



## **Commercial Building Permit Procedure**

Pre-design meeting with city department heads can be requested.

\_\_\_\_\_ **Submit Completed Building Permit Application**

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

\_\_\_\_\_ **Site Plan**- A drawing with an overhead view of your property showing

- Property lines
- Existing and proposed buildings or additions
- Measurements from property line to buildings and distances between buildings
- Utility service lines
- Driveway location including width and radius

\_\_\_\_\_ **Provide a detailed proposed written narrative of proposed work**

\_\_\_\_\_ **Provide floor plan - Plans need to include:**

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

- **Foundation details**
- **Framing details**
- **Insulation details**
- **Roofing details**

\_\_\_\_\_ **TDLR Number - Architectural Barriers Submittal**  
(Required if project is over \$50,000)

\_\_\_\_\_ **A COMCheck may be required** (required on all conditioned spaces)

\_\_\_\_\_ **Commercial structure must be on ONE platted lot.**  
(Verification of plat may be required)

\_\_\_\_\_ **Survey may be required for verification of property lot lines.**

\_\_\_\_\_ **Parking plans may be required**

\_\_\_\_\_ **Landscaping may be required**

Additional documents may be requested by the Building Official for permit processing.

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

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