



**COMMERCIAL BUILDING PERMIT**

**APPLICATION GUIDELINES**

**NOVEMBER 2010**

# Commercial Building Permit Application Guidelines

## City of Lewisville Contacts

### Building Inspection

- Cleve Joiner, Building Official, (972) 219-3471
- Jim Estep, Chief Building Inspector, (972) 219-3781
- David Dowlen, Building Inspector, (972) 219-3476
- Mark Coats, Plumbing Inspector, (972) 219-3475
- Jimmy Vaughn, Electrical/HVAC Inspector, (972) 219-3474
- Richard Dallof, Building Inspector, (972) 219-5029
- John Orta, Plans Examiner, (972) 219-3472

### Engineering

- Eric Schrack, Chief Inspector, (972) 219-3495

### Fire Prevention

- Tim Ippolito, Interim Fire Marshal, (972) 219-3466

### Health and Code Enforcement

- Sherry Harper, Health and Code Enforcement Manager, (972) 219-3481
- Greg Rowlett, R.S., Chief Sanitarian, (972) 219-3776
- Jackie Davis, Chief Code Enforcement Officer, (972) 219-3754

## CONTRACTOR INFORMATION

### COMMERCIAL

***All architectural plan reviews may take up to ten (10) working days. After the review period, the person named on the application as contact person will be called. This contact person should insure all City requirements are met prior to the issuance of the building permit (i.e. subcontractor validations, registrations, miscellaneous information, etc).***

1. All foundation forms must be certified in writing by a registered surveyor as to setback and finished floor elevations **before** inspection is made or any concrete is poured. **The certification must post-date the plumbing underground approval.**
2. No commercial projects may proceed above grade level until all fire lanes and required fire protection lines are released by the Fire Marshal and Engineering Division.
3. **On non-residential projects, clearance from the Engineering Division regarding site plan and public improvements is required before a permit may be issued.**
4. ***Permit fees*** and payment procedure information is located in the ***Building Permit Application Guidelines*** and may be ***obtained from Building Inspection Administration located in City Hall at 151 W. Church Street.***
5. An architectural site plan must be submitted with the three (3) sets of permit review drawings.
6. Separate reviews, approvals, and permits are required for health, food service, fire alarm, fire sprinkler, and smoke removal systems by applicable division personnel (Fire Marshal, City Sanitarian, etc).
7. Approved double check valves and inspection ports are required on all new water and sewer installations for commercial projects. A City inspection is required, also, an initial inspection and an annual double check valve assembly inspection is required from a registered backflow tester. Contact the Health Division for a list of currently registered testers.
8. All new, upgraded, or replaced electrical service conductor installations must be underground.
9. Any lots with drainage culverts must have those culverts and ditches certified by a registered surveyor before a certificate of occupancy may be issued.
10. On commercial freestanding building projects, as-built drawings (2 sets) must be submitted to the City **before** the Certificate of Occupancy may be issued. These must be reproducible blue line drawings - no red lines.

11. A special inspector's final report is required prior to Certificate of Occupancy.
12. Engineering Division clearance and Fire Prevention clearance is required prior to Certificate of Occupancy inspection.
13. A temporary Certificate of Occupancy may be issued in some cases. Criteria for obtaining same will be established on a case by case basis by the Chief Building Inspector.
14. A separate permit is required for all temporary construction trailers (no other temporary buildings are allowed).
15. All commercial remodel applications must be accompanied by an asbestos survey report.
16. The City of Lewisville is currently under the 2006 IBC and the 2005 NEC.

### **ARCHITECTURAL PLAN SUBMITTAL**

One (1) set of architectural plans shall be submitted for all first reviews, two (2) more sets of architectural plans shall be submitted for each subsequent review. Three (3) sets are required in total upon plan approval. All architectural plans should be submitted to the Building Inspection Division along with a completed application form.

All commercial remodel applications must be accompanied by an asbestos survey report.

