

# Commercial Building Permit Application Guidelines

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## City of Lewisville Contacts

### Building Inspection

- Matt Cross, Chief Building Inspector, (972) 219-3781
- David Dowlen, Building Inspector, (972) 219-3476
- Mark Coat, Plumbing Inspector, (972) 219-3475
- Jimmy Vaughn, Electrical/HVAC Inspector, (972) 219-3474
- Richard Dallof, Building Inspector, (972) 219-5029
- Juan Orta; Plans Examiner, (972) 219-3472

### Engineering

- Jerry Roberts, Chief Inspector, (972) 219-3495

### Fire Prevention

- Cleve Joiner, Fire Marshal, (972) 219-3466

### Health and Code Enforcement

- Greg Rowlett, Health and Code Manager, (972) 219-3776
- Jackie Davis, Chief Code Enforcement Officer, (972) 219-3754

### Community Development

- Sarah McLain, Old Town Development Coordinator, (972) 219-3736

## CONTRACTOR INFORMATION COMMERCIAL PROJECTS

All architectural plan reviews may take **up to ten 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 are required before a building permit may be issued.
4. Permit fees and payment procedure information is located in the Building Permit Application Guidelines at [www.cityoflewisville.com](http://www.cityoflewisville.com) or may be obtained from the Building Inspection Administration office located in City Hall at 151 W. Church St.
5. An architectural site plan must be submitted with review drawings.
6. Separate reviews, approvals, and permits are required for health, food service, fire alarm, fire sprinkler, smoke removal systems, signs, fences, and irrigation 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 CD's (2 sets) must be submitted to the City before the Certificate of Occupancy may be issued. These must be scanned at a minimum of at least 300 dpi. 8 bit grey scale. Stored in Adobe pdf format, one page per image, each image must be labeled as the page number it represents. Cad format (vector) will **not** be accepted.
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.

## ARCHITECTURAL PLAN SUBMITTAL

Three sets of architectural plans shall be submitted for all first reviews. All architectural plans should be submitted to the Building Inspection Division along with a completed application form.

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.

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

## **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.

### 6. Exterior Elevation Details Sheet (Old Town Only)

- (a) Exterior building façade elevations.
- (b) Detail notations on all exterior finishes – listing the brand notations, color lot, color names, etc.
- (c) Title block as shown in the example below for approval by the Old Town Design Review Committee.

These building elevations have been approved by the Old Town Design Review Committee with the finish colors as noted, on \_\_\_\_\_ 20\_\_.

This is attested to by:

\_\_\_\_\_.

**CODE ANALYSIS**  
(Format Example)

1. OCCUPANCY GROUP:

2. CONSTRUCTION TYPE:

MAIN FLOOR:

MEZZANINE:

ROOF:

FOUNDATION:

PERIMETER WALLS:

INTERIOR PARTITIONS:

3. ALLOWABLE HEIGHT: 55' actual

4. MAXIMUM ALLOWABLE FLOOR AREA CALCULATIONS:

5. OCCUPANT LOAD AND EXIT CALCULATIONS:

6. FIRE RATINGS: (LOCATIONS AND DURATION REQUIREMENTS)

CORRIDORS:

INCIDENTAL USE AREAS:

OCCUPANCY SEPARATION:

FIRE AREA SEPARATION:

SHAFTS:

STAIRWELLS:

## FIRE PREVENTION DIVISION

Contact Cleve Joiner, Fire Marshal, (972) 219-3466

### ARCHITECTURAL

Permits required through Fire Prevention for:

- Automatic Fire Extinguishing Systems.
- Fire Alarm Systems.
- Standpipe Systems.
- Sprinkler Systems.
- Underground Gasoline Tanks.
- Miscellaneous: Burning Permits, LPG Installation, Tents, etc
- Above Ground Storage Tanks

### NOTE:

ALL OF THE 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 WORKING DAYS AND A MAXIMUM OF TEN 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

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

### 1. REQUIREMENTS TO OPEN:

- Restaurants
- Food Stores
- Convenience Stores
- Day Care Centers
- Nursing Homes
- Hospital
- Schools

**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, and 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 (minimum of 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 that 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, icemakers, ice bins, and any other equipment in which food or equipment is placed. (Air gap has to be twice the size of drainpipe.)
- 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. GARBAGE STORAGE ROOMS:** Easily cleanable, non-absorbent, washable, insect and rodent proofed. Large enough to store all accumulated garbage.
- 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.

