



# DEVELOPMENT GUIDE GARLAND, TEXAS



# TABLE OF CONTENTS

<b>DEVELOPMENT 101 – THE DEVELOPMENT PROCESS OVERVIEW .....</b>	<b>1</b>
<b>GETTING STARTED – THE PRE-SUBMITTAL PROCESS .....</b>	<b>2</b>
• WHERE DO I START? THE PRE-SUBMITTAL FORM .....	2
• THE PRE-SUBMITTAL MEETING .....	3
• PRE-SUBMITTAL PROCESS QUESTIONS AND ANSWERS .....	7
<b>ZONING – DETERMINING LAND USE.....</b>	<b>9</b>
• THE ZONING PROCESS, USES, AND CHANGES.....	9
• SUBMITTAL REQUIREMENTS AND THRESHOLDS FOR ZONING CHANGE REQUESTS ...	12
• ZONING PROCESS CHECKLIST .....	18
• ZONING PROCESS QUESTIONS AND ANSWERS .....	19
<b>PLATTING – THE SUBDIVISION OF LAND.....</b>	<b>23</b>
• THE PLATTING PROCESS.....	25
• SUBMITTAL REQUIREMENTS AND THRESHOLDS FOR PLATTING REQUESTS .....	25
• PLATTING PROCESS CHECKLIST .....	33
• PLATTING PROCESS QUESTIONS AND ANSWERS .....	34
<b>THE SITE PERMITTING PROCESS – BREAKING GROUND .....</b>	<b>36</b>
• SITE PERMIT PROCESS QUESTIONS AND ANSWERS.....	42
<b>STRUCTURES – THE BUILDING PERMITTING PROCESS .....</b>	<b>43</b>
• SINGLE FAMILY RESIDENCE BUILDING PERMIT SUBMITTAL REQUIREMENTS.....	45
• COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS.....	47
• BUILDING PERMIT PROCESS QUESTIONS AND ANSWERS .....	53
<b>CONSTRUCTION AND INSPECTION PROCESS.....</b>	<b>55</b>
• CONSTRUCTION AND INSPECTION PROCESS QUESTIONS AND ANSWERS.....	59
• CONTRACTOR’S GUIDE – GUIDELINES FOR COMMERCIAL CONTRACTORS.....	62
• BUILDING CONSTRUCTION AND INSPECTION PROCESS QUESTIONS AND ANSWERS..	64
<b>OCCUPYING THE BUILDING – CERTIFICATE OF OCCUPANCY PROCESS .....</b>	<b>66</b>
• CERTIFICATE OF OCCUPANCY QUESTIONS AND ANSWERS: NEW CONSTRUCTION....	68
• CERTIFICATE OF OCCUPANCY QUESTIONS AND ANSWERS: EXISTING STRUCTURE ..	70

**EXCEPTIONAL PERMITS & PROCESSES..... 72**

- RESIDENTIAL REMODEL OR ACCESSORY BUILDING PERMITS ..... 72
- SWIMMING POOL, HOT TUB, AND SPA BUILDING PERMIT..... 72
- SIGN PERMIT ..... 72
- DRIVEWAY AND SIDEWALK PERMIT ..... 72
- FENCE PERMIT..... 72
- CONVERSION OF A RESIDENTIAL STRUCTURE ..... 72
- INDUSTRIAL DISCHARGE PERMIT (INDUSTRIAL PRETREATMENT PERMIT)..... 73
- UNDERGROUND FUEL TANK PERMIT ..... 73
- RIGHT OF WAY WORK PERMIT..... 73
- FLOOD PLAIN DEVELOPMENT PERMIT ..... 73
- FIRE PERMITS..... 73

**VARIANCES..... 74**

- BOARD OF ADJUSTMENT..... 74
- PLAN COMMISSION..... 75
- CONSTRUCTION CODES APPEALS BOARDS ..... 76

# DEVELOPMENT 101 – THE DEVELOPMENT PROCESS OVERVIEW

Development in Garland is regulated in order to promote the health, safety and welfare of current and future citizens. Over the years, regulations and processes have been developed to establish rules for development and the manner in which they are applied.

This manual is intended to guide you through these processes so you can complete your project successfully in full compliance with the regulations.

Every project must:

1. Have the proper **ZONING** for the intended use;
2. Be on a properly **PLATTED** lot;
3. Have a valid **SITE PERMIT** and/or **BUILDING PERMIT**;
4. Be **INSPECTED** during Construction; and,
5. Receive a **CERTIFICATE OF OCCUPANCY**.

Each of these elements has a specific process to follow. The details of each are provided in this manual.

The path that your development will need to follow will depend on how many of these elements are already in place. In order to determine what that path will be, the City has established a: **MANDATORY PRE-SUBMITTAL MEETING**.

This meeting occurs prior to the submittal of any development plans to the city. The purpose of this meeting is to determine what steps you will go through and to provide you with the information necessary to successfully complete each step. Pre-development meetings are held twice a week on a first come first served basis, so it should not take long to determine where you need to start and what path to follow.

**This manual is intended to help you know what you can expect along the way. Each section explains how the process works, includes a flow chart, and answers some commonly-asked questions.**

