



# City of Bastrop, Texas

## Commercial Remodel Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (<https://web.mygov.us>). Red fields are required.

PROJECT NAME:

APPLICANT(S):

### Process Overview:

1. Pre-Application Meeting as need or directed by Staff. Submit request at [https://public.mygov.us/bastrop\\_tx](https://public.mygov.us/bastrop_tx)
  - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Application and upload required documentation at <https://web.mygov.us>
3. Application review, with comments issued as needed
  - a. Applications are only accepted for review on Mondays by 4pm. Applications may be submitted any time, but review will not begin until the following Monday at 4pm.
    - i. If there are items required, we cannot accept the application for review until all items have been addressed
  - b. After application has been accepted, reviews can take approximately 14 days. This process can take longer depending on the complexity of the project and Staff workload
  - c. Applicant resubmits Items Required with corrections/changes based on review comments.
4. Staff Approval or Denial of online application.
5. Applicant pays any/all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department.
6. Permit issued through the MyGov portal.
  - a. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.
7. Once construction is complete, final inspections have passed, and all required materials are on file with the Building Department (see below for a comprehensive list of required materials) a Certificate of Occupancy can be requested.

## Certificate of Occupancy Information:

- Certificate of Occupancy is required if the use, layout, or ownership of the business changes. The following are required prior to a CO being issued:
  - Final Building Permit Inspection passed
  - Certified Backflow Test – if irrigation or sprinkler system was installed
  - Texas Commission on Environmental Quality (TCEQ) Customer Service Inspection (CSI) Inspection Completed
  - KNOX Box installed and inspected by the Fire Department.
  - All Fire inspections passed
  - All development fees paid in full
  - Complete set of As-Built Plans submitted digitally
  - Concurrence Letter from Engineer
  - Concurrence Letter from Architect
  - Concurrence Letter from General Contractor

## General Information:

- All trade attachment permits are separate permits and will only be issued after the building permit is released.
  - Plumbing, Electric, Mechanical, Irrigation. Trade permits must be accepted and paid prior to the first inspection. No inspections will be performed until all Plumbing, Electrical, and Mechanical permits have been issued.
- All construction plans must be made by a design professional, such as an engineer or architect.
- If there is a Planning Application (plat, site plan, public improvement plan, warrant, floodplain, Certificate of Appropriateness, zone change, etc.) under review, the building permit will not be accepted for review until the Planning Application is approved.

**\*All plans must meet all City of Bastrop Codes and Standards, such as the Bastrop Building Block (B<sup>3</sup>) Code, Pattern Book, Construction Standards, 2018 Building and Fire Codes, etc.**

Submittal Package Checklist Items		
Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
	1.	Completed Permit Application, including Completed Checklist and required documentation <a href="https://web.mygov.us">https://web.mygov.us</a>
	2.	Project Description letter (description of the scope of work being performed). All the material specifics and construction details need to be included in the plans.
	3.	DSHS Asbestos Survey required if any existing materials will be disturbed (floors, walls, and ceilings) <b>If not applicable, check this box:</b>
	4.	Detailed Building Plans uploaded into MyGov. (See plan requirements below).
	5.	If the building footprint is not increased, no plot plan required. Include a letter stating – no increase to the structure’s footprint or the existing impervious cover on the lot.
	6.	Proof of Ownership, Copy of Lease or Agent Authorization Letter signed by Property Owner and Applicant Agent.

	7.	BP&L Electrical Needs Checklist. <b>If not served by BP&amp;L, check this box:</b>
	8.	Existing Conditions Images (pictures of the project prior to remodeling).
	9.	Copy of Approved Certificate of Appropriateness. <b>If not a Historic Landmark or in the Iredell Historic District, check this box:</b>
	10.	TDLR Elimination of Architectural Barriers - documentation of TDLR registration for all projects \$50,000 or more. <b>If does not exceed, check this box:</b>
	11.	Permit Fee (invoice will be sent after application is accepted for review).

### Plan Requirements

Applicant	The following items are required for a review to be completed. Please note that additional details may be required.	
	1.	Maximum Occupancy listed on the cover sheet of the plans.
	2.	Changes to structural elements will require engineered plans.
	3.	*Dimensioned site plan showing existing conditions and location of proposed work
	4.	*Clearly identify all modifications to any buildings, structures, fences, flatwork, impervious cover calculations and/or other improvements on site.
	5.	*Clearly identify height of all proposed buildings, structures, fences, and other improvements
	6.	*Profile view of all proposed buildings, structures, walls, and other improvements
	7.	*Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed.
	8.	Must include any plumbing, electrical, and mechanical and fire system (alarm, sprinkler, kitchen hood) details. <b>If not applicable, check this box:</b>
	9.	Linear distances to <b>both</b> the septic tank and disposal field from:
	9.a	Must show wall details (framing, insulation, etc.) <b>If not applicable, check this box:</b>
	9.b	Product specifications of modified areas where applicable (type of siding, insulation, etc.)
	9.c	Foundation plan designed, stamped, and dated by a registered professional engineer <b>If not applicable, check this box:</b>

## Digital Copy Requirements

- Building Plans and Individual Documents
  - Building Plans must be one combined PDF document
  - All other documents must be individual PDF

**\*Not required if work is interior and NO exterior work is included in the scope of the project.**