## HEALTH DEPARTMENT/PUBLIC WORKS

1. Number of proposed lease spaces.

2. Inspection ports: Ordinance #1256

All non-residential structures will be required to have 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: Ordinance #2210-4-97

All non-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 that may affect interceptor.
- (d) Installation detail on plumbing plans.
- (e) Type of business.
- (f) If food is prepared, estimates:
  - i. Meals served at peak hour.
  - ii. List/detail all kitchen appliances on plumbing plan.
  - iii. 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 foodservice, 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.

## SIGNS

**Contact Juan Orta, Plans Examiner, (972) 219-3472**

### 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 require a master electrician, that is currently registered with the City. No portion of the application or plans will be accepted separately by the City.

The review period for sign plans is up to 10 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

Two copies required - A plot plan or 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

Two copies required - A drawing to scale of the building wall elevation with linear footage and proposed sign with dimensions is required for each wall sign. A plot plan may be required at the Plan Reviewer's discretion.

\* Copies of the Sign and Fence Ordinances can be purchased at the Permit window at City Hall or downloaded from the website at [www.cityoflewsville.com](http://www.cityoflewsville.com).

### PROJECT INSPECTION REQUIREMENTS

Please find below a list 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** for 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. Energy Inspection
10. Gas
11. Sheetrock Inspection (Fire Walls Only)
12. Electric Meter Release Inspection
13. Electric Final
14. Plumbing Final
15. A/C Final
16. Fire Prevention Systems (if applicable)
17. Engineering Release of Public Improvements (New Construction)
18. Health Inspection (if applicable)
19. Interceptor and/or double check valve assembly (non-residential-contact Chris McGinn at 972-219-3484)
20. All trees and landscaping as required by the City landscape ordinance have to be installed prior to requesting a Certificate of Occupancy.
21. Fire Prevention final walk-through.
22. Old Town Façade Review and Approval
23. Final Energy Inspection
24. Storm Water Program approval
25. Building Final and/or Certificate of Occupancy

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

- Two (2) CD Sets of Architectural As-Builts.
- Owner Information Form Completed.
- Special Inspectors Final Report.

### INSPECTIONS

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

**CITY OF LEWISVILLE  
BUILDING INSPECTION FEES  
EFFECTIVE 10/28/02**

<b>BUILDING PERMIT</b>	<b>VALUATION</b>
\$1.00 - \$1,000	\$20.00
\$1,001 - \$2,000	\$20.00 for the first \$1,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$40.00 for the first \$2,000, plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$178.00 for the first \$25,000, plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$303.00 for the first \$50,000, plus \$3.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and up	\$453.00 for the first \$100,000, plus \$2.00 for each additional \$1,000 or fraction thereof
<b>Plan Review</b>	Fifty percent (50%) of the Building Permit Fee Additional Plan Review -- \$33.00/hour (minimum of one (1) hour)
<b>Electrical Permit</b>	\$.022 per square foot of floor area (Minimum \$20.00)
<b>Mechanical Permit</b>	\$.022 per square foot of floor area (Minimum \$20.00)
<b>Plumbing Permit</b>	\$.022 per square foot of floor area (Minimum \$20.00)
<b>Miscellaneous Permit One Trade Only</b>	Based on total valuation of construction, and the fees are the same as for Building Permits
<b>Miscellaneous Inspection Fee</b>	Reinspection Fees -- \$33.00/hour (minimum of one (1) hour)
<b>Master Electrician License</b>	Initial Fee -- \$100.00, Expires January 1 Renewal Fee -- \$75.00, if renewed by January 31
<b>Journeyman Electrician License</b>	Initial Fee -- \$27.00, Expires January 1 Renewal Fee -- \$13.00, if renewed by January 31
<b>Old Town Façade Review</b>	

