 🔧 Fire Resistance Integrity Details
 - 🔧 Mechanical, Plumbing, Electrical Designs
 - 🔧 Architect or Engineer's Seal, if required
 - 🔧 Energy Code Compliance Data
 - 🔧 Install erosion control measures.
 - 🔧 Asbestos Survey (*not applicable for new construction*)

After Obtaining Building Permit and Pay Fees

- 🔧 Commence Construction
- 🔧 Obtain Required Inspections
- 🔧 Obtain a certificate for Storm Water Drainage
- 🔧 Permanent Erosion Control in place (on all disturbed areas)
- 🔧 Obtain a Certificate of Occupancy

RESIDENTIAL BUILDING PERMIT PROCESS CHECKLIST

Procedural

- 🔦 Meet all zoning, setback, parking and platting requirements.
- 🔦 Determine that property is zoned appropriately for the proposed use.
- 🔦 Determine the property's location relative to any flood plain.

Submittal

- 🔦 Submit a development permit application to the Building Official.
- 🔦 Complete a building permit application and submit it to the Building Department.
- 🔦 Submit the following:
 - 🔦 Permit application
 - 🔦 Two (2) complete sets of plans
 - 🔦 Plot Plan
 - 🔦 Install erosion control measures.

After Obtaining Building Permit and Pay Fees

- 🔦 Commence Construction
- 🔦 Obtain Required Inspections
- 🔦 Obtain Certificate of Occupancy

BUILDING PERMIT PROCESS FAQ

Under what conditions would I apply for a commercial building permit?

You would apply for this permit for all types of new construction, additions and alterations for any new or existing structure, other than cosmetic or non- structural changes. Please call the building department if you are not sure.

Why does the city review project plans?

The City reviews all plans to ensure that the plans are in compliance with all codes and ordinances applicable to construction and development in the City of Jacksonville. This process ensures the applicant is informed of the requirements before the commencement of construction.

What are the plan review only submittal requirements?

The Building Department will review commercial plans prior to a building permit application. Two (2) sets of Building Plans and two (2) sets of Site Plans must be submitted with a completed application.

Now that I have met all the zoning and platting requirements and I have submitted the required paperwork to the Building Inspection Division, what is my next step?

The Building Department has set a goal of reviewing commercial plan permit applications within ten (10) working days of receiving the complete application, and five (5) working days for reviewing residential permit applications. An application that is incomplete or does not meet the minimum code requirements will take longer. Some permit applications can be processed in a shorter period of time. The Building Department will notify you of the status of your application and whether it has been approved. You may call (903) 589-3510 for a status update at any time.

When are fees required and how much are they?

All applicable building and plan review and fees are required at the time the permit is issued. Tap fees (if applicable) are required to be paid prior to the issuance of a building permit. Fees will be determined by the type of work being done. See appendix for permit fee schedule.

When can I start construction?

You may begin construction any time after the building permit has been issued. A building permit will expire if work has not commenced within 180 days from the issue date.

What codes are used by the City of Jacksonville?

The City of Jacksonville uses the 2006 Edition of the ICC (International Codes) for building, residential plumbing, gas energy conservation and mechanical installations. The City uses the 2008 Edition of the National Electric Code for electrical installations. In addition there are local amendments to these national codes. Copies of the codes are available for review in the City of Jacksonville Public Library. Copies of local amendments are available from the Department or online at www.jacksonvilletx.org.

How many city divisions are involved in the inspection of my construction and when will the inspections be made?

This varies with the complexity of the project. Depending on the type of project, any or all of the following divisions will be involved:

-  Building Inspection
-  Planning & Zoning
-  Fire
-  Water Department

The Building department can perform in most cases an inspection the same day. Inspections are performed between 8am through 5 pm. Inspections can be scheduled in advance if needed. Inspections are not done before 8 am or after 5 pm unless prior arrangements are made which can be made by calling the building inspector.

What types of building inspections are required?

Depending on the complexity of your project, any or all of the inspections listed below will be involved:

-  Piers
-  Energy Seal
-  Wall & Insulation
-  Decking and Felt
-  Framing
-  Driveway/ Flat Work
-  Sheetrock
-  Brick Tie
-  Fire Wall
-  Electrical Rough-in
-  Electrical Ceiling
-  Electrical Underground
-  Electrical Final
-  Mechanical Rough-In
-  Mechanical Final
-  Plumbing Rough-in
-  Foundation
-  Plumbing Top Out
-  Plumbing Water/Sewer
-  Fire Line
-  Fire Acceptance Test
-  Fire Alarm
-  Fire Sprinkler Systems
-  Commercial Hood
-  Storm Sewer
-  Plumbing Final
-  Gas Line
-  Gas Final
-  Building Final
-  C.O. Final

If I am not at the site at the time the inspections are made, how will I know if the work has been approved?