Plans for any structure of 5,000 square feet or more shall be prepared, signed, and sealed by architects and engineers licensed and registered by the State of Texas. This shall include an architectural site plan, sheet index, architectural plans, structural plans, and electrical, mechanical, and plumbing plans. Tenant finish plans for shell construction finish-out will be required. Finish out permits will not be issued until the shell building has been issued a "building final" inspection.

Information required will be based on the complexity of the project. ***A minimum of five (5) working days and a maximum of ten (10) working days*** shall be required by Building Inspection for ***every*** architectural plan review submittal. See additional information at "Contractor Information" page.

Separate plan submittals may be required by Fire Prevention for any fire system installation.

Separate plan submittals may be required by Building Inspection for sign and/or fence installations.

Separate plan submittal by a state-licensed irrigator is required by Building Inspection for all irrigation systems.

## GUIDELINES FOR PREPARING ARCHITECTURAL PLANS

Plans shall include, but not be limited to the following:

1. The plans for any structure containing five thousand (5,000) square feet or more shall be prepared, signed and sealed by architects and engineers licensed and registered by the State of Texas.
2. Architectural Site Plan and Sheet Index
  - A. Location map.
  - B. Legal description of property and number of acres.
  - C. Zoning designation.
  - D. Parking and fire lane layout, including handicapped parking spaces.
  - E. Project analysis. (Example attached)
  - F. Code analysis. (Example attached)
  - G. Energy code analysis.
  - H. Name of project and owner's name.
  - I. Name, address and telephone number of contact person.
  - J. Building footprint and setback lines.
3. Architectural
  - A. Floor plan.
  - B. Room finish schedule.
  - C. Building elevations and sections with required brick or masonry calculations.
  - D. Wall sections and plan details.
  - E. Window and door schedule and details.
  - F. Toilet plans and details.
  - G. Room elevation and miscellaneous details.
  - H. Reflected ceiling plan.
  - I. Roof plan and roof details.
  - J. T.A.S. submittal confirmation.
4. Structural
  - A. Foundation notes and typical details.
  - B. Foundation plan.
  - C. Slab plan.
  - D. Grade beam schedule and details.
  - E. Foundation sections and details.
  - F. Roof framing plan.
  - G. Steel notes and framing sections.
  - H. Framing sections and details.
  - I. Column schedule and details.
5. Electrical, Mechanical and Plumbing
  - A. Mechanical plan.
  - B. Schedule and details.
  - C. Plumbing plan.
  - D. Riser diagrams.
  - E. Schedule and details.

- F. Lighting plan.
- G. Power plan.
- H. Risers, diagrams and schedules.
- I. Life safety and security system.

## CODE ANALYSIS

(Example)

1. OCCUPANCY GROUP: M RETAIL STORE
2. CONSTRUCTION TYPE: II B WITH AUTO-FIRE SPRINKLER PROTECTION THROUGH OUT.

MAIN FLOOR:

REINFORCED CONCRETE ON ENGINEERING FILL MATERIAL.

MEZZANINE:

REINFORCED CONCRETE ON METAL DECK ON LIGHT STEEL FRAMING.

ROOF:

LIGHT GAUGE STEEL FRAMING, STEEL DECK, GLASS AND MINERAL FILL SANDWICH PANELS ABOVE AND BELOW A URETHANE CORE, BUILT-UP ASPHALT ROOF WITH GRAVEL, R-20 (CEILING/ROOF).

FOUNDATION:

REINFORCED CONCRETE/CONCRETE MASONRY UNITS WITH GRADE BEAMS AND CAISSONS.

PERIMETER WALLS:

TEN (10) INCH INSULATED REINFORCED CONCRETE MASONRY UNITS WITH FOUR (4) INCH FACE BRICK VENEER.

INTERIOR PARTITIONS:

METAL STUDS AND GYPSUM BOARD.

3. ALLOWABLE HEIGHT: 55' (25' ACTUAL)

4. FLOOR AREAS:

BUILDINGS SHALL BE FULLY PROTECTED BY AN ORDINARY HAZARD AUTOMATIC FIRE EXTINGUISHING SYSTEM. THE B-2 OCCUPANCY FLOOR AREA SHALL NOT BE LIMITED.