**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.

<b>CITY OF LEWISVILLE METER EQUIVALENT FORMAT</b>	
Equivalent Factor	
<u>Meter Size</u>	<u>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

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

Adopted April 2007

Effective May 1, 2007

**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 2007**

<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	\$ 2,002.00	\$ 1,580.00	\$ 25.00	\$ 15.00	\$ 41.10	\$ 50.00	\$ 3,713.10	\$ 2,118.10
1	\$ 3,403.40	\$ 2,686.00	\$ 25.00	\$ 15.00	\$ 67.05	\$ 50.00	\$ 6,246.45	\$ 3,545.45
1.5	\$ 6,606.60	\$ 5,214.00	\$ 25.00	\$ 15.00	\$ 677.00	\$ 125.00	\$ 12,662.60	\$ 7,433.60
2	\$ 13,413.40	\$ 10,586.00	\$ 25.00	\$ 15.00	\$ 988.00	\$ 350.00	\$ 25,377.40	\$14776.40
3	\$ 32,032.00	\$ 25,280.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 57,852.00	\$ 32,557.00
4	\$ 56,056.00	\$ 44,240.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 100,836.00	\$ 56,581.00
6	\$ 122,722.60	\$ 96,854.00	\$ 25.00	\$ 15.00	N/A	\$ 550.00	\$ 220,166.60	\$ 123,297.60
8	\$ 213,613.40	\$168,586.00	\$ 25.00	\$ 15.00	N/A	\$ 875.00	\$ 383,114.40	\$ 214,513.40
10	\$ 333,733.40	\$263,386.00	\$ 25.00	\$ 15.00	N/A	\$ 1,200.00	\$ 598,359.40	\$ 334,958.40

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 = ¾" – 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, 1197 West Main Street.

5.3.3.2. The Community Development Code Enforcement/Permits Division will issue the customer a permit and work order for each address.

5.3.3.3. The customer shall take the permit and work order downstairs to the Customer Service desk, First floor, Lewisville City Hall, 1197 West Main Street.

5.3.3.4. The Customer Service 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.

5.3.3.5. 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.

5.3.3.6. 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.

5.3.3.7. The installation must be permanent in nature. Temporary connections or other fraudulent connections will not be tolerated.

5.3.3.8. 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.

## **ABESTOS SURVEY CERTIFICATION**

On September 1, 2001, Senate Bill 509 was passed into law, affecting permits issued on or after January 1, 2002. This Bill requires municipalities to verify that an asbestos survey has been conducted prior to issuing renovation or demolition permits for public or commercial buildings. This survey shall be in accordance with the Texas Asbestos Health Protection Rules (hereafter referred to as TAHPR) and the National Emission Standards for Hazardous Air Pollutants (hereafter referred to as NESHAP). For this purpose, a commercial building is defined as a non-residential structure or apartment building (greater than two dwelling units). A public building would include schools, churches, and government buildings (federal, state, county and local).

Therefore, beginning January 1, 2002 any permit issued for demolition or renovation of a public or commercial building, as defined herein, shall not be issued until verification that an asbestos survey has been conducted in accordance with the TAHPR and NESHAP.

Verification shall be by means of the report completed by licensed asbestos professional submitted with the plans to the City of Lewisville.

Information regarding asbestos survey providers, as well as other information regarding compliance with Senate Bill 509 – Implementing Requirements to Verify Asbestos Survey – may be obtained through the Texas Department of Health’s Asbestos Program website at [www.tdh.state.tx.us/beh/asbestos](http://www.tdh.state.tx.us/beh/asbestos).