



Commercial Construction Reference Guide

City of Murphy
Customer Service Department
206 N Murphy Road
Murphy, TX 75094
Ph. 972-468-4100 * Fax 972-468-4104
customerservice@murphytx.org

Prior to submittal of building permit plans:

- Contact the Customer Service Department for all inquiries during the submittal and permitting process and through the duration of the project.
- The City of Murphy will assign the address for all new locations; however; *owner is responsible for addressing all suites.*
 - *A layout with suite information must be submitted with the building permit. Alpha numeric combinations are not accepted. The City encourages you to seek approval from the United States Postal Service in regard to your suite addressing.*
 - The submitted layout will be reviewed by the city and approved as warranted by the City.
 - Ghost suites shall be addressed as well for future uses. (Ghosts suites are those suites created when two potential suites are combined into one.)
- Throughout your project, Customer Service will correspond with one person on your team. He or she is expected to communicate with the rest of your team.
- Plans-except for civil plans- should be submitted through Customer Service Department.
- All Civil Engineering Plans are routed through Community Services Department.
- All fee inquiries should be directed to the Customer Service Department.

All plans must be prepared and sealed by design professionals where required by

state law. (*PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.*)

Building Permit Plans checklist of submittals:

1. Commercial Building Permit Application completed in full.
 - a. The Certificate of Occupancy will be issued under project name that is submitted on the permit application. (Any name changes during the duration of the project will delay progression and subject to a fee. This is to include but not limited to monument and other signs, city documents, and other records.)
2. Complete set of plans
 - a. Shell Building (ground up): 5 sets of plans; 6 sets if application includes food handling or preparation, day care or public/semi-public pool facilities. *One set of approved plans will be returned to you and must be provided on site for all inspections.*
 - i. If more than one building is being erected, each building will be treated as a separate permit, address, will require a separate set of plans, and will have separate water/irrigation meters as well.
 - b. Finish Out/Tenant Space - Commercial Alteration/Remodel: 4 sets of plans; 5 sets if application includes food handling or preparation, day care or public/semi-

public pool facilities. *One set of approved plans will be returned to you and must be provided on for all inspections.*

- i. If the same contractor is doing both the shell and finish out, the plans must be submitted separately and treated as two different projects.
- ii. Finish Out projects will not be accepted for review until the shell building has reached 80% completion. ***The point of acceptance will be determined by the Building Official.***

3. Each set of plans, depending on the size and nature of the project should include the following elements (Plans examiner may request additional information if necessary):

- a. Site Plan. (not required for finish out submittals)
- b. All elements required by the 2006 Edition of the International Energy Conservation Code and Comcheck Compliance Sheet, www.energycodes.gov
- c. Foundation Plan
- d. Floor Plans and Roof Plans
- e. Exterior and interior elevation plan
- f. Structural plan
- g. Door, window and hardware schedules
- h. Details to include the scope of work. (Construction details; interior elevations and interior finish schedule)
- i. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details
- j. Plumbing, mechanical, and electrical plans and risers
- k. Electrical riser diagram required for all projects \$50,000 in valuation.
- l. Asbestos Certification Survey for all renovations or demolitions. (TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY: On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted (<http://www.tdh.state.tx.us> or (888) 963-7111). Proof of Survey Form shall be completed with permit application.)
- m. Plat to be submitted before Certificate of Occupancy is granted
- n. Backflow Test
- o. TDLR registration for any project exceeding \$50,000. (TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW: On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102; Section 5(k) Senate Bill 959. Proof of Submittal Form shall be completed with permit application. For submittal requirements, please contact TDLR: Website: www.license.state.tx.us Phone: (800) 803-9202.)
- p. **Note:**
 - i. Contact Fire Department for fire sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted to Customer Service Department for the Fire Department review prior to any framing inspection by the Building Inspector.

- ii. Required fire assemblies (other than assemblies listed in Table 720 of the 2006 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
 - iii. Outdoor lighting shall comply with the Lighting and Glare Standards of Sections 28-75 through 28-83 of the Murphy Municipal Code.
 - iv. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
- 4. Suite layout if applicable
- 5. Certificate of Occupancy application
- 6. Food Service Application if applicable
- 7. Alcohol Application if applicable
- 8. **Allow 5 to 7 business days for the first round of comments to be returned from plan review from all departments.**
- 9. **All building permit fees must be paid at the time of submittal. Plans will not be accepted or reviewed without payment. Commercial building permit fees must be paid by check. Fees are non-refundable.**

Submittals further into the building process route only through Customer Service:

- Irrigation/Landscape plans
- Fire Alarm/Sprinkler plans
- Sign permits/plans
 - Sign permits will be accepted, reviewed, or permitted **only** after building permit is issued.
 - Certificate of Occupancy will be issued **only** after sign is complete and inspected.