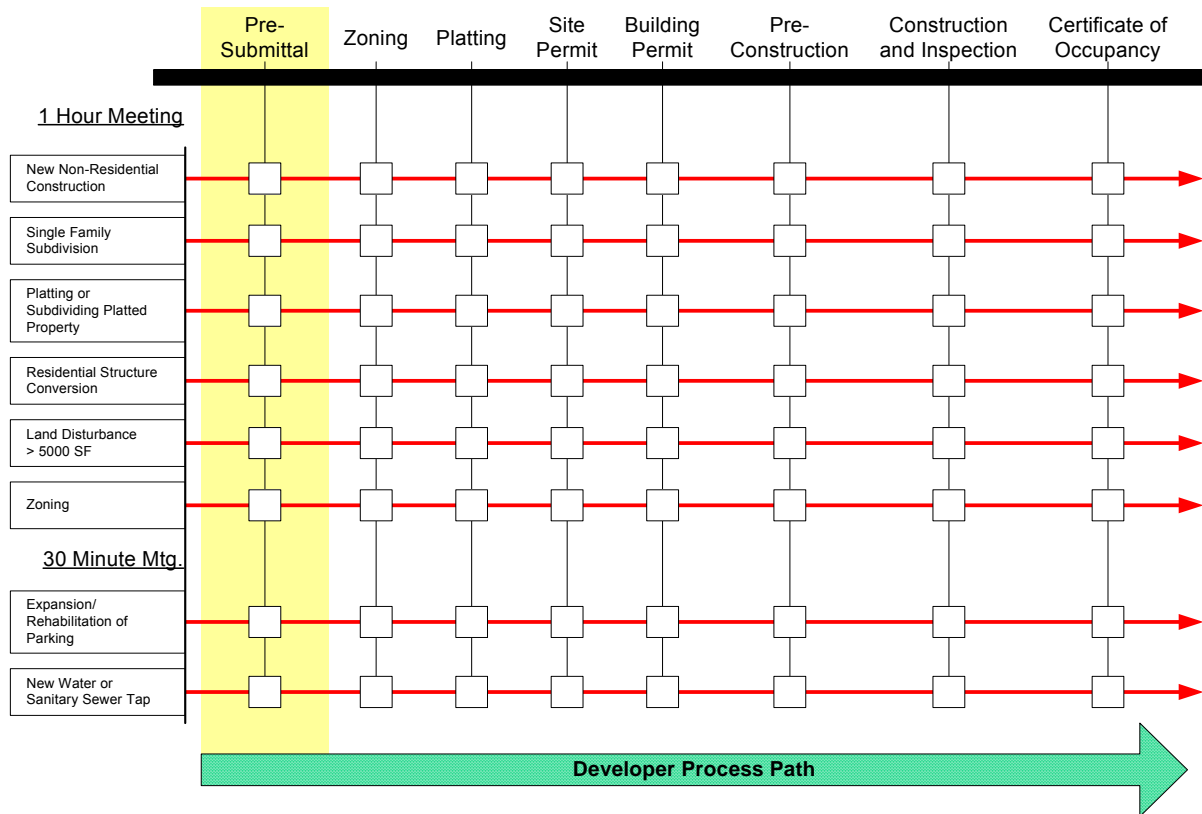
# GETTING STARTED – THE PRE-SUBMITTAL PROCESS

In order for the City to understand your type of development and associated specific requirements, we have created what we call a pre-submittal process.

## ***Where do I start? The Pre-Submittal Form***

The Pre-Submittal process starts when you visit the Planning Department counter and inform us that you wish to Develop. At this time, we will request that you fill out a Pre-Submittal Form that lets us identify if you will require a Pre-Submittal meeting. This form is only one page, requires basic contact information, and lets us understand what type of development you wish to pursue. The Pre-Submittal Form is the first step in the development process (Refer to Figure 1), and is required for every Development.

**Figure 1  
Developer Process Path Flow Chart**



## ***The Pre-Submittal Meeting***

### **When is a Pre-Submittal meeting required?**

If your development meets any of the following criteria, you will require a Pre-Submittal meeting:

#### **1 Hour Meeting**

- Zoning Change – site improvements
- Platting or subdividing platted property
- Single-family subdivision construction
- New non-residential construction (including apartments, new structure or significant addition)
- Residential structure conversion
- Land disturbance  $\geq$  5000 SF

#### **30 Minute Meeting**

- Zoning – no site improvements
- Non-residential construction – minor addition
- Expansion / rehabilitation of parking < 5000 SF, including removal of existing pavement material but not including minor pothole repairs and overlay.
- New non-residential water or sanitary sewer tap.

If you do not meet any of the above criteria and your request is for something relatively straightforward, then Building Inspection can help you obtain a Permit for your type of development without a Pre-Submittal meeting.

### **Why a Pre-Submittal meeting?**

We use the Pre-Submittal meeting as a way to bring you into the City and meet face to face with the primary Department personnel responsible for reviewing and permitting your development project. This is a discovery meeting where we discuss your general plans, needs, constraints, and goals for the property. We have learned through experience that more complicated development projects are often affected by multiple City ordinances, codes, and requirements of various Departments within the City.

In this meeting, we will provide you with the codes, ordinances and requirements that are applicable to your development. We take this opportunity to explain the process you will be following, provide you with applicable documentation including checklists and timing information, and answer any questions you might have. **It is important to us that we get you off to a good start by setting the right expectations and minimizing surprises. This meeting is intended to save you time, money and frustration.**

### **When will the meeting take place?**

Once we have determined from the Pre-Submittal Form that you require a Pre-Submittal meeting, a staff member at the Planning Department counter will either immediately set up a meeting (if your form is complete), or will contact you by the end of the next business day to schedule a meeting. Meetings are currently held every Tuesday and Thursday afternoons and are scheduled on a first come, first served basis.

### **What/who should I bring to the meeting?**

The more we can help you prepare at the beginning of the process, the more quickly and smoothly we can get you through it. We encourage you to bring any relevant site development data such as a site plan, plat, or other documents to the meeting. We also encourage the Developer to bring to the meeting, when possible, any design professional that is involved in the creation of the plat, site and construction plans, such as your engineer, architect, surveyor or contractor. This allows the design professional to hear the comments directly from staff, preventing potential confusion later when documents are submitted.

### **What will be accomplished at the meeting?**

At the Pre-Submittal meeting you will have the opportunity to ask questions of various Departments responsible for reviewing and guiding your development through the development process. Typically, staff will provide an initial reaction to the proposed development and may provide direction or suggest changes that may expedite your request. Fees, permits, and any special studies that must be paid or secured in conjunction with and / or prior to application will be identified.

### **Defining Your Process Path**

We know that all development projects are not alike. Helping you understand the process you need to follow (and in what sequence certain events have to take place) will expedite your project to completion. During your Pre-Submittal meeting, we will inform you of the best process path you will need to take in order to make your development a reality.

The chart in Figure 1 is an effort to help you understand some of the major milestones and their sequence. On the left hand side of the chart is your type of development. Along the top of the chart are some of the major milestones you may have to go through in order to develop in the city, such as Zoning, Platting, etc.... During the Pre-Submittal meeting, we will mark the boxes under the milestones that are applicable to your development and explain to you in more detail how you may meet each of these milestones and approximate associated timing. In this way, we can define the development path you will need to follow, determine what it will take to complete your project, and address specific questions you may have about the process.

## Requirements and Checklists

Each Department representative will discuss potential conflicts, if any, your project may present with code or procedural requirements. The main topics discussed are documented and provided to you. We also use a checklist to make sure typical items of concern are discussed that may pertain to your development project. This is an effort on our part to get you the information you need up front to get your project started off correctly in conformance with the applicable City Codes and Departmental requirements.

## Case Manager

At this meeting, you will also be assigned a Case Manager that you may contact throughout the development process. We understand that unforeseeable issues sometimes arise; you may have questions concerning where you are in the process; or you just need some additional support. In response to your needs, we have established Case Managers that will help you when needed, answer general questions you might have, and coordinate any meetings with the City to deal with issues that may arise. This person is not there to solve all of your problems, but to coordinate your requests with other Departments and help you move through the process. They will also be able to provide you with information relating to the status of your project and the next steps required.

A Preliminary Case Manager will be assigned at the Pre-Submittal meeting; however, if zoning is a requirement, a new Case Manager may be assigned prior to the required Tech Review meeting. From this point in the process, this Case Manager will be the point of contact throughout the plan submittal, review, and approval processes. When you are ready to begin construction, a new Case Manager will be assigned to see you through the construction and inspection processes. This Case Manager will be introduced to you at the Pre-Construction meeting.