5. OCCUPANT LOAD AND EXIT CALCULATIONS:

OFFICE MEZZANINE NET FLOOR AREA: 1,814 SQUARE FEET DIVIDED BY 100 SQUARE FEET PER OCCUPANT EQUALS 18 PERSONS DIVIDED BY 2 EQUALS 9 PERSONS. 2 EXITS PROVIDED.

STOCKROOM MEZZANINE NET FLOOR AREA:

6,248 SQUARE FEET DIVIDED BY 300 SQUARE FEET PER OCCUPANT EQUALS 21 DIVIDED BY 2 EQUALS 11. 2 EXITS PROVIDED.

RETAIL SALES NET FLOOR AREA:

36,100 SQUARE FEET DIVIDED BY 30 SQUARE FEET PER OCCUPANT  
EQUALS 1,203 PERSONS.

SERVICE NET FLOOR AREA:

16,750 SQUARE FEET DIVIDED BY 200 SQUARE FEET PER PERSON  
EQUALS 84 PERSONS. TOTAL OCCUPANCY (18 + 21 + 1,203 + 84)  
PERSONS EQUALS 326 PERSONS. 4 EXITS REQUIRED - 5 EXITS  
PROVIDED.

**PROJECT ANALYSIS**

(EXAMPLE)

UNIT TYPE	UNIT DESCRIPTION	TOTAL UNITS	NET SQ FT PER UNIT	GROSS SQ FT PER UNIT	% UNIT TYPE TO TOTAL UNITS	WASHER/ DRYER	FIREPLACE
A	1 BR/1B	56	585	32,760	24.6	STACKED	YES
B	1 BR/1 B	56	675	37,800	24.6	FULL SIZE	YES
C	1 BR/1B/DEN or 2 BR/2B	48	827	39,696	21	FULL SIZE	YES
D	2 BR/2B	20	1,105	20,300	8.8	FULL SIZE	YES
E	2 BR/2B	48	950	45,600	21	FULL SIZE	YES

STORAGE: 800 SQ FT

LAUNDRY: 800 SQ FT

LAND AREA: 9.1522 ACRES 398,672 SQ FT

SQ FT & % BLDG TO SITE COVERAGE: 177,756 SQ FT 44.6%

PARKING TOTAL: REQUIRED 400

PROVIDED 425 (1.86 SPACES/UNIT)

DENSITY: 24.9 UNITS/ACRE (CITY REQUIREMENTS - 25 UNITS/ACRE)

ZONING: MF-2

## FIRE PREVENTION DIVISION

### ARCHITECTURAL:

1. Permits required through Fire Prevention for:
  - A. Automatic Fire Extinguishing Systems.
  - B. Fire Alarm Systems.
  - C. Standpipe Systems.
  - D. Sprinkler Systems.
  - E. Underground Gasoline Tanks.
  - F. Miscellaneous: Burning Permits, LPG Installation, Tents, etc.
  - G. Above Ground Storage Tanks

### **NOTE:**

ALL ABOVE PERMITS REQUIRE THREE (3) SETS OF PLANS, PERMIT APPLICATION AND COPY OF STATE OF TEXAS LICENSE OF INSTALLER TO BE SUBMITTED TO THE FIRE PREVENTION DIVISION FOR REVIEW. ***A MINIMUM OF FIVE (5) WORKING DAYS AND A MAXIMUM OF TEN (10) WORKING DAYS*** SHALL BE REQUIRED BY THE FIRE PREVENTION FOR ***EVERY*** PLAN REVIEW SUBMITTAL.

1. Specify commodity list of details of stock items.
2. Location, size and type of portable Fire Extinguishers.

## HEALTH DEPARTMENT REQUIREMENTS

1. REQUIREMENTS TO OPEN:
  - A. Restaurants
  - B. Food Stores
  - C. Convenience Stores
  - D. Day Care Centers
  - E. Nursing Homes
  - F. Hospital
  - G. Schools
  - H. Food Products for Sale in Residential

2. FLOORS:

Smooth, easily cleanable, non-absorbent. Food preparation, food storage, dish wash area, walk-in coolers, dressing and locker rooms, toilet rooms and vestibules. **No carpet** in food prep, food storage, dish wash area, or toilet rooms (vestibules).

