

Commercial Building Permit Procedure

This list is not all inclusive, each project has its own requirements **

_____ Design meeting with city department heads recommended (virtual or conference call)

_____ Completed Commercial Building Permit Application

_____ **Site plan** – *A drawing showing property lines, existing building(s), any proposed new buildings or additions, measurements from all property lines to building(s) and distances between buildings. Show utility service lines including electric, water, and sewer, fire lanes, easements, etc. Must show correct address (provide copy of address application in process if unknown). Driveway location(s) including width and radius*

_____ Permit requires a platted lot. Verification of plat may be required.

_____ Survey may be required for verification of property lot lines.

_____ Provide a detailed scope of proposed work

_____ Construction drawings – (Multi-tenant, mixed use buildings, buildings over 5000 Sq Ft., assembly and institutional uses require stamped drawings)

Accurate and detailed floor plan: Plans need to include:

- ❖ Foundation details
- ❖ Framing details
- ❖ Insulation details
- ❖ Roofing details

_____ Asbestos survey (required on all commercial remodels and demolitions)

_____ TDLR number -architectural barriers submittal

_____ A ComCheck is required on all conditioned spaces

_____ Parking plans may be required

_____ Landscaping plans may be required

_____ Pre-development meeting with department heads recommended (Virtual or conference call)

****Additional documentation may be requested for permit processing.**

Please submit one paper copy and one digital copy including application, site plan and relevant paperwork to:

City of Kilgore
Permit Office
815 N Kilgore St
Kilgore TX 75662

Email address: josie.atchley@cityofkilgore.com