

# Collin County Development Services

## COMMERCIAL CONSTRUCTION INFORMATION SHEET

### **REQUIRED DOCUMENTATION (Bring ALL at time of Application)**

- (1) Completed current application.
- (2) Copy of the deed with property description.  
**This document can be obtained at the Collin County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX or from: <http://countyclerkrecords.co.collin.tx.us/webinquiry/>**
- (3) Copy of subdivision plat or abstract map with lot or tract highlighted. Show location of construction site and permanent driveway entrance.  
**The plat can be obtained from the CCAD website: <http://www.collincad.org>. The abstract map can be obtained from the County Clerk's office or website shown above.**
- (4) **ORIGINAL** Site Evaluation to determine type of On-Site Sewage Facility (OSSF).
  - a. If aerobic system is installed also need a Service Contract and a filed Affidavit to the Public. **A TCEQ license is required for all OSSF installations and repairs.**
- (5) Completed 9-1-1 Rural Address Application (if property is vacant).
- (6) Completed Culvert Application if applicable.
- (7) **TWO FULL SIZE: 24" x 36", TWO HALF SIZE, 11" x 17", ONE DIGITAL SET AS A PDF** of construction documents to include:
  - Complete set of construction drawings including site plan and applicable code requirements.
  - Grading plan showing pre and post development contours
  - Drainage plan to include pre and post development runoff and velocity calculations and means of mitigating any increases (Requirements will depend on the nature of the project. Please contact the Engineering department for more information at 972-548-3733 or [thomfeld@co.collin.tx.us](mailto:thomfeld@co.collin.tx.us))
  - If applicable, TCEQ construction general permit documents: For more detailed information, visit: <https://www.tceq.texas.gov/permitting/stormwater/construction/>
    - Copy of the Storm Water Pollution Prevention Plan
    - Erosion Control Plan
    - Applicable Site Notices and copy of NOI and NOT (at completion)

***Allow 3-5 days from when you submit your 911 application to receive your 911 address.***

### **REVIEW PROCESS**

- (1) Completed Fire Marshal's review for compliance with National Fire Protection Association and International Fire Code Regulations. (*Please contact the Fire Marshal's Office prior to submitting application to Development Services*)
- (2) Determine if construction site is in a flood plain.
- (3) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulations of any municipality.
- (4) Verify site has proper frontage to a public roadway.
- (5) On-Site Sewage Facility review.
- (6) Review construction plans. Our Office retains plans.
- (7) Engineering Dept. review of drainage plan and Compliance with County Storm Water Program.

***Allow 4-6 weeks after address assignment for the review process to be complete.***

**Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property. Permits not picked up within one year from date of Application will not be retained.**

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## FEES:

<b>Commercial Construction</b>	<b>\$250 plus .20/ea sq ft</b>
<b>New OSSF (no maintenance)</b>	<b>\$450</b>
<b>New OSSF (maintenance)</b>	<b>\$475</b>
<b>Culvert Permit</b>	<b>\$18</b>

## **COMMERCIAL CONSTRUCTION INFORMATION SHEET**

### WHAT IS REQUIRED TO SCHEDULE AN INSPECTION?

- (1) Permit(s) and 9-1-1 address **MUST** be posted and visible from the road.
- (2) Site **MUST** be accessible during any scheduled inspection.
- (3) Work for requested inspection **MUST** be completed.
- (4) When you call in for inspection you **MUST** have your permit number, address, name on permit and the name of your power provider.
- (5) Certificate of Compliance inspection required by **Fire Marshal (972/548-5576)**

### WHAT BUILDING CODES ARE USED BY INSPECTORS?

Building codes, currently in effect for unincorporated Collin County, are located on our webpage

<p><b>We will notify your Electric Company to release power after the final inspection has been passed. We will re-inspect one time at no charge. A \$75 fee will be charged for additional inspections.</b></p>
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