3. WALLS:

Smooth, easily cleanable, non-absorbent, light-colored. Non-supporting partitions, coverings and walk-in coolers, food prep and storage areas, dish wash area, toilet rooms and vestibules. (No exposed studs, joists or rafters). Seal coverings to walls.

4. CEILINGS:

Same as walls.

5. FLOOR-WALL JUNCTURES:

Covered and sealed.

6. LIGHT SHIELDS:

Over, by or within food storage, prep, service and display areas, dish wash and equipment storage areas. Heat lamps must have shield surrounding and extending beyond bulb.

7. DOORS AND WINDOWS:

Tight-fitting, self closing or controlled air currents. If used for ventilation, must be screened.

8. DISHWASHERS:

Spray or immersion type if it is demonstrated that it cleans and sanitizes thoroughly.

9. DISHWASH SINKS:

Three (3) compartment, large enough for complete immersion, adequate drain boards.

10. HANDWASH SINKS:

Located in or adjacent to toilet room. Must be convenient to food prep and dish wash areas. Must be accessible to employees. Cannot be used for any other purpose.

11. HOT & COLD WATER:

To all faucets. Tempered by mixing valve. Snap faucets prohibited unless water flow is fifteen seconds or more.

12. STORAGE SHELVES:

Surfaces exposed to splash and which require frequent cleaning must be fabricated to be smooth and washable.

13. UTILITY SINK:

Or curbed cleaning facility. At least one.

14. TOILET FACILITIES:

Conveniently located and accessible to employees at all times.

15. TOILET SEATS:

Must have open fronts.

16. TOILET ROOM DOORS:

Tight-fitting, self closing, and solid.

17. EXHAUST VENTS:

Restrooms and any other room which creates obnoxious orders, vapors, fumes, steam. Mechanically vent to outside.

18. FOOD ON DISPLAY:

Protected sneeze guard (mounted 4'6" - 5' from floor) covered display cases or other effective means.

19. DRAIN TUBES:

From dispensing units shall not pass through ice bin or ice machine.

20. LIQUID WASTE:

From all equipment shall be discharged to sanitary sewer.

21. FLOOR DRAINS:

Properly installed and trapped for areas to receive liquid waste.

22. AIR GAPS:

Permanent salad bars, walk-ins, ice makers, ice bins, and any other equipment in which food or equipment is placed. (Air gap has to be twice the size of drain pipe.)

23. BACK SIPHONAGE AND BACKFLOW:

No cross connection between potable and non-potable water supply. (Backflow preventers on all threaded hose bibs)

24. EXPOSED UTILITY LINES:

Horizontal lines on floors are prohibited. Those on walls cannot obstruct cleaning.

25. GREASE TRAPS:

Easily accessible for cleaning.

26. LOCKERS:

Can be only in designated dressing rooms or rooms containing completely packaged food or packaged single service items.

27. LAUNDRY FACILITIES:

If they have washer, they must have dryer. Laundry items limited to linens and used in establishment. Separate rooms provided or can be used in rooms containing only packaged foods or packaged single service items.

28. GARAGE STORAGE ROOMS:

Easily cleanable, non-absorbent, washable, insect and rodent proofed. Large enough to store all accumulated garage.

29. DUMPSTERS AND COMPACTORS:

Located on concrete or machine-laid asphalt.

30. PARKING LOT AND WALKWAYS:

Concrete or asphalt or material treated to minimize dust and facilitate maintenance. Graded to prevent pooling.