A green or red tag will be posted in the immediate vicinity of the work inspected. Green tags indicate approval and red tags indicate that corrections are necessary. If you receive a red tag, contact the Building Inspector for a re-inspection after the work has been corrected. For information regarding any corrective action required, contact the inspector. The Inspectors' hours are between 8:00am – 5:00pm.

When can I use and occupy my building?

After all final inspections and approvals have been obtained. A Certificate of Occupancy must be issued prior to use and occupancy.

What kind of permit will I need if I plan to alter or remodel an existing structure?

You will need to obtain permits for those parts of the structure affected. For example, if you plan to install a new heating system, replace a sewer line, or rewire the existing structure, a separate permit would be required for each aspect of the remodeling.

What types of contractor's licenses are required?

Electrical, plumbing, and mechanical contractors. There are some exceptions to the licensing requirements for homeowners and property owners. Contact the Building Department for these exceptions.

Do I need a permit for fencing?

Yes, only if the fence is over six feet high. The fence must be constructed of traditional fencing materials and cannot create a visibility hazard. If the fence is not over six (6) feet and you are not familiar with the rules, please contact the Inspection Department for the rules and guidelines to follow.

Do I need a permit for a carport, swimming pool or a storage building?

Yes.

Do I need a permit for a mobile, manufactured home or mobile storage unit (POD)?

Permits are only issued for the utility connections and any on-site construction within a licensed mobile/manufactured home park. Mobile/manufactured homes are not permitted anywhere else in the city. PODs are prohibited in residential districts.

Do I need a permit for a sign?

Yes, sign permits are required for most signs, and must be submitted with Site and Sign Plan. There are some exceptions, please contact the Building Department for more information.

How do I obtain a Certificate of Occupancy for an existing building?

You can apply for an existing building Certificate of Occupancy and pay the required fee. The Certificate of Occupancy will be issued after all final inspections have been made and approved.

How can I request an appeal of the interpretation of the code by the City Official or a variance to the code?

Variance and appeal application forms are available at the Public Works Building or online. Submit application with necessary fees.

What are the structural plan submittal requirements for Pre- Engineered Buildings?

If complete structural plans are not submitted with the building plans, a letter of certification by a Qualified Texas licensed engineer verifying that the design of the building conforms with the City's building code must be submitted.

Are there special requirements for the construction of a food service establishment?

If the permit involves food service, a Food Establishment Permit must be obtained prior to opening the establishment. A list of specific requirements for construction of a food establishment may be obtained by contacting the Cherokee County Health Department.

Are there special requirements for building in the Flood Plain?

This is addressed in the Development Permit process. See Flood Plain Development in the Public Infrastructure section of this guide.

Appendix

SUBMITTAL REQUIREMENTS

Site Plan

The following lists submittal requirements for various processes of development in the City of Jacksonville. Please refer to specific applications for other requirements as stated on those applications. Supplemental information is available on the City of Jacksonville website.

The Site Plan shall be clearly defined and drawn to an appropriate scale to permit accurate review for compliance with City codes, ordinances and standards. Four (4) copies of the Site Plan not to exceed 24" X 36". Site Plan shall be drawn on dimensionally stable reproducible sheets and shall be appropriately drafted at an engineering scale of 1" = 50" or larger. The following features, as a minimum, shall be required on all Site Plans:

- ① Legal description, address, property lines and dimensions;
- ① Location, sizes and names of adjacent or included streets, alleys and easements;
- ① Location, dimensions and square footage of existing/proposed buildings;
- ① Location of buildings on adjoining property within 10' of the subject property;
- ① Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, loading facilities and sight visibility triangle areas;
- ① Existing/proposed surfacing, landscape/buffer areas and screening fences;
- ① Location of facilities for refuse disposal and location of fire hydrants;
- ① Location, type and size of all water and sewer lines and meters;
- ① Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable);
- ① Proposed use(s), north arrow, graphic scale and date of plan preparation;
- ① Any other information necessary to demonstrate compliance with applicable City ordinances, codes, resolutions and construction standards.
- ① Erosion control location and details.
- ① Construction entrance location and details.

Once Certificate of Occupancy has been issued, continued maintenance of existing landscaping material and the replacement of dead landscaping material is required.