## Meeting Minutes

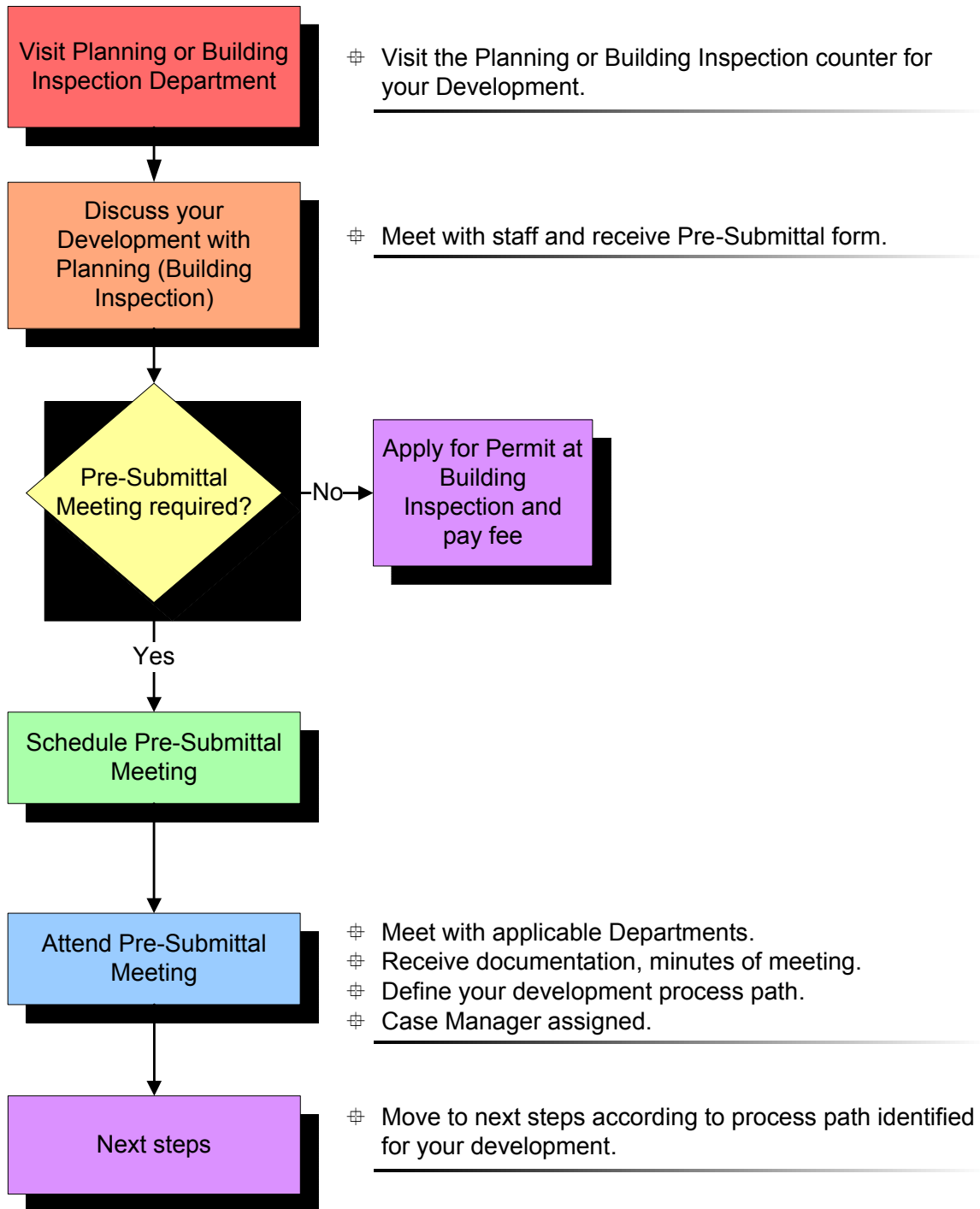
During the meeting, questions will be addressed, and minutes of the meeting will be captured so that all parties will have a clear understanding of what was discussed and what is expected. Contact information will be collected from the Developer and the participants from the City Departments. A copy of the minutes will be provided to the Developer at the conclusion of the meeting.

Again, once you have your Pre-Submittal meeting, we urge you to contact your assigned Case Manager for any questions you might have or support you may require.

An overview of the Pre-Submittal Process is provided in Figure 2 on the following page.



# Figure 2 Pre-Submittal Process Flow Chart



## ***PRE-SUBMITTAL PROCESS QUESTIONS AND ANSWERS***

### **QUESTION**

### **ANSWER**

1. I am not sure what type of development I have and am looking for some preliminary information on how to proceed or get additional information.

The Planning Department counter will be your first contact for preliminary information. They will provide you with direction and help answer any preliminary questions you might have.
2. I want to skip any Pre-Submittal meeting and go ahead and submit plans.

If your Pre-Submittal form indicates that you meet the criteria for a Pre-Submittal meeting, then the Pre-Submittal meeting is mandatory. Please be advised the Engineering and Building Inspection Departments will not accept construction plans without a case number, which is assigned at the Pre-Submittal meeting. The meeting will actually help you move through the process more quickly.
3. I don't have a complicated development and just need a Permit to put up a fence. Do I have to attend a Pre-Submittal meeting? This seems like a lot of bureaucracy and time wasted.

For straightforward development, you may not need a Pre-Submittal meeting and can proceed directly to Permit request at the Building Inspection counter. The Pre-Submittal form gives us an initial idea of the complexity of your development and how we can best serve you without burdening you with excessive regulations.
4. I have contacts with certain individuals in the City and would prefer to work through them to help me through this process.

All requests for development will be funneled through the Planning and Building Inspection Departments and the Pre-Submittal process. Trying to circumvent this process will only lead to time delays and increase your frustration. The sooner you visit the Planning or Building Inspection counter for an application, then the sooner you can start the process.

5. Can I reschedule a Pre-Submittal meeting if a conflict comes up?

Yes. We ask that you inform Planning Department staff so we can re-schedule for the next available opening on a Tuesday or Thursday afternoon. We will fill your old time slot with another Developer, so please don't be a "no show".

6. I am new to development and I don't know what information I need to bring to a Pre-Submittal meeting.

Bring as much information as possible to the Pre-Submittal meeting. The more information you have, such as site plans, plats, preliminary drainage and utility layouts, the quicker City staff can determine how to best assist you. This meeting is to help you start the development process and provide you information on what is required and how to proceed.

7. If I have some additional questions of the Departments after the Pre-Submittal Meeting, can I contact the Department directly or do I use only my assigned Case Manager?

You can do both. The minutes will contain contact information of the City personnel that participated in the Pre-Submittal meeting. The Case Manager is also available to answer general questions or help guide you to someone who can answer your inquiries.