Fees to be paid further into the building process (not paid up front)

- Meter Fees and Impact Fees for both domestic and irrigation meters.
- Sewer Tie In Fee
- Public Improvements
- Re-inspection/ same day inspection fees incurred.
- **This is not an all-inclusive list of fees. Other fees may be applicable to certain projects. Consult the Customer Service Department for your fee checklist.**

Before the permit is issued:

- Once all plans have been approved by the City, City will schedule and conduct pre-construction meeting.
- A pre-construction meeting shall be held before any permit will be released for ground up projects or as needed. **This will be scheduled only when all internal plan review has been completed and plans approved.**
- Only **one** construction (hydrant) water meter will be allowed per project. Contact Customer Service to submit the application for this meter.

- Upon completion of the meeting, the building permit will be eligible for issuance only when all contractors have been named and registered.
 - Annual contractor registration is to be renewed upon expiration date assigned by the City of Murphy. Photo ID, proof of Liability Insurance, and any required State licenses must be presented in person by the license holder at the time of registration. Fire Alarm Installers and Fire Sprinkler installers who are properly registered with the State Fire Marshal and Licensed Master Plumbers are exempt from any registration fees; however, they are still required to register with the City. Only persons properly registered may submit plans or perform installations of fire alarms or fire sprinklers.

Duration of the project:

- The permit and all approved stamped plans must remain on site at all times throughout the project along with any completed inspection tickets.
- The contractor is responsible for requesting all inspections in working order and in a timely manner. Inspections must be scheduled with Customer Service Department before 3 PM for a next business day inspection.
 - Slab/foundation inspections require an engineer letter.
 - A third party energy inspection requires letter from third party inspector.
- The contractor is responsible for coordinating with:
 - The Fire Marshal to schedule any Fire related inspections ONLY.
 - The Public Works Department for walk through for utilities or any other public works related inquiries ONLY.
 - All health inspections are scheduled through Customer Service Department.
 - Contact the Customer Service Department for all other inspections or inquiries.
- Direct requests for meter sets to Customer Service in writing via email, fax, or in person.

Before Certificate of Occupancy is issued:

- Keep the Customer Service Department informed at all times with target completion date to ensure everything is in place once the Certificate of Occupancy is requested.
- Certificate of Occupancy application is to be on file with the Customer Service Department.
- All fees must be paid.
- 2 year maintenance bond must be submitted and approved.
- The final plat process complete (in progress)
- “As-builts” submitted to Public Works
- All project building signage must be permitted and installed
- All inspections must be completed
- All required documents (i.e. utility water services application, health permit (if applicable) etc....

Inspections:

- Permit holder is responsible for requesting and completing all required inspections.
- Inspection requests must be scheduled at 972-468-4050 or at the Customer Service counter. Follow all instructions on the voice mail box message which is available 24 hours a day. Inspections requested before 3 PM will be completed the next business day, usually. Inspections requested after 3 PM will be completed the following business day, in most cases. Inspections may be completed at any time between the hours of 8am and 5pm.
- Cancellations must reported to the Customer Service 972-468-4100, by 9am.
- The person requesting the inspection shall verify to Customer Service that the work is complete and ready for inspection. Permits, plans, and all prior inspection tickets must be on site and visible to the inspector.
- **All fees must be paid before the final inspection may be requested.**
- For inspection concerns, please contact the Customer Service Department.

Applicable Fees (per the City adopted fee schedule):

- Building Permit: \$10.00 per \$1,000.00 (valuation X \$.010). Valuation of work: (minimum \$75).
- MEP fees are calculated by the addition of the following for each trade:

| Calculated by Square Footage Per Trade | FEE |
|--|----------|
| 1-3,000 square feet | \$60.00 |
| 3,001-10,000 square feet | \$80.00 |
| 10,001-100,000 square feet | \$100.00 |
| Over 100,000 square feet | \$120.00 |