## Contact Building Inspection Division (972) 219-3470

### **FENCE REQUIREMENTS**

A separate permit is required for all new and altered fences. A plot plan of the property showing proposed fence location along with a permit application completed by the fence contractor is required to be submitted to Building Inspection for review. The review period for fence plans is up to 10 (ten) working days. After the review period, a Building Inspection representative will notify the applicant of the plan review status and the permit fee.

### **SIGN REQUIREMENTS**

A separate permit is required for all new and altered signs. Only a sign contractor that is registered and has a current certificate of general liability insurance or bond on file with the City can submit for permit.

On **all** illuminated signs, a master electrician that is currently registered with the City must be named on the permit application prior to release.

The review period for sign plans is 10 (ten) working days. After the review period, a Building Inspection representative will notify the applicant of the plan review status and permit fee.

### **POLE SIGNS - FREESTANDING SIGNS**

A plat & site drawing of the property showing location of the proposed sign is required on all pole signs. A detailed, to scale drawing of the sign with dimensions, an engineer's stamp on sign footings/piers, and any other requirements from the sign ordinance is required to be shown on the drawings. Pier inspections are required for all pole signs over 20 feet in height

### **WALL SIGNS**

A drawing to scale of the building wall elevation with linear footage and proposed sign with dimensions is required for each wall sign.

\* A copy of the sign and fence ordinances can be purchased at the Building Inspection/Permit window at City Hall.

## HEALTH DEPARTMENT/PUBLIC SERVICES

Contact Greg Rowlett, Chief Sanitarian (972) 219-3776

1. Number of proposed lease spaces.

2. Inspection ports: Ordinance #1256

All non-residential structures will require inspection ports on sanitary sewer and grease lines. Each lease space will require its own inspection port.

- A. Location of device on site plan and plumbing plans.
- B. One per lease space.
- C. Total number of inspection ports per project.
- D. Proper installation.
- E. Detail of inspection port on plumbing plans-approved devices only.

3. Interceptors: 2006 International Plumbing Code, Section 1003.3.4.1, 1003.4, and 1003.5.

All non-residential and residential food preparation establishments, car washes, convenience stores, etc. will require an appropriate interceptor, sized according to Health Department requirements.

- A. Location of device on plumbing plan.
- B. Size in gallons, make and model.
- C. Review of plumbing which may affect interceptor.
- D. Installation detail on plumbing plans.
- E. Type of business.
- F. If food is prepared, estimates:
  - 1) Meals served at peak hour.
  - 2) List/detail all kitchen appliances on plumbing plan.
  - 3) List/detail all floor drains and floor sinks/sumps on plumbing plan.
- G. Detail of interceptor on plumbing plans-approved devices only.
- H. Engineered design of required size as per the Health Department.

4. Backflow devices: Ordinance #1270

All non-residential and residential structures will require protection of the City waster supply through installation of an U.S.C. approved backflow protection device on their domestic and irrigation water supplies. (Residential only when food service, high risk or irrigation.)

5. Sewage Metering Devices: (if applicable)

- A. Location.
- B. Size in inches, make and model.
- C. Installation details.
- D. Detail of metering device on plumbing plan-approved devices only.

## PROJECT INSPECTION REQUIREMENTS

Please find below a listing of the required inspections that are to be made on commercial projects prior to requesting building finals or a Certificate of Occupancy.

1. Temporary Pole
2. Plumbing Rough
3. Sewer Line
4. Slab (Form Survey Required in Building Inspection Office ***Prior to Request*** of Inspection)
5. Framing/Brick Ties (Walls May Be One Sided with Sheetrock)
6. Electrical Rough and Ceiling Inspection
7. A/C Duct Rough
8. Plumbing Top Out
9. Gas
10. Sheetrock Inspection (Fire Walls Only)
11. Electric Meter Release Inspection
12. Electric Final
13. Plumbing Final
14. A/C Final
15. Fire Prevention Systems (if applicable)
16. Engineering Release of Public Improvements (New Construction)
17. Health Inspection (if applicable)
18. Interceptor and/or double check valve assembly (non-residential-contact Oriana Cruz, Health & Code Enforcement, 219-3483)
19. All trees and landscaping as required by the City landscape ordinance have to be installed prior to requesting a Certificate of Occupancy.
20. Fire Prevention final walk-through.
21. Building Final and/or Certificate of Occupancy

