



*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 2012 International Building Codes. Electrical is enforced using the 2011 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 or check made to the City of Friendswood.

### **Permit Fees**

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

|                        |  |
|------------------------|--|
| \$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**

- Building Permit Application
- Mechanical, Electrical, and Plumbing/Gas Permit Applications
- Site plan of the shell building – identify parking for your space
- Two sets of 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