- Commercial Landscape/Irrigation: \$250.00
- Certificate of Occupancy: \$75.00
- Fire Alarm: square feet of project X \$0.035 (minimum of \$60)
- Fire Sprinkler: square feet of project X \$0.035 (minimum of \$60)
- Fixed Chemical: \$75.00
- Health Plan Review \$300 and Permit Fee \$350 to equal \$650.00
- Underground Fire Main: \$50
- Construction Trailer: \$100 (Temporary Electric: \$75.00, Temporary Plumbing: \$75)
- Commercial Fence: \$150.00
- 4% Engineering Inspection Fee: Will be determined further into the project
- Impact Fees for Domestic Water & Sewer:

| Meter Size | Irrigation Water | Wastewater | Domestic Total |
|------------|------------------|------------|----------------|
|------------|------------------|------------|----------------|

| | | | |
|-----------------|--------------|--------------|--------------|
| ¾ inch | \$883.43 | \$2,715.22 | \$3,598.65 |
| 1 inch | \$2,208.58 | \$6,788.05 | \$8,996.63 |
| 1 ½ inch | \$4,417.15 | \$13,576.10 | \$17,993.25 |
| 2 inch compound | \$7,067.44 | \$21,721.76 | \$28,789.20 |
| 2 inch turbine | \$8,834.30 | N/A | \$8,834.30 |
| 3 inch compound | \$14,134.88 | \$43,443.52 | \$57,578.40 |
| 3 inch turbine | \$21,202.32 | N/A | \$21,202.32 |
| 4 inch compound | \$22,085.75 | \$67,880.50 | \$89,966.25 |
| 4 inch turbine | \$37,104.06 | N/A | \$37,104.06 |
| 6 inch compound | \$44,171.50 | \$135,761.00 | \$179,932.50 |
| 6 inch turbine | \$81,275.56 | N/A | \$81,275.56 |
| 8 inch compound | \$70,674.40 | \$217,217.60 | \$287,892.00 |
| 8 inch turbine | \$141,348.80 | N/A | \$141,348.80 |

- Domestic meters require both water and wastewater fees be paid.
- Irrigation meters require only a water fee be paid.

- Sewer Connection Fees:

| | |
|------------------------------------|----------|
| 4 inch tie-in | \$150.00 |
| 6 inch tie-in (Commercial Minimum) | \$300.00 |
| 8 inch tie-in | \$500.00 |

- Sewer Taps and Water Taps: 100% of cost for installation plus sewer connection fee and meter fee.
- Hydrant Meter Deposit: \$1,500, refundable upon return of meter in working condition. Only **one** construction (hydrant) water meter will be allowed per project. Contact Customer Service to submit the application for this meter.

- Meter Fees:

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|--|------------|
| ¾ inch meter | \$330.00 |
| 1 Inch | \$420.00 |
| 1 ½ Inch | \$950.00 |
| 2 Inch Turbine | \$1,125.00 |
| 2 Inch Compound | \$1,615.00 |
| A price quote will be given for anything over 2 inches | - |

- Sign Permit Fees:

| | | |
|--|----------|---------------------|
| Monument Sign, non-illuminated | \$200 | - |
| Monument Sign, illuminated | \$250 | - |
| Movement Control Sign | \$175.00 | - |
| Monument Sign, non-illuminated | \$200.00 | - |
| Monument Sign, illuminated | \$250.00 | - |
| Temporary Construction Sign | \$250.00 | Valid for 12 months |
| Temporary Promotional Event | \$75 | Valid for 7 days |
| Temporary Promotional Banner | \$50 | Valid for 7 days |
| Temporary For Sale or Lease | \$250 | Valid for 12 months |
| Special Purpose Temporary Freestanding | \$250 | Valid for 12 months |

- Contractor Registration

- ❖ General Contractor : \$100.00
- ❖ Sub-Contractor: \$100.00
- ❖ Electrical Master: \$100.00
- ❖ Plumbing Master: \$0.00, exempt from registration fees.
- ❖ Mechanical Master: \$100.00
- 2nd or more re-inspection fees: \$100 per re-inspection
- Same day inspection fee: \$60 per inspection
- Same day re-inspection fee: \$100

Refer to the City of Murphy fee schedule for anything not listed above as this is not an all-inclusive list.

Needed Contacts:

- **Project Management-** Customer Service Department: 972-468-4100; customerservice@murphytx.org
- The Fire Marshal, Perry Elliot: 972-468-4300 or 972-468-4312; pelliott@murphytx.org
- The Public Work Department: 972-468-4024
 - Tim Rogers: 972-468-4353 or 321-704-4699; trogers@murphytx.org
 - Lyle Samples: 972-468-4357 or 972-805-6758; lsamples@murphytx.org
- The Health Inspector and/or Building Official, contact Customer Service, 972-468-4100; customerservice@murphytx.org
- Inspection Request Line: 972-468-4050
 - This is a voicemail system where you will need to leave the following information:
 - ❖ The permit number
 - ❖ The type of inspection being requested
 - ❖ The address
 - ❖ The name of the contractor
 - ❖ A contact name and phone number
 - ❖ Any special notes that are needed to be directed to the City Inspector before the inspection.