Also needed in addition to required inspections **prior** to a Certificate of Occupancy inspection on new construction:

- 2 (TWO) CD'S OF AS BUILTS PRIOR TO CO ISSUANCE. Document scanned at a minimum of at least 300 dpi. 8 bit grey scale. Stored in tiff or adobe pdf format, one page per image. **Cad format (vector) will not be accepted.**
- Special Inspectors Final Report.
- 3rd Party Energy Code Inspection Reports.

**The time frame for the field inspector to make an inspection will be as follows:**

**INSPECTIONS WILL BE DONE THE NEXT WORKING DAY AFTER REQUESTED.**

**INSPECTIONS REQUESTED ON THE AUTOMATED LINE CAN BE DONE PRIOR TO 7:00 AM FOR THE SAME BUSINESS DAY.**

**INSPECTIONS CAN ONLY BE REQUESTED BETWEEN 8:00AM-5:00PM ON BUSINESS DAYS THROUGH THE PERMITTING DEPARTMENT.**

**INSPECTORS:**

Jim Estep; Chief Building Inspector, Building Inspection Division - 972-219-3781  
David Dowlen; Building Inspector, Building Inspection Division - 972-219-3476  
Mark Coats; Plumbing Inspector, Building Inspection Division - 972-219-3475  
Jimmy Vaughn; Electrical/HVAC Inspector, Building Inspection Division - 972-219-3474  
Richard Dallof; Building Inspector, Building Inspection Division - 972-219-5029  
Juan Orta; Plans Examiner, Building Inspection Division - 972-219-3472  
Eric Schrack; Chief Inspector; Engineering Division - 972-219-3495  
Greg Rowlett; Chief Sanitarian, Health and Code Enforcement Division - 972-219-3776

**BUILDING INSPECTORS ARE ONLY IN THE OFFICE FROM 8:00 AM THROUGH 9:00 AM AND 4:00 PM THROUGH 5:00 PM. PLEASE DIRECT INQUIRIES TO THE INSPECTORS DURING THIS OFFICE TIME.**

**CITY OF LEWISVILLE BUILDING PERMIT FEES EFFECTIVE 10/01/10**

<b>PERMIT TYPE</b>	<b>PERMIT FEE</b>	<b>PLAN REVIEW FEE</b>	<b>NOTES</b>
New Commercial	\$0.29 per sq. ft.	50% of Permit Fee	Includes MEP
New Residential	\$0.29 per sq. ft.	50% of Permit Fee	Includes MEP
Shell Building	\$0.13 per sq. ft.	50% of Permit Fee	Includes MEP
Interior Finish Out	\$0.16 per sq. ft.	50% of Permit fee	Includes MEP
Construction Trailer	\$100.00 Flat Fee	----	Includes MEP
Carport/Canopy/Patio Cover	\$ 85.00 Flat Fee	----	----
Accessory Building	\$0.13 per sq. ft.	50% of Permit Fee	----
Swimming Pool	\$375.00 Flat Fee	----	Includes MEP
Fence (New/Repair)	\$0.50 per ln. ft.	50% of Permit Fee	\$25.00 Min/\$175.00 Max
Demolition (Comm./Res.)	\$50.00 Flat Fee	----	----
Irrigation (Comm./Res.)	\$80.00 Flat Fee	----	----
Roofing (Comm./Res.)	\$0.035 per sq. ft.	----	\$25.00 Minimum
Sign	\$0.45 per sq. ft.	50% of Permit Fee	\$30.00 Minimum
Electrical Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Mechanical Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Plumbing Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Miscellaneous	\$30.00 Flat Fee	50% of Permit Fee	----
Banners/Group Signs	\$25.00 Flat Fee	----	----
Fence Contractor Registration	\$80.00	----	----
Sign Contractor Registration	\$80.00	----	----
General Contractor Registration	\$80.00	----	----

Plan Review Fee is in addition to the Building Permit Fee.

