



*City of Friendswood • Community Development
910 S. Friendswood Drive, Friendswood, TX 77546
(281) 996-3201 • (281) 996-3260 fax • ci.friendswood.tx.us*

How to obtain a Permit for a *Commercial Build Out or Remodel*

Contractor Requirements

All contractors must be registered with the City of Friendswood. General Liability Insurance in the amount of \$300,000, listing the City of Friendswood as a certificate holder, is required. All trades must provide licensing information.

Codes Adopted by our City

Building, plumbing, mechanical, and fire codes are regulated by the 2018 International Building Codes. Electrical is enforced using the 2017 National Electric Code (NEC) with City amendments.

Permit Approval Time

The review for a commercial build out or remodel is generally completed within ten business days. This does not include any resubmittals that may be required.

Plan Check Fee

A plan check fee is required at the time plans are submitted. This fee is equal to 50% of the Building Permit fee and is charged in addition to permit fees. Fees are payable in cash, CC or check made to the City of Friendswood.

Permit Fees

The permit fees will be due at the time permits are issued.

Permit Issuance Fee \$10.

\$0.00 to \$1,000	\$15.00 for the first \$1,000.00
\$1,001 to \$50,000	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof
\$50,001 to \$100,000	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof
\$100,001 to \$500,000	\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof
\$500,001 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof

Items required for Permit Submittal

- Site plan of the shell building – identify parking for your space
- Drawings
 - Demo plan showing what will be removed
 - Floor plan showing new layout with dimensions
 - Plans for electrical, HVAC, and plumbing
- Third party energy review for lighting and HVAC
- Registration with TDLR for Architectural barriers if project is \$50,000 or greater
- Asbestos report
- Statement on plans of proposed occupancy and occupant load