



COMMERCIAL BUILDING PERMIT APPLICATION

City of Hutto Development Services
210 US 79 East, Suite #103. Hutto TX 78634
512-759-3479 Planning
512-846-2640 Building & Code Enforcement
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

SUBMITTAL DATE
PERMIT #

(CHECK ONE)

- NEW COMMERCIAL BUILDING PERMIT
COMMERCIAL FINISHOUT BUILDING PERMIT
COMMERCIAL ADDITION BUILDING PERMIT
COMMERCIAL BUILDING PLAN REVISION PERMIT
All Building Permit Fees are calculated by the ICC Building Valuation Data Table:
ICC Building Valuation Table price per sq. ft. x total sq. ft. of structure +
Plan Review fee is 65% of permit fee + \$20 + Impact/Connection Fees.
Permit, Review, Impact and Connection Fees are due prior to plan approval.

PROJECT ADDRESS: PROJECT NAME:

BUILDING DATA:

Use Classification/Occupancy Group: Type of Construction (per ICC definition): # of Stories:
Total Structure Sq. Ft.: (For Additions/Finishout only identify area of construction or tenant space)
Additional Floor(s) Sq. Ft.: Zoning District:
Is property within Old Town? Yes No If yes, provide date of Certificate of Appropriateness approval:
Is the property required to be sprinkled, as per Fire Code? Yes No
Is the property owned or leased? If Leased, provide legal property owner authorization to build (see Master Application)

WATER/WASTEWATER METER(S) AND CONNECTIONS:

EXISTING SERVICE (SHOW ON PLANS)

Site has existing domestic water/ww meters: Yes No If yes, provide existing meter size(s): W: WW:
Site has existing separate water/irrigation meter(s): Yes No If yes, provide existing meter size(s): W: (irrigation only)

NEW SERVICE (SHOW ON PLANS)

Site requires new domestic water/ww meters: Yes No If yes, list required meter size(s): W: WW:
Site requires new separate water/irrigation meter(s): Yes No If yes, list meter size(s): W: (irrigation only)

THE FOLLOWING ELEMENTS ARE REQUIRED FOR ALL PLANS:

In addition to the data required above, lack of an applicable requirement in a plan set will cause an application to be considered incomplete and rejected. Incomplete/rejected submittals are held for five (5) business days then recycled.

Use the checklist below to ensure a complete application:

PLANS MUST BE SIGNED/SEALED BY A LICENSED PROFESSIONAL (ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, SURVEYOR)

- Applicant has reviewed this document regarding submittal requirements and processing.
Complete application.
Payment of building permit fees have been paid. Make checks payable to City of Hutto (see: fee schedule or brochure).
Copy of TDLR Project Application with Project Number document. (For projects with ICC Building Valuation over \$50,000.)
Water/WW meter sizes and connection fees have been identified (domestic and irrigation). Payment is required prior to permit approval.
Certified Energy Code Compliance Report.
Digital versions of all application documents are provided (on: disk, flash drive/USB, or emailed link to shared website). Plans sets with multiple sheet shall be in one file and in the proper order to match sheet index.
One (1) full-size plan set: 24"x36" (for distribution to WCESD#3) NO STAPLES OR BINDING ON PLAN SETS.
Provide blank 2" x 2" space at bottom right corner of each plan sheet for City stamps.
WCESD#3 application and required fees (see: www.huttofirerescue.org for submittal requirements)

A Building Plan set must include the following and be in this order, as applicable:

- Cover Sheet (with: Site address, sheet index, project data, owner/design team contact information, identify Governing Codes)
\* Overall Site Plan Sheet Interior Details Mechanical Plan
Final Plat Sheet(s) (recorded) Door and Window Schedule/Details Electrical Plan (including riser diagrams)
General Notes Foundation Plan/Details Plumbing Plan (including riser diagrams)
Floor Plan Framing Plan Construction Details
\* Exterior Architectural Elevation Sheet(s) Roof and Ceiling Plans \* Landscape Plan Sheet(s)
Exterior Architectural Details Roof Framing Plan \* Irrigation Plan Sheet(s)
Equipment Plan and Schedule Wall Sections/Details \* Photometric/Lighting Plan Sheet(s)

\* These sheets should be extracted from the City of Hutto approved, stamped site plan permit set. Do not include complete civil plan set within the building plan set.

