



TOWN OF HORIZON CITY
 14999 Darrington Road
 Horizon City, TX 79928
 Phone 915-852-1875 Fax 915-852-1005

COMMERCIAL PERMIT APPLICATION

Permit No: _____

Plan Review No: _____

CONSTRUCTION ADDRESS _____ UNIT/ SPACE: _____

SUBDIVISION: _____ BLOCK: _____ LOT: _____

PROPOSED BUSINESS NAME: _____

APPLICANT:

NAME _____
 PHONE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 E-MAIL ADDRESS: _____

OWNER:

NAME _____
 PHONE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 E-MAIL ADDRESS: _____

CONTRACTOR:

BUSINESS NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
 E-MAIL ADDRESS: _____

TYPE OF CONSTRUCTION

- () NEW BUILDING: SQ. FT. _____ () TENANT IMPROVEMENT: SQ. FT. _____
- () NEW SHELL BUILDING: SQ. FT. _____ () NEW APARTMENT COMPLEX: SQ. FT. _____
- () ADDITION: SQ. FT. _____ () OTHER: _____

DETAILS OF CONSTRUCTION

OCCUPANCY USE _____ OCCUPANT LOAD _____
 GROSS SQUARE FOOTAGE _____ SPRINKLED STRUCTURE () YES () NO
 CONSTRUCTION TYPE _____ FIRE ALARM () YES () NO

LIST CONTRACTORS NAME & PHONE FOR THIS PROJECT: (SEPARATE PERMITS AND CONTRACTOR REGISTRATION ARE REQUIRED)

GENERAL: _____
 ELECTRICAL: _____
 PLUMBING: _____
 MECHANICAL: _____

PROJECT CONSTRUCTION VALUE \$ _____

NOTE: Applicant is responsible for *all* expenses incurred by the Town in connection with the application including but not limited to attorney's fees, engineering review fees and publication. Additional charges will be invoiced separately and shall be paid to the Town within thirty days of receipt. The applicant also acknowledges receipt of the Stormwater Handout with this application.
 Applicant's Initials _____

THIS PERMIT IS ISSUED ON THE EXPRESS CONDITION THAT THE WORK AUTHORIZED SHALL CONFORM IN ALL RESPECTS TO THE STATEMENTS CERTIFIED IN THE APPLICATION. ALL WORK DONE SHALL BE IN COMPLIANCE WITH THE ORDINANCES OF THE TOWN OF HORIZON CITY, TEXAS; THE 2021 INTERNATIONAL BUILDING CODES AND THE 2020 NEC.

APPLICANT'S SIGNATURE

DATE

OFFICE USE ONLY

APPROVED

CONSTRUCTION VALUE DEEMED: \$ _____

BUILDING OFFICIAL _____
BUILDING PERMIT FEE \$ _____
35% REVIEW FEE \$ _____
ENGINEERING FEES \$ _____
SITE DEVELOPMENT FEE \$ _____
PENALTY FEE \$ _____
5% TECHNOLOGY FEE \$ _____
TOTAL \$ _____

Payment: Cash Check No. CC
 Date Received _____ By: _____

 DATE

ADDITIONAL INFORMATION REQUIRED:

EAB # _____ Asbestos Report Received

Received Date: _____
 By: _____
 Phone Call Date: _____
 By: _____
 Date Issued: _____
 Processed by: _____

REQUIRED DOCUMENTATION: Commercial & Industrial Plan Review & Building Permit Application

APPLICATION FOR DETAILED SITE DEVELOPMENT PLAN- Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

DETAILED SITE DEVELOPMENT PLANS – Three (3) copies of a detailed site improvement plan, One (1) Digital Copy and one (1) 8 ½ X 11” copy are required with the following information:

- a. Legal description of property;
- b. Location and arrangement of structures;
- c. Size and use of structures;
- d. Lots lines with dimensions of the areas;
- e. Required yards and setbacks;
- f. Landscaped planted areas, calculations showing required and provided square footage
- g. Open spaces, where applicable;
- h. Curb cuts and driveways including width of drive
- i. Pedestrian ways and sidewalks including width;
- j. Stamp or seal of a professional engineer or a registered architect.
- k. Site Plan to show all proposed improvements & vicinity map.
- l. On-site parking areas, loading/unloading berths where applicable, number and size of on-site
- m. parking spaces (including accessible spaces,, lighting of parking areas, and bicycle spaces);
- n. Storm water drainage;
- o. Retaining walls, where applicable;
- p. Screening walls or fences, where required;
- q. Utility right-of-way and easements;
- r. Architectural design of buildings (and side elevations); show highest elevation

PROOF THAT THREE (3) SETS OF DETAIL SITE DEVELOPMENT PLANS as required above have been submitted to the Fire Marshal, located @14151 Nunda Ave. Horizon City, TX. 79928, Call to inquire on fees @ (915)852-8400

BUILDING PLANS showing elevation, sections and details for all proposed building improvements. Commercial & Industrial Building Plans to include MEP's signed and sealed by a Registered Architect and/or Registered Structural engineer licensed in Texas.

UTILITY COMMITMENT LETTERS

- A. *Horizon Regional Municipal Utility District: General Mgr. (915)852-3917*
- B. *El Paso Electric Company: Information (915)543-4106*
- C. *Texas Gas Service: Cecilia Ruiz (915)680-7366*
- D. *Southwestern Bell Telephone (SBC) / AT&T: Engineer (Horizon Area) (915)595-5151*

RECEIPT OF PLAN SUBMITAL TO HORIZON REGIONAL MUNICIPAL UTILITY DISTRICT

PROJECT LETTER describing the proposed use of the property; the type of development; and the character and conditions in the project vicinity that makes the property appropriate for the proposed use.

ZONING CONDITIONS OR SPECIAL CONTRACTS- One (1) copy of any special contracts or zoning conditions imposed on the property proposed for site plan review.

PERMITS REQUIRED upon approval of *Commercial & Industrial New Site Development Building Permit Application*:

- **Grading /Clearing Permit Application, Fee & General Liability Insurance may be required (Ord.34)*
- *Mechanical, Electrical and Plumbing*
- *Contractor Registration required*
- *Notice of Intent (NOI) and/or Construction Site Notice-7 days prior to construction, if applicable. (TCEQ) (Ord. 192 §8.5)*
- ***The Town will require a digital copy on CD of the final improvement plan that is approved and signed by the Town Engineer.***

Stormwater and the Construction Industry

Protect Natural Features



Bad

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

Good

Silt Fencing



Bad

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Good

Construction Phasing

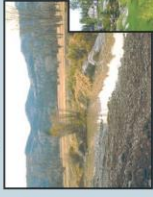


Bad

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Good

Vegetative Buffers



Bad

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Good

Site Stabilization



Bad



Good

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Construction Entrances



Bad

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Good

Slopes



Bad

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

Good

Dirt Stockpiles



Bad

- Cover or seed all dirt stockpiles.

Good

Storm Drain Inlet Protection



Bad

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

Good