\*Mechanical/Electrical/Plumbing Stand Alone fee cannot exceed \$500.00

**ORDINANCE NO. 3431-04-2007**

Adopted April 2007

Effective May 1, 2007

CITY OF LEWISVILLE

CAPITAL RECOVERY PROGRAM

EXHIBIT "A"

THE CITY OF LEWISVILLE SHALL ASSESS A CAPITAL RECOVERY FEE FOR WATER AND SEWER IN ASSOCIATION WITH NEW DEVELOPMENT AND CONSTRUCTION. IF MODIFICATION OF AN EXISTING UNIT INCREASES THE POTENTIAL FOR USE OF WATER AND SEWER SERVICES, A FEE SHALL BE ASSESSED. THE FEE SHALL BE CALCULATED BY THE LIVING UNIT EQUIVALENT METHOD (OR LUE) IN WHICH WATER AND SEWER USAGE IS DETERMINED BY A FACTOR RELATIVE TO ONE SINGLE FAMILY RESIDENCE. THE CAPITAL RECOVERY FEE FOR WATER AND SEWER SHALL BE PER THE SCHEDULE SHOWN BELOW. THE FOLLOWING GUIDELINE HAS BEEN ESTABLISHED TO PROVIDE A STANDARD FOR THE CAPITAL RECOVERY FEE DETERMINATION.

The meter equivalence shall be determined by the size of the required water meter at the City's delivery point.

**CITY OF LEWISVILLE  
METER EQUIVALENT FORMAT**

<u>Meter Size</u>	<u>Equivalent Factor In LUEs</u>
3/4	1.00
1	1.70
1 1/2	3.30
2	6.70
3	16.00
4	28.00
6	61.30
8	106.70
10	166.70

**FORMULAS FOR DETERMINING CAPITAL RECOVERY FEES**

Water Capital Recovery Fee =  
Meter Equivalent Factor in LUE for specific water meter size X Fee Per LUE from Schedule

Sewer Capital Recovery Fee =  
Meter Equivalent Factor in LUE for specific water meter size X Fee Per LUE from Schedule

**SCHEDULE OF CAPITAL RECOVERY FEES  
PER LUE**

<u>YEAR</u>	<u>WATER</u>	<u>SEWER</u>
2006	\$ 1,795	\$ 1,530
2007	\$ 2,002	\$ 1,580
2008	\$ 2,209	\$ 1,630
2009	\$ 2,417	\$ 1,681
2010	\$ 2,624	\$ 1,731
2011	\$ 2,831	\$ 1,781

The maximum water impact fee per LUE, as determined in the April 2007 Five Year Water and Wastewater Impact Fee Review, is \$3,713.10. The maximum wastewater impact fee per LUE as determined in the October 2001 Five Year Water and Wastewater Impact Fee Review, is \$2,118.10.

**CAPITAL RECOVERY FEE SCHEDULE 2010**

<b>Meter Size</b>	<b>*Water Impact Fee</b>	<b>**Sewer Impact Fee</b>	<b>Water Admin Fee</b>	<b>Sewer Admin Fee</b>	<b>***Meter Cost</b>	<b>Deposit</b>	<b>Total Water and Sewer</b>	<b>****Irrigation Only (No Sewer Fees)</b>
.75	\$ 2,624.00	\$ 1,731.00	\$ 25.00	\$ 15.00	\$ 44.00	\$ 50.00	\$ 4,486.10	\$ 2,740.10
1	\$ 4,460.80	\$ 2,942.70	\$ 25.00	\$ 15.00	\$ 67.00	\$ 50.00	\$ 7,560.55	\$ 4,602.85
1.5	\$ 8,659.20	\$ 5,712.30	\$ 25.00	\$ 15.00	\$ 677.00	\$ 125.00	\$ 15,213.50	\$ 9,486.20
2	\$ 17,580.80	\$ 11,597.70	\$ 25.00	\$ 15.00	\$ 988.00	\$ 350.00	\$ 30,556.50	\$ 18,943.80
3	\$ 41,984.00	\$ 27,696.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 70,220.00	\$ 42,509.00
4	\$ 73,472.00	\$ 48,468.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 122,480.00	\$ 73,997.00
6	\$ 160,851.20	\$ 106,110.30	\$ 25.00	\$ 15.00	N/A	\$ 550.00	\$ 267,551.50	\$ 161,426.20
8	\$ 279,980.80	\$ 184,697.70	\$ 25.00	\$ 15.00	N/A	\$ 875.00	\$ 465,593.50	\$ 280,880.80
10	\$ 437,420.80	\$ 288,557.70	\$ 25.00	\$ 15.00	N/A	\$ 1,200.00	\$ 727,218.50	\$ 438,645.80