SITE AND STRUCTURE SIGNAGE REQUIRE SEPARATE PERMIT(S). DO NOT INCLUDE IN BUILDING PLAN SUBMITTAL.
SITE AND BUILDING PERMITS ARE SEPARATE PROCESSES AND SHALL NOT BE SUBMITTED AS ONE PLAN SET.

FOR DEPARTMENT USE ONLY:

Table with 3 columns: Submittal Date, Date Accepted for Review, Permit #



COMMERCIAL BUILDING PERMIT MASTER APPLICATION

City of Hutto Development Services
210 US 79 East, Suite #103 Hutto, TX 78634
512-759-3479 Planning
512-846-2640 Building & Code Enforcement
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

SUBMITTAL DATE
PERMIT #

PROJECT ADDRESS: PROJECT NAME:

HUTTO IS A ONE PERMIT SYSTEM. SEPARATE ELECTRICAL/PLUMBING/HVAC PERMITS ARE NOT REQUIRED.

APPROVED BUILDING PERMITS BECOME VOID IF CONSTRUCTION IS NOT COMMENCED WITHIN SIX (6) MONTHS OF PERMIT ISSUANCE DATE

DATA LISTED HERE WILL BE ADDED TO THE PERMITTING SYSTEM. THIS IS HOW REVIEW - INSPECTION - PLANS WILL BE ACCESSED - REQUESTED - OBTAINED.

IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROJECT TEAMS / CONTRACTORS CREATE USER PROFILES VIA MY GOVERNMENTONLINE.ORG

ALL TRADE CONTRACTOR LICENSE NUMBERS WILL BE VERIFIED PRIOR TO PERMITTING.

PROJECT TEAM CONSULTANT AND TRADES INFORMATION:

ARCHITECT:

Business Name: Contact Name:
Address:
City, State, Zip: Email:

CIVIL ENGINEER:

Business Name: Contact Name:
Address:
City, State, Zip: Email:

STRUCTURAL ENGINEER:

Business Name: Contact Name:
Address:
City, State, Zip: Email:

MECHANICAL ENGINEER:

Business Name: Contact Name:
Address:
City, State, Zip: Email:

GENERAL CONTRACTOR:

Business Name: Contractor Name:
Address: License Number:
City, State, Zip: Email:

ELECTRICAL CONTRACTOR:

Business Name: Contractor Name:
Address: License Number:
City, State, Zip: Email:

PLUMBING CONTRACTOR:

Business Name: Contractor Name:
Address: License Number:
City, State, Zip: Email:

MECHANICAL CONTRACTOR:

Business Name: Contractor Name:
Address: License Number:
City, State, Zip: Email:

ADD ADDITIONAL PAGES IF NEEDED.



COMMERCIAL BUILDING PERMIT MASTER APPLICATION

City of Hutto Development Services
210 US 79 East, Suite #103 Hutto, TX 78634
512-759-3479 Planning
512-846-2640 Building & Code Enforcement
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

SUBMITTAL DATE
PERMIT #

PROJECT ADDRESS: PROJECT NAME:

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Business Name
Name Phone
Address
City, State, Zip Email

PROPERTY INFORMATION

Address
Legal Description Lot(s) Block Subdivision
Deed Reference Volume Page(s) or Document No.
City Limits or ETJ Current Zoning District

PROPERTY OWNER INFORMATION

Name Phone
Address
City, State, Zip Email

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature Property Owner Printed Name Date

THE STATE OF TEXAS

COUNTY OF

Before me, the undersigned authority, on this day personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this day of, 20 A.D.

Notary Public Signature Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)