



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, the 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 for future uses. (Ghosts suites are those suites created when two potential suites are combined into one.)
 - All suites must have an entry and exit. Future suites will be required to add an entry and exit before a Certificate of Occupancy will be issued.
- Throughout your project, Customer Service will correspond with one person (the General Contractor) on your team. He or she is expected to communicate with the rest of your team.
- Building 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 the project name that is submitted on the permit application. (Any name changes during the duration of the project will delay progression and is subject to a fee. This is to include but not limited to monument and other signs, city documents, and other records.) The business owner must fill out the Certificate of Occupancy application entirely, or it will be rejected.
2. Complete set of plans
 - a. Shell Building (ground up): 1 digital set of plans. Approved plans will be returned to the General Contractor in electronic format and the General Contractor must print and keep a full set of approved plans on-site at all times to be accessible 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.
 - ii. Shell Building must receive Certificate of Occupancy before submitting for a tenant finish out.
 - b. Finish Out/Tenant Space - Commercial Alteration/Remodel: 1 digital set of plans. Approved plans will be returned to the General Contractor in electronic format and the General Contractor must print and keep a full set of approved plans on-site at all times to be accessible 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 received a Certificate of Occupancy.
3. Building 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 2015 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:
- Contact the Fire Department for fire sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted to Customer Service Department electronically for the Fire Department review prior to any framing inspection by the Building Inspector.
 - 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.
 - Outdoor lighting shall comply with the Lighting and Glare Standards of Sections 28-75 through 28-83 of the Murphy Municipal Code.
 - 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 14 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. If paying by credit card, an additional processing fee will be charged. 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)

- Water Meter 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, the 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.
- Upon completion of the meeting, the building permit will be eligible for issuance if all contractors have been identified on the permit application and are registered with the City.
 - Annual contractor registration is to be renewed upon expiration date assigned by the City of Murphy. Driver's License or State issued ID, and any trade 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, Licensed Master Electricians, and Licensed HVAC contractors are exempt from 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 building related inspections or inquiries.
- Direct requests for meter sets to Customer Service in writing via email @ customerservice@murphytx.org.

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
- “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 vial online portal @ <https://www.municipalonlinepayments.com/murphytx>. If leaving request on the inspection line, follow all instructions given through the inspection line. Inspections requested before 3 PM will be processed the following business day. Inspections may be completed at any time between the hours of 8am and 5pm.
- As a contractor, please consider registering for an online membership where you can remit payments, schedule inspections, view inspection results, and track all open permits for your projects @ <https://www.municipalonlinepayments.com/murphytx>.
- Cancellations must be reported to the Customer Service Dept @ 972-468-4100, by 9am.
- By requesting an inspection, you are verifying 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):

For a full listing of all fees refer to the city website @ www.murphytx.org. Helpful Links will be located on the bottom right corner of the website. Click on Code of Ordinances to locate the Appendix A Fee Schedule.

Items of specific interest may include:

- Building Permit fees
- MEP trade fees
- Commercial Landscape/Irrigation fees
- Certificate of Occupancy fees
- All Fire Alarm, Fire Sprinkler, Underground Fire & Fixed Chemical fees
- Health Plan Review and Health Permit Fees
- Temp Construction Trailer
- Temp or Permanent Fencing Permit Fees

- Engineering Inspection Fee
- Impact Fees for Domestic Water & Sewer
 - Domestic meters require both water and wastewater fees be paid
 - Irrigation meters require only a water fee be paid
- Sewer Connection Fees
- Sewer Taps and Water Taps
- Hydrant Meter Rental & Deposit
- Sign Permit Fees
- Contractor Registration Fees
- Re-inspection fees
- Same day inspection fee
- Same day re-inspection fee

Contacts:

- **Project Management for all building construction permits-** Customer Service
Department: 972-468-4100; customerservice@murphytx.org
- Fire Marshal, Perry Elliott: 972-468-4312 or 972-468-4300; pelliott@murphytx.org
- Public Works Department: 972-468-4376
- Health Inspector, Building Inspector and/or Building Official: 972-468-4100;
customerservice@murphytx.org
- Online Inspection Requests: <https://www.municipalonlinepayments.com/murphytx>
- Inspection Request Voicemail: 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.