The meter equivalence shall be determined by the size of the required water meter at the City's delivery point.

\* Water Impact Fee is calculated by multiplying the LUEs by the 2007 Water Rate of \$2,002.00.

\*\*Sewer Impact Fee is calculated by multiplying the LUEs by the 2007 Sewer Rate of \$1,580.00.

\*\*\*N/A = 3/4" – 2" meters are to be purchased from the City. Contractors must provide 3" and larger meters.

\*\*\*\*Sewer Impact Fee and Sewer Administration Fee have been deducted from the total for Irrigation Only.

## CITY OF LEWISVILLE

### ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: DEVELOPMENT**  
**TOPIC: PROCEDURE FOR WATER METER INSTALLATION BY LICENSED PLUMBERS**

**REFERENCE: 5.3**

#### **PURPOSE**

- 5.3.1 The purpose of this policy is to establish a streamlined procedure to allow licensed plumbers to set water meters after payment of appropriate fees to the City.

#### **POLICY**

- 5.3.2 The City Council desires to provide a means by which builders or homeowners, etc. (hereinafter called "customer") would no longer schedule with the City for a water meter set for new construction. Instead, Council has authorized a policy to be established to allow a customer to obtain a water meter up to 2" at the time the appropriate fees are paid and to allow for installation of that meter by a licensed plumber, instead of by City employees.

#### **PROCEDURE**

- 5.3.3.1 The customer will be requested to obtain all necessary permits and pay all necessary fees for each specific address, as established in the Code of Ordinances. Applications and information may be obtained at the Community Development Central Permitting Counter, Second Floor, Lewisville City Hall, 151 W. Church Street.
- .2 The Community Development Code Enforcement/Permits Division will issue the customer a permit and work order for each address.
- .3 The customer shall take the permit and receipt to the Public Works Department, located at 1100 N. Kealy Street, between the hours of 8:00 AM and 5:00 PM.
- .4 The Public Works Representative will verify the address for each work order and permit. The Representative will issue all water meters 5/8" X 3/4" or 3/4" X 3/4" to the customer, and will log the meter number for each specific address on the work order, which is retained by Customer Service. Upon verification, the permit will be returned to the applicant. The water meter number will be noted in the meter account upon activation. For water meters greater than 3/4" X 3/4", the Representative shall advise the customer on the procedure to obtain these water meters.

- .5 The water meter must be installed by a licensed plumber. The plumber must have completed an inspection of the service lines prior to installation of the water meter to prevent any damage or contamination to the City Water System. It is required that the plumber install the correct water meter at the address on the corresponding meter account, a fifty dollar (\$50) administration fee will be charged for reassignment of the water meter number in the City records. This fee shall be due with the next water billing cycle.
- .6 All approved backflow devices, if required, must be permitted and authorized by the Permit Division prior to the installation of the water meter. Upon installation, all approved backflow devices must be tested in accordance with the Code of Ordinances.
- .7 The installation must be permanent in nature. Temporary connections or other fraudulent connections will not be tolerated.
- .8 If an unauthorized meter is used, the customer and the property owner shall be in violation of the Code of Ordinances and shall be subject to all fines, penalties, and associated fees as may be required to connect a proper City-issued meter in place of the illegal meter.