FEE SCHEDULE

- 🔧 Building Permit for Repair or Remodel, Swimming Pool & Sign Permits
- 🔧 All new construction (Residential or Commercial) is permitted at \$0.05 per square foot.
- 🔧 Certificate of Occupancy Inspection \$25.00
- 🔧 Drive Way Permit \$25.00

Electrical Permits (*Issued only to Master Electrician or Homestead Homeowner*):

Permit	\$22.00
Temporary Service	\$22.00
Service	\$5.00
1-3 Circuits	\$0.50
Each Additional Service	\$0.25
Each Additional Outlet	\$0.20
Each Additional Motor	\$5.00
Each Additional Fan	\$1.00

Gas Permits (*issued only to Master Plumber with \$300,000 State Insurance or Homestead Homeowner*):

Permit	\$20.00
1-4 Openings	\$5.00
Each Additional Opening	\$1.00
Gas Water Heater	\$5.00
Gas Re-Test	\$20.00

Mechanical Permits (*issued only to Licensed Air Conditioning & Heating Holder with proof of Insurance*):

Permit	\$20.00
First 1,000 of estimated cost of Project	\$10.00
Each Additional \$1,000 & fraction	\$5.00

Plumbing Permits (*issued only to Masters Plumber with \$300,000 State Insurance or Homestead Homeowner*):

Permit	\$20.00
Water & Sewer	\$5.00
Each Opening	\$2.50
Electric Water Heater	\$5.00

Miscellaneous Fees:

Zoning Application	\$75.00
Temporary Zoning	\$25.00
Board of Adjustments & Appeals Application	\$75.00
Itinerant Vendor (45 days)	\$100.00
-Each Additional Employee (45 Days)	\$25.00
-Renewal Fee (45 days)	\$25.00
-Renewal Fee/ Employee (45 days)	\$10.00
Sign Permit	\$75.00
Demolition Permit	\$100.00
House Moving Permit	\$50.00
House Moving Lisence (yearly)	\$100.00
Sprinkler System Permit	\$25.00
Fire Sprinkler System/ Fire Alarm/ Remove	\$25.00
Combustable Tanks	
Plats/ Re-plat/ Amended Plat	\$20.00
+ \$2.00	
Per lot	

DRIVEWAY PERMITS AND INSPECTIONS

Driveway – defined as any way, place, or area constructed within the public right-of-way connecting the paved public roadway with private property for the purpose of providing access for motor vehicles to private property.

Residential Driveway Permit – is required for all new residential and reconstructed driveways.

Commercial Driveway Permit – is required for all commercial new and reconstructed driveways.

Industrial Driveway Permit – is required for all industrial new and reconstructed driveways.

A driveway permit is required to retain or modify existing driveway where vacant property is developed, new structures are constructed or land use is changed.

In the event that you will be installing, reconstructing or eliminating a driveway connection to a City or State Highway in the City of Jacksonville you must obtain a driveway permit from the City of Jacksonville. You can obtain a City of Jacksonville driveway permit application for an existing commercial or residential site at the Public Works Building (1220 S. Bolton St. Jacksonville, TX 75766)

DRIVEWAY PERMIT COSTS

Cost of driveway permits in the City of Jacksonville is \$25.00 as shown in the City of Jacksonville Fee Schedule.

These fees may be paid at the time the building permit application is submitted but must be received a minimum of 24 hours before required inspection.

After you have received the appropriate driveway permits and paid the appropriate fee you may begin installation of the driveway.

If you are installing a concrete driveway, you must call for an inspection of the forms prior to pouring the concrete.

If you are installing an asphalt-paved driveway, you must call for an inspection after the sub grade is compacted and again after the asphalt is laid, a minimum of ½ day ahead of required inspection.

NOTE: THE DRIVEWAY MUST BE COMPLETED BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED.

QUESTIONS OR COMMENTS – If you have any questions about the technical requirements or about an inspection for a driveway installation you may contact the Building Inspector at (903) 589-3510.

ADDITIONAL PUBLICATIONS

The City of Jacksonville offers many other publications that can assist you in the development process and help answer any technical questions you may have.

Publication

- 📄 Building Energy Code Compliance Tool
- 📄 Jacksonville Code of Ordinances Online
- 📄 Lake Jacksonville Rules and Regulations
- 📄 Site Plan Example
- 📄 Subdivision Ordinance
- 📄 Texas Accessibility Standards
- 📄 Zoning Ordinance
- 📄 Pre-Treatment Handbook
- 📄 Flood Plain Maps
- 📄 Zoning Maps

Where Available

All information is available on the City of Jacksonville Website (www.jacksonvilletx.org) or at the Community & Public Services Building (1220 S Bolton St, Jacksonville TX 75766)