



Commercial Building Permit Procedure

New Construction & Additions

Pre-design and pre-development meeting with city department heads recommended

Engineered designs are required on commercial developments

_____ **Submit Completed Building Permit Application**

_____ **Site Plan-** Stamped, engineered drawing of the property showing

- Property lines, public ROW
- Existing and proposed buildings or additions
- Measurements from property lines to buildings and between buildings
- Existing and proposed easements
- Utility service lines, drainage, storm water runoff calculations
- Driveway and parking locations including width, radius, and surfaces
- Required Landscaping – see Development Code

_____ **Provide a detailed, written narrative of proposed work**

_____ **Provide floor plan - Plans need to include:**

(Stamped drawings are required unless determined in a pre-design/pre-development meeting)

- **Foundation details-engineered foundation for your building(s)**
- **Framing details (Metal structures require stamped design)**
- **Insulation details - Details must be shown on plan set**
- **Roofing details – Construction type, elevations, surfaces, etc**

_____ **TDLR Number - Architectural Barriers Submittal**

(Required on projects valued over \$50,000)

_____ **A COMCheck or other energy compliance program is required for conditioned spaces**

_____ **Addition to commercial building will require an asbestos survey**

_____ **Commercial structure must be on ONE platted lot**

(Verification of plat may be required)

_____ **Survey may be required for verification of property lines**

Development Code located on the city website-direct link below

<https://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=kilgoreset>

Additional documents may be requested by the Development Services team.

Please submit one digital copy including application, site plan, and relevant paperwork to permits@cityofkilgore.com. Paper copy will be requested if needed.

Questions can be directed to the permit office at 903-988-4119.

815 North Kilgore Street • Kilgore, Texas 75662 • (903) 984-5081

www.cityofkilgore.com



Commercial Building Permit Procedure ***Remodels & Repairs***

Pre-design and pre-development meeting with city department heads recommended

Engineered designs are required on commercial developments

_____ **Submit Completed Building Permit Application**

_____ **Asbestos Survey** (required on all commercial remodels and demolitions)

_____ **Provide a detailed, written narrative of proposed work**

_____ **Provide floor plan - Plans need to include:**

- **Overall plan for building**
- **Detailed drawings of remodel**

_____ **TDLR Number - Architectural Barriers Submittal**
(Required on projects valued over \$50,000)

_____ **A COMCheck or other energy compliance program may be required on conditioned spaces**

Development Code located on the city website-direct link below
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