# ZONING – DETERMINING LAND USE

## *The Zoning Process, Uses, and Changes*

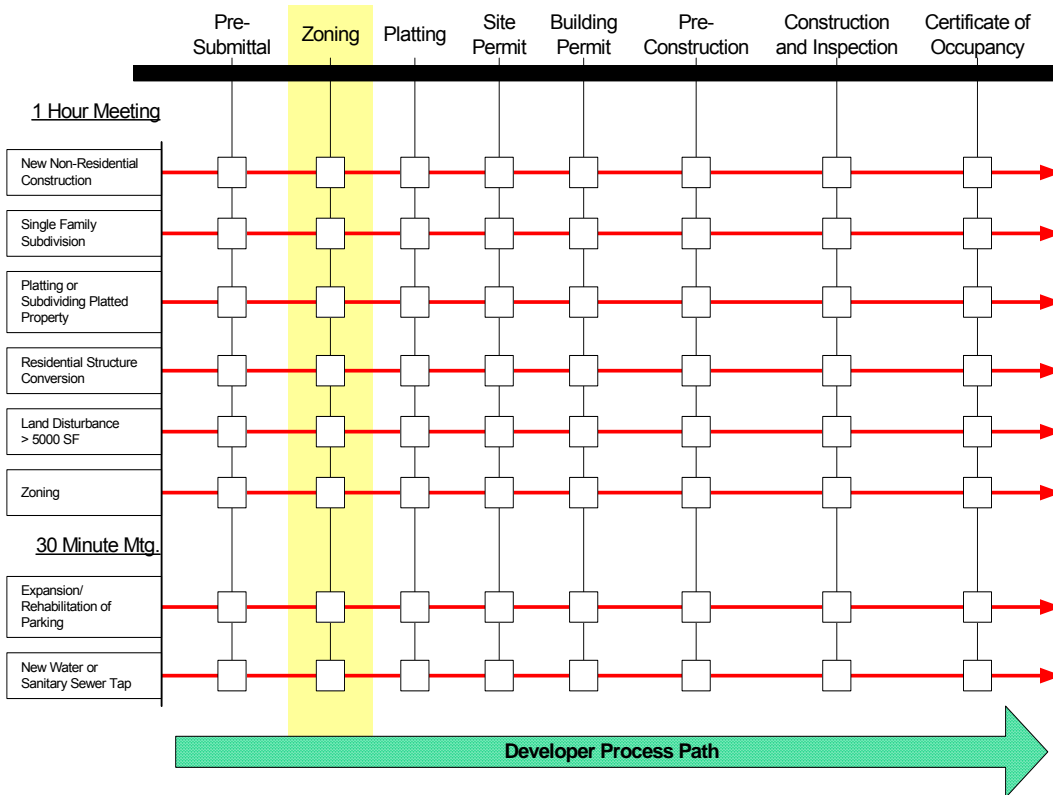
### Importance of Zoning

Zoning is one of the major functions of municipal government. Authorized by State Law, zoning divides the City into distinct districts for the purpose of regulating the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns, minimize conflicts between uses, protect property values, and enhance the urban environment.

### Zoning

The Zoning Ordinance defines the geographic area contained within the boundaries of zoning districts in the city, regulates the allowable uses within each zoning district, and defines characteristics of the sites designated for those uses.

**Figure 3  
Developer Process Path Flow Chart**



### **Uses Allowed in the Current Zoning**

When considering the future use of a property, your first step will be to consult the Zoning Map (indicating the boundaries of zoning districts) in the Planning Department, locate the subject property within the pertinent district, and consult the Schedule of Uses contained within the Zoning Ordinance to determine whether your proposed use is allowed within that district. A technician in the Planning Department is available to assist you in making this determination.

### **Options to Change Current Zoning**

If you determine that your proposed use conflicts with the allowable uses within the existing zoning district, you may apply for a request to change the designated zoning of your site to one that will accommodate your use. This change may entail:

- expansion of existing adjacent zoning boundaries
- change of the existing district to another standard zoning district
- a request for the establishment of a Planned Development district (Planned Development districts are unique zoning districts designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts), or
- a request for a Specific Use Permit (In specified zoning districts, certain uses are allowed only with specific conditions and restrictions. If you are requesting permission to utilize the land for one of these uses, a Specific Use Permit, approved by the City Council, will be required).

### **Application for a Zoning Change**

The City recognizes that a viable Zoning Ordinance must not be static; it must change with the changing needs of the public, the demands of changes in technology, or the manner of doing business. The staff of the Planning Department oversees this continual change process, and the City is eager to keep the zoning change process accessible to, and efficient for you, the user.

- Your first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact the Planning Department to discuss the nature of your zoning. They will help you explore the feasibility of your request. Your request will be reviewed for its compatibility with the existing land uses, zoning patterns and Garland Comprehensive Plan.

- The second step will be the submission of your Application For Zoning Change or Specific Use Permit. If your application requires the submission of a site plan you will attend a Technical Review meeting in the third week subsequent to the submission of your application. This meeting provides City staff the opportunity to review your application prior to public hearing.
- In the fourth week after submission, your case will be heard by the Plan Commission, which will make a recommendation regarding your request to the City Council. The City Council will, in turn, decide the final disposition of your zoning request.

### **Public Hearing**

Public hearings will be held before the City's Plan Commission and then the City Council.

Each will hear your request and receive public input before reaching a decision in the matter. The Plan Commission will make a recommendation to the City Council regarding approval or denial of your request. The City Council will decide the final disposition of your case.

## **Submittal Requirements and Thresholds for Zoning Change Requests**

At each stage of the development process, some level of public works or civil engineering plans will be necessary. The required level of detail will vary depending on the stage of development, as well as how quickly one desires to move through the process. For example, at the time of zoning approval, if a Concept Plan is being considered, no engineering plans are necessary. If a Detail Plan is part of the consideration, a site plan or subdivision layout, along with a schematic utility, drainage and / or other plans may be needed to convey the full extent and intent of your request.

It should also be noted that when a development has reached the Preliminary Plat stage, there are two alternatives: 1) When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of complete engineering plans; 2) if however, the developer wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Preliminary Plat.

Figure 4, below, provides an overview of the level of plan detail required for various types of submittals.

**Figure 4**  
**Public Works and Site Engineering Plan Submittal Thresholds**

Development Stage	Schematic Utility Plan & Capacity Analysis	Schematic Drainage Plan & Capacity Analysis	Critical Environmental Feature Assessment	Parks / Open Space Encroachments /Vacations	Traffic Impacts /Major Thoroughfare Plan Needs	Complete Engineering Plans
Concept Plan (Zoning) *						
Detail Plan (Zoning)	X	X	X	X	X	
Preliminary Plat <b>Without Site Details**</b>	X	X	X	X	X	
Preliminary Plat <b>With Site Details</b>			X	X	X	X
Final Plat			X	X	X	X

\* Concept / Zoning plans may include building and site layout features; however, inclusion of these in no way shall indicate approval of public works improvements and features. It is understood that upon evaluation of subsequent public works plans, alterations of the site layout may be required.

\*\* Represents a Preliminary Plat without public works and site engineering plans; these plans are used for delayed development projects and / or development projects requiring no or limited public improvements. **Complete engineering plans shall be submitted for City approval at least three weeks prior to the Final Plat application if work is proposed in public right-of-way or easements. The Building Inspections Department will not issue Building Permits until the Final Plat is filed for record.**

### **General Submittal Requirements**

- All schematic plans shall include:
- A case number and vicinity map, including north arrow, which clearly shows the project location.
- Engineer and developer name, mailing address, e-mail address, and phone number.
- The phasing of the development and the manner in which each phase can exist as a stable independent unit consistent with the City's Code of Ordinance provisions of providing safe access and city services.

### **Schematic Utility Plan and Capacity Analysis Submittal Requirements**

When submitting a Schematic Utility Plan and Capacity Analysis, provide the following elements:

- a brief narrative describing existing and proposed site conditions,
- a brief narrative describing the proposed use of the site after development, and
- a description of the condition of existing water and sanitary sewer lines to and from the development and a general description of what is being proposed. Include existing line capacities and required capacities / line sizes needed to provide service for the given design period.

The Schematic Utility Plan and Capacity Analysis typically consists of an engineer-scaled drawing reflecting existing and preliminary water and sanitary sewer sizes, appurtenances, alignments, easements, property boundaries, ownership, and City right-of-way within 100 feet of the project. The applicant must review and indicate future water and sanitary sewer improvements near the development as defined on the City's Utility Master Plans. Proposed Developer installed City utility lines shall be designed and constructed using fully developed conditions and / or per City's Master Utility Plans. The design shall include provisions for the extension of all permanent utility lines to the limits of the development. The drawing must indicate offsite extensions and easement requirements, if any, that are needed to facilitate service connections for the



development. Reflect proposed storm sewer locations and known City and non-city utility alignments, easement, and identify any conflicts.

Water and/or sanitary sewer capacity analysis shall be performed when required by the Directors of the Engineering and Water Departments, using the Texas Commission on Environmental Quality criteria and Code of Ordinance requirements. All capacity analyses will verify the adequacy of the existing public system to handle the increased water and sanitary sewer demand generated by the proposed development. Capacity analysis for water systems will define the development's peak demand in gallons per day and fire flow requirements. Sanitary sewer analysis will account for infiltration / inflow, define the fully developed contributing drainage area, population and proposed peak contribution in gallons per day to the existing sanitary sewer system generated by the development.

The plan will indicate any adjustments and / or improvements to be made by the developer that may be necessary to existing facilities that are affected by the proposed development.

### **Schematic Drainage Plan & Capacity Analysis Submittal Requirements**

When submitting a Schematic Drainage Plan & Capacity Analysis:

- Provide a brief narrative describing existing and proposed site conditions, as well as the proposed use of the site after development.
- Describe the condition of existing drainage features to and from the development and a general description of what is being proposed, the pre-developed and post-developed conditions, the area of the site, offsite contributing area, preliminary sizes of improvements, the total amount of impervious surfaces, and the disposition of the stormwater runoff before and after development.
- Include an engineer-scaled drawing showing the topography of the property within 100 feet of the development, along with all other applicable information defined in this section.
- Define existing and proposed drainage patterns and method of computing the 100-year runoff from and entering the site, storm sewer mains, sizes, layout, inlets, and location of discharge points to and from the on-site system.
- Provide design and performance data for the existing drainage system; define how the existing system will function under the new loading.
- Where required, show the location and preliminary sizing of offsite drainage improvements required to connect to the public stormwater

drainage system, including any drainage easements needed to construct these offsite improvements.

- Identify any retention / detention ponds / easements, outlets and provide preliminary sizing calculations. Define water quality enhancement features and facility locations. The facility and outlet structure must fit within the limits of the property and be shown on the schematic drainage plan.
- Identify FEMA Flood Insurance Study 100-year flood plain delineations, reclamation areas, ditches, creeks, ponds, inventoried and / or delineated wetlands, and mitigation areas within 100 feet of the development. For development along Spring and Rowlett Creek, use the 100-year fully developed flood plain per the 1988 Rowlett and Spring Creek Flood Plain Management Study.
- Define whether Federal or State permits are required.

### **Environmental Feature Assessment Submittal Requirements**

Environmental Feature Assessments should include Flood Plains, Creeks, Seeps, Springs, Steep slopes, Significant tree clusters, Landfills, Archaeological features, Wetlands and Waters of U.S. Inventory. In addition, define whether Federal or State permits are expected.

### **Parks/Open Space Encroachments/Vacations Submittal Requirements**

For Parks/Open Space Encroachments/Vacations, indicate Parkland / Open Space, Location and acreage of land proposed to be dedicated to the public, and/or Private Parks, Open Space or Buffer Areas.

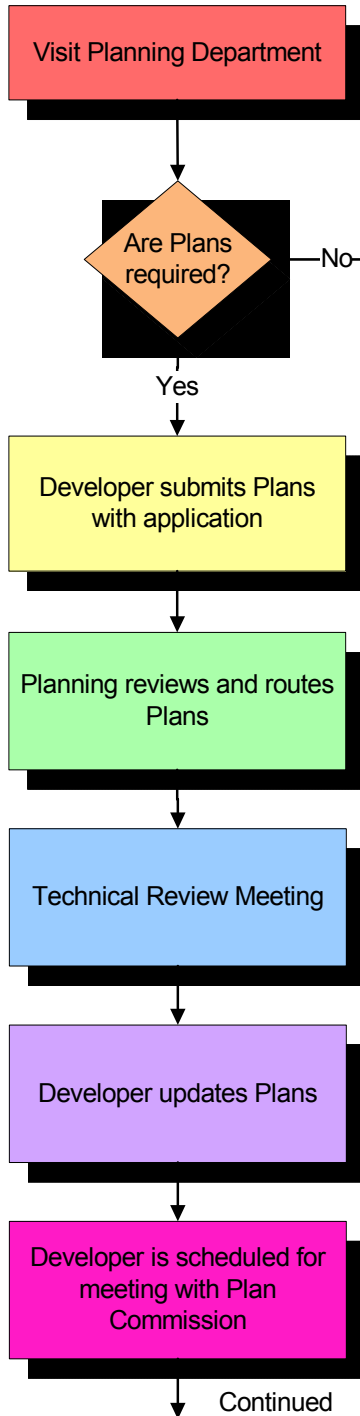
### **Traffic Impacts/Major Thoroughfare Submittal Requirements**

When submitting Traffic and Major Thoroughfare Impact Assessments, indicate the location of local, collector and arterial roadways proposed within and adjacent to the development, right-of-way widths, the location of access points to abutting streets and roadways and site visibility triangles. Identify existing major street setbacks and planned right-of-way dedications as required the by the Major Thoroughfare plan.

### **Complete Engineering Plans Submittal Requirements**

Complete engineering plans are not required for submission of a Zoning Concept Plan or a Detail Plan. **However, if you will be submitting a Platting application at the same time as your Zoning application, Complete Engineering Plans may be required.** Refer to the Platting Section of this guide for Complete Engineering Plans Submittal Requirements.

# Figure 5 Zoning Process Flow Chart



∠ Depending on the Zoning required, determine if Developer has been to a Pre-Submittal Meeting.  
 ∠ If a Pre-Submittal Meeting is required, then Planning staff will schedule it.

∠ Identify if any of the following are required: Planned Development, Specific Use Permit, Site Plan, Detail Plan, Concept Plan, Public Works, or Site Engineering Plans.  
 ∠ It may be necessary to submit certain Public Works or Engineering Plans. See Figure 4 for requirements.

∠ Depending on type of Plans required for Zoning, submit Plans to Planning Department.  
 ∠ Developer is automatically scheduled three weeks from submittal for Technical Review Meeting.

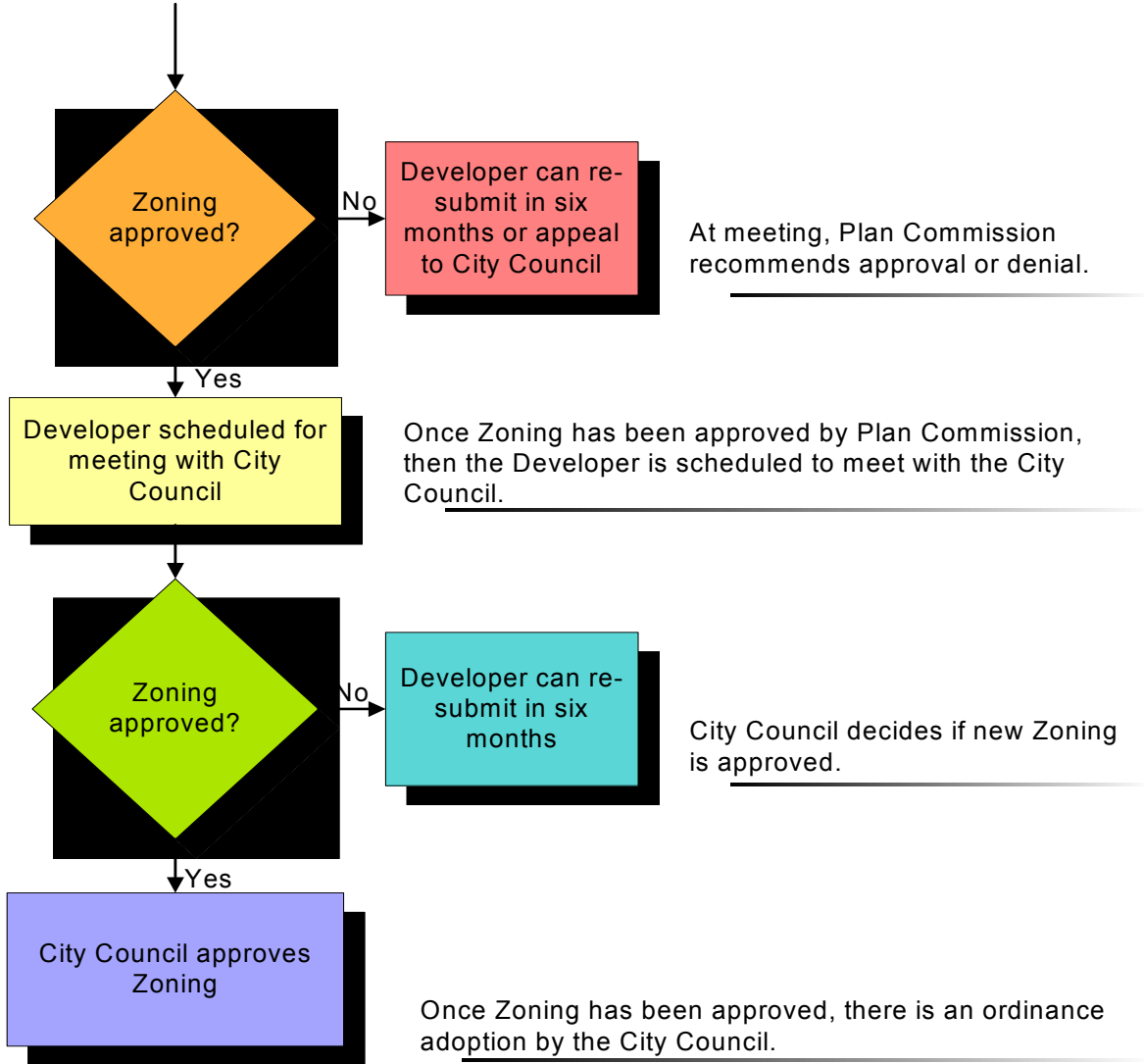
∠ Once Plans have been submitted, Planning routes them to all applicable Departments.

∠ Once Plans have been reviewed by all Departments, comments are compiled and given to the Developer at the Technical Review Meeting.

∠ Developer updates Plans based on inputs from the Technical Review Meeting. Plans are resubmitted to Planning Department for review and rerouting to other Departments.

∠ Once all Technical Review comments have been addressed, the Developer's request is placed on the subsequent Plan Commission agenda.

# Figure 5 (cont.) Zoning Process Flow Chart



## ***Zoning Process Checklist***

1. Have you filled out an application and submitted it to the Planning Department prior to the submission deadline?
2. Did you submit the following items with the application?
  - Application with property owner's signature
  - Legal description of property
  - Filing fee
  - Proposed conditions
  - (Required for Planned Development and Specific Use Permit only)
  - Site plan
  - Planned Development and Specific Use Permit only
  - (For zoning site plan submittal requirements, see Figure 6).
  - Schematic Utility Plan and Capacity Analysis/Schematic Drainage Plan and Capacity Analysis required for Detail Plan and Preliminary Plat
3. Are you aware of the meeting dates and times for the Technical Review meeting and public hearings?
  - Technical Review -- Tuesday, 9:00 a.m., two weeks prior to Plan Commission meeting
  - Plan Commission -- 2nd and 4th Mondays of each month at 7:00 p.m., City Hall
  - City Council -- 1st and 3rd Tuesdays of each month at 7:00 p.m., City Hall
4. Are you prepared for public hearing?
  - Graphics (elevations, perspectives, etc.)
  - Handouts

## **ZONING PROCESS QUESTIONS AND ANSWERS**

### **QUESTION**

### **ANSWER**

1. Where should I go to find out what zoning applies to the property I am considering for development, and what uses are allowed within that zoning district?

The Planning Department will be your central point of contact for information regarding the zoning process. This information is available at the Planning Department offices, located at 800 Main Street. You can address your questions to one of the Planning Department's Case Managers.

2. What if the zoning district does not allow the use I want?

You need to consider applying for rezoning of the property to a district appropriate for your proposed use, or find property that already has the appropriate zoning district.

3. What are my options in making a zoning request?

There are normally three types of requests:

- The first is to request a change to another standard zoning district that allows your proposed use. The uses allowed and conditions pertaining to site development (e.g. setbacks, height, lot coverage, etc.) will be controlled by the Zoning Ordinance.
- The second is to request the establishment of a Planned Development district. This allows the combination of uses and conditions of several zoning districts, or limits the use and conditions found within a single district in order to create a unique zoning district.
- The third request is a Specific Use Permit, which allows an additional use within a standard zoning district for a specific time period. The Specific Use Permit will only be employed where required by the Schedule of Uses.

4. How do I initiate the process?
- You will need to obtain a Development Application from the Planning Department or the City of Garland website. To access the form from our website, go to <http://www.garlandplanning.org/> and select the following path: Online Forms/ Development Application.
- Complete the application and return it to the Planning Department. (Other information may be required; check the Submittal Requirements section and checklist in this section, or consult the Planning Department).
5. Is there a deadline for the submission of applications?
- Yes. Submission deadlines for specific Plan Commission meeting dates are listed in the *Schedule of Zoning Application Deadlines*.
6. After submitting my application, will I need to meet with staff again?
- The Planning Department staff will contact you to review your application and answer any questions you may have. A Technical Review meeting will be held with those applicants who have submitted a site plan in conjunction with a Specific Use Permit or Planned Development request. The purpose of this meeting is to assemble applicant, staff, utility companies, and other interested parties to identify and resolve potential problems.
7. How long will the process take?
- A minimum of two months in order to complete the public hearing process.
8. How much will it cost?
- The cost will depend on the type of request. For specific fees, consult the Planning Department or the *Fee Schedule*.

9. When are public hearings required?

Requests involving zoning, zoning changes, variances, specific use permit, planned development districts and plats require public hearings. Plan Commission approves plats only.

10. What if the Plan Commission denies my request?

You have two options:

- You can appeal to the City Council. After denial by the Plan Commission, you will have fifteen days in which to submit your appeal in writing to the Planning Department, which will, in turn, see that it is brought before Council. (Refer to Variance Section of this guide)
- You may withdraw your request, in writing, subsequent to the denial of your request by the Plan Commission. Sixty percent of your filing fee (excluding sign placement fee) will be refunded to you.

11. How do the Plan Commission and Council obtain public input?

The Planning Department will mail notice of your request to all property owners within 400 feet of the subject property, and a sign indicating that a rezoning request is pending will be placed on the property prior to the first public hearing. Anyone wishing to comment will have an opportunity to do so.



12. How should I prepare for the public hearing?

- First of all, presentations should be brief and concise. Most presentations do not exceed 15 minutes in length.
- You should describe any impacts on existing uses (both negative and positive) that would be created by the requested zoning and proposed use.
- Further, if you use visual aids, you must provide your computer, easel, etc. Make sure graphics can be seen from the audience. Any video must be submitted at least 48 hours in advance.
- Finally, you should describe any efforts (and results of meetings, if any) that have been made to discuss the request with nearby property owners.

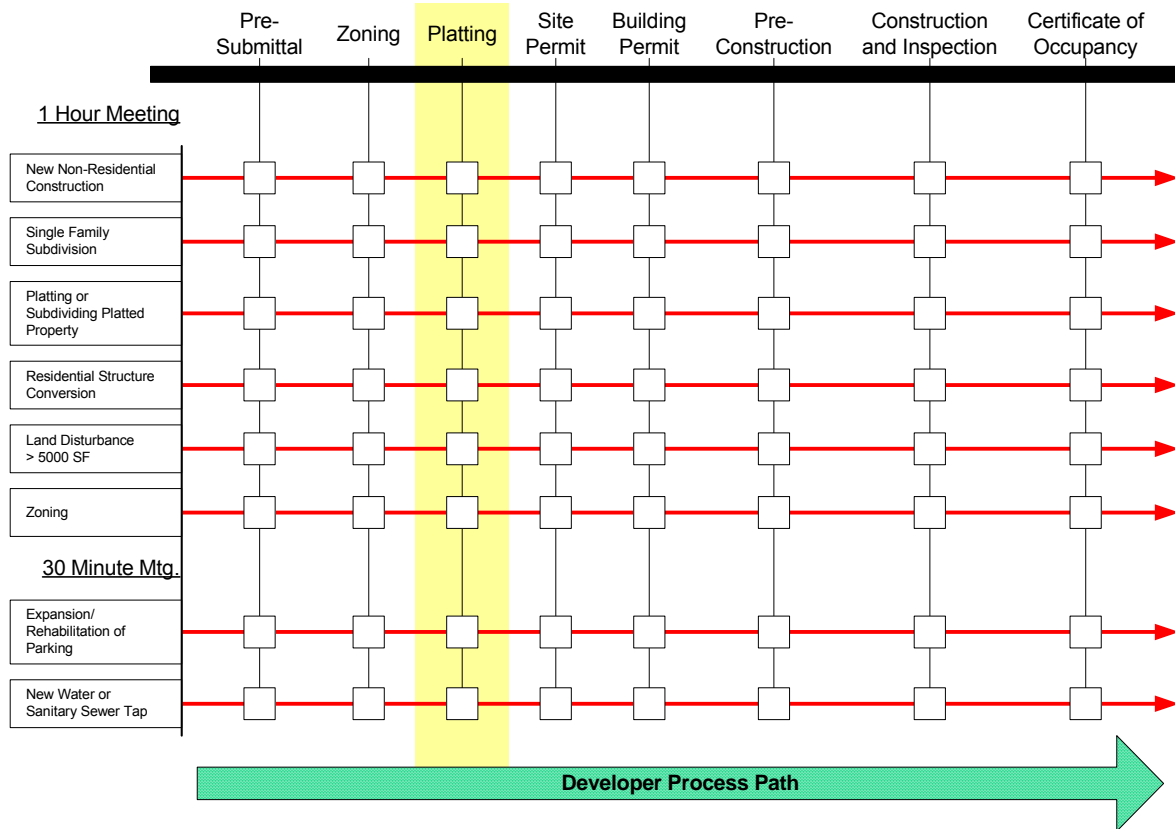
13. If City Council approves my zoning, what do I do next?

First, if you are going to need a Building Permit, check to see if your land is platted. If the land isn't platted, see the next section titled, "The Platting Process, The Subdivision of Land". If the land is platted and you will need Site and/or Building Permits, see the sections titled, "Site Permit Process" and "Building Permit Process". If you plan to occupy an existing structure, see the section titled, "Certificate of Occupancy."

# PLATTING – THE SUBDIVISION OF LAND

The first official step in the development process--Zoning--identifies permitted uses and development regulations for the property. The second step--Plat submission and approval--identifies the subdivision of land and any proposed public dedications such as right of way or easements. The third step--the Site Permitting process--entails the approval of the actual plans for construction of public infrastructure contained within the public dedication areas and improvements on the site. Construction plans indicate exact locations of connections to City infrastructure and include site details that address existing and proposed paving, grading, drainage and utility improvements.

**Figure 6  
Developer Process Path Flow Chart**



## **Platting**

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. In some cases, platting may be relatively complex. The layout of streets and utilities are established, and blocks are further subdivided to create lots for individual ownership. In other cases, such as when an existing platted lot is subdivided by sale, public works improvements may not be involved.

## **Importance of Platting**

The manner in which land is subdivided, how streets are designed, and how the lots are laid out, have a lasting effect on the physical character of the city. Local ordinance regulates new development to ensure that the health, safety, and welfare of the public are protected. Streets, water and sewage systems must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. Future property owners must be guaranteed a parcel with access to public right of way and utilities suited for the intended use.

## **When to Plat**

A plat must be prepared for a property if:

- the property is unplatted land, or
- an existing platted lot is subdivided by change of ownership.

When a plat is required, it must be approved by the Plan Commission prior to the issuance of a Site Permit or a Building Permit. In the case of subdividing an existing platted lot, you will file for replatting or vacation of the old plat and establishment of a new plat.

## **Types of Plats**

Plat approval is divided into two distinct phases: Preliminary and Final.

- Preliminary Plats and accompanying preliminary development plans provide a sketch of the proposed subdivision and improvements at a lower level of detail than that required for Final Plats. **Preliminary platting is required by ordinance for Single Family and Duplex subdivisions.** This is mutually beneficial to both the Developer and the City, in that it provides an opportunity for the Developer to explore the feasibility of the project (while keeping plan preparation costs at a minimum) and also allows the City to provide initial direction early in the process.

- Final Plats are, as the term implies, the final highly detailed document to be approved by the Plan Commission prior to the commencement of actual construction. Accuracy is critical when platting property it includes exact easement locations and dedication language for all public dedications. Final Plats are filed for record with Dallas County Deed Recording Division.

### ***The Platting Process***

Both the Preliminary and Final plat processes consist of three major segments: (Refer to Figure 8.)

- The first segment is the submission of plats and development plans, if required, and the payment of filing fees;
- the second is technical review by affected City Departments and other interested parties; and
- the third is consideration for approval by the Plan Commission.

**You must submit your Final Plat to the Plan Commission within one (1) year of the approval of your Preliminary Plat.** Final Plats should be returned (with notarized signatures of the property owner(s) and the surveyor) to the Planning Department. The City will, in turn, obtain signatures from the chairperson of the Plan Commission and the City Secretary. The plat is then returned to you for filing with the Dallas County Deed Recording Division. Prior to filing the plat, contact the gas, telephone, electric, and cable television companies and other utility providers servicing your site; place any service easements they may require onto the plat.

**Failure to file the plat with the Dallas County Deed Recording Division within 180 days of approval will cause the plat to become invalid and you will have to start the whole process over again.** After filing the plat for record with the County, you will return a Mylar copy and three prints with original signatures of the recorded plat (which you will receive at the time of your filing with the Dallas County Deed Recording Division) to the Planning Department.

The Planning Department will be your contact, guide, and source of information throughout the platting process. While many different City Departments and private parties are involved, the Planning Department will serve as your point of orientation, helping you ensure that your journey through the platting process is timely and efficient.

### ***Submittal Requirements and Thresholds for Platting Requests***

At each stage of the development process, some level of public works or civil engineering plans will be necessary. The required level of detail will vary depending on the stage of development, as well as how quickly one desires to move through the process. For example, at the time of zoning approval, if a Concept Plan is being considered, no engineering plans are necessary. If a Detail Plan is part of the consideration, however, schematic utility, drainage and other plans will be needed.

It should also be noted that when a development has reached the Preliminary Plat stage, there are two alternatives: When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of complete engineering plans; if however, the developer wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Preliminary Plat.

Figure 7, below, provides an overview of the level of plan detail required for various types of submittals.

**Figure 7**

**Public Works and Site Engineering Plan Submittal Thresholds**

Development Stage	Schematic Utility Plan & Capacity Analysis	Schematic Drainage Plan & Capacity Analysis	Critical Environmental Feature Assessment	Parks / Open Space Encroachments /Vacations	Traffic Impacts /Major Thoroughfare Plan Needs	Complete Engineering Plans
Concept Plan (Zoning) *						
Detail Plan (Zoning)	X	X	X	X	X	
Preliminary Plat <b>Without Site Details**</b>	X	X	X	X	X	
Preliminary Plat <b>With Site Details</b>			X	X	X	X
Final Plat			X	X	X	X

\* Concept / Zoning plans may include building and site layout features; however, inclusion of these in no way shall indicate approval of public works improvements and features. It is understood that upon evaluation of subsequent public works plans, alterations of the site layout may be required.

\*\* Represents a Preliminary Plat without public works and site engineering plans; these plans are used for delayed development projects and / or development projects requiring no or limited public improvements. **Complete engineering plans shall be submitted for City approval at least three weeks prior to the Final Plat application if work is proposed in public right-of-way**

**or easements. The Building Inspections Department will not issue Building Permits until the Final Plat is filed for record.**

### **General Submittal Requirements**

All schematic plans shall include:

- A case number and vicinity map, including north arrow, which clearly shows the project location.
- Engineer and developer name, mailing address, e-mail address, and phone number.
- The phasing of the development and the manner in which each phase can exist as a stable independent unit consistent with the City's Code of Ordinance provisions of providing safe access and city services.

### **Schematic Utility Plan and Capacity Analysis Submittal Requirements**

When submitting a Schematic Utility Plan and Capacity Analysis, provide the following elements:

- a brief narrative describing existing and proposed site conditions,
- a brief narrative describing the proposed use of the site after development, and
- a description of the condition of existing water and sanitary sewer lines to and from the development and a general description of what is being proposed. Include existing line capacities and required capacities / line sizes needed to provide service for the given design period.

The Schematic Utility Plan and Capacity Analysis typically consists of an engineer-scaled drawing reflecting existing and preliminary water and sanitary sewer sizes, appurtenances, alignments, easements, property boundaries, ownership, and City right-of-way within 100 feet of the project. The applicant must review and indicate future water and sanitary sewer improvements near the development as defined on the City's Utility Master Plans. Proposed Developer installed City utility lines shall be designed and constructed using fully developed conditions and / or per City's Master Utility Plans. The design shall include provisions for the extension of all permanent utility lines to the limits of the development. The drawing must indicate offsite extensions and easement requirements, if any, that are needed to facilitate service connections for the development. Reflect proposed storm sewer locations and known City and non-city utility alignments, easement, and identify any conflicts.

Water and/or sanitary sewer capacity analysis shall be performed when required by the Directors of the Engineering and Water Departments, using the Texas

Commission on Environmental Quality criteria and Code of Ordinance requirements. All capacity analyses will verify the adequacy of the existing public system to handle the increased water and sanitary sewer demand generated by the proposed development. Capacity analysis for water systems will define the development's peak demand in gallons per day and fire flow requirements. Sanitary sewer analysis will account for infiltration / inflow, define the fully developed contributing drainage area, population and proposed peak contribution in gallons per day to the existing sanitary sewer system generated by the development.

The plan will indicate any adjustments and / or improvements to be made by the developer that may be necessary to existing facilities that are affected by the proposed development.

### **Schematic Drainage Plan & Capacity Analysis Submittal Requirements**

When submitting a Schematic Drainage Plan & Capacity Analysis:

- Provide a brief narrative describing existing and proposed site conditions, as well as the proposed use of the site after development.
- Describe the condition of existing drainage features to and from the development and a general description of what is being proposed, the pre-developed and post-developed conditions, the area of the site, offsite contributing area, preliminary sizes of improvements, the total amount of impervious surfaces, and the disposition of the stormwater runoff before and after development.
- Include an engineer-scaled drawing showing the topography of the property within 100 feet of the development, along with all other applicable information defined in this section.
- Define existing and proposed drainage patterns and method of computing the 100-year runoff from and entering the site, storm sewer mains, sizes, layout, inlets, and location of discharge points to and from the on-site system.
- Provide design and performance data for the existing drainage system; define how the existing system will function under the new loading.
- Where required, show the location and preliminary sizing of offsite drainage improvements required to connect to the public stormwater drainage system, including any drainage easements needed to construct these offsite improvements.
- Identify any retention / detention ponds / easements, outlets and provide preliminary sizing calculations. Define water quality enhancement features and facility locations. The facility and outlet

structure must fit within the limits of the property and be shown on the schematic drainage plan.

- Identify FEMA Flood Insurance Study 100-year flood plain delineations, reclamation areas, ditches, creeks, ponds, inventoried and / or delineated wetlands, and mitigation areas within 100 feet of the development. For development along Spring and Rowlett Creek, use the 100-year fully developed flood plain per the 1988 Rowlett and Spring Creek Flood Plain Management Study.
- Define whether Federal or State permits are required.

### **Environmental Feature Assessment Submittal Requirements**

Environmental Feature Assessments should include Flood Plains, Creeks, Seeps, Springs, Steep slopes, Significant tree clusters, Landfills, Archaeological features, Wetlands and Waters of U.S. Inventory. In addition, define whether Federal or State permits are expected.

### **Parks/Open Space Encroachments/Vacations Submittal Requirements**

For Parks/Open Space Encroachments/Vacations, indicate Parkland / Open Space, Location and acreage of land proposed to be dedicated to the public, and/or Private Parks, Open Space or Buffer Areas.

### **Traffic Impacts/Major Thoroughfare Submittal Requirements**

When submitting Traffic and Major Thoroughfare Impact Assessments, indicate the location of local, collector and arterial roadways proposed within and adjacent to the development, right-of-way widths, the location of access points to abutting streets and roadways and site visibility triangles. Identify existing major street setbacks and planned right-of-way dedications as required by the Major Thoroughfare plan.

### **Complete Engineering Plans Submittal Requirements**

In order to obtain a Site Permit, the Complete Engineering Plan submittal must include final landscape, screening, and irrigation information, as outlined below.



## Landscaping/Irrigation/Screening Submittal Requirements

Final landscape, screening, and irrigation plans shall include, but not be limited to:

### General:

- Site Plan elements as defined per the Zoning Code (e.g., setbacks, buffers, ROW and easement lines, parking, etc...)
- The plan must be prepared by an appropriate design professional

### Landscaping and Irrigation:

