

BULLETIN

Permitting Tips

(03/10)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggests Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- Average review turnaround time is 2 weeks per submittal with the City of Garland, TX.
- Three complete sets of working drawings and one copy of the energy calculation form. (ComCheck or other standard form) is required.
- Proof of TDLR Registration with the Texas Department of Licensing and Regulation Architectural Barriers Division, including project registration number (State Law) if the project valuation exceeds \$50,000.
- Be sure to include the processing fee with your completed application, along with your email address to expedite review comments.
- A separate permit required for the signage.
- A separate permit is required for the Health Department where applicable.
- Fire protection/sprinkler plans need to be submitted to the Building Department.
- Fire alarm system changes must be submitted to the Fire Marshall's office.
- Carefully review City of Garland's Code Amendments which includes toilet room requirements. Occupant load will define whether one or two toilet rooms accessible to the public may be required.
- Health Department information can be obtained at the following web site:
<http://www.ci.garland.tx.us/Home/Departments/Community+Services/Health+Services/>
- For additional information regarding City websites and other permitting information contact them directly at the following web site:
<http://www.ci.garland.tx.us/Home/Departments/Development+Services/Building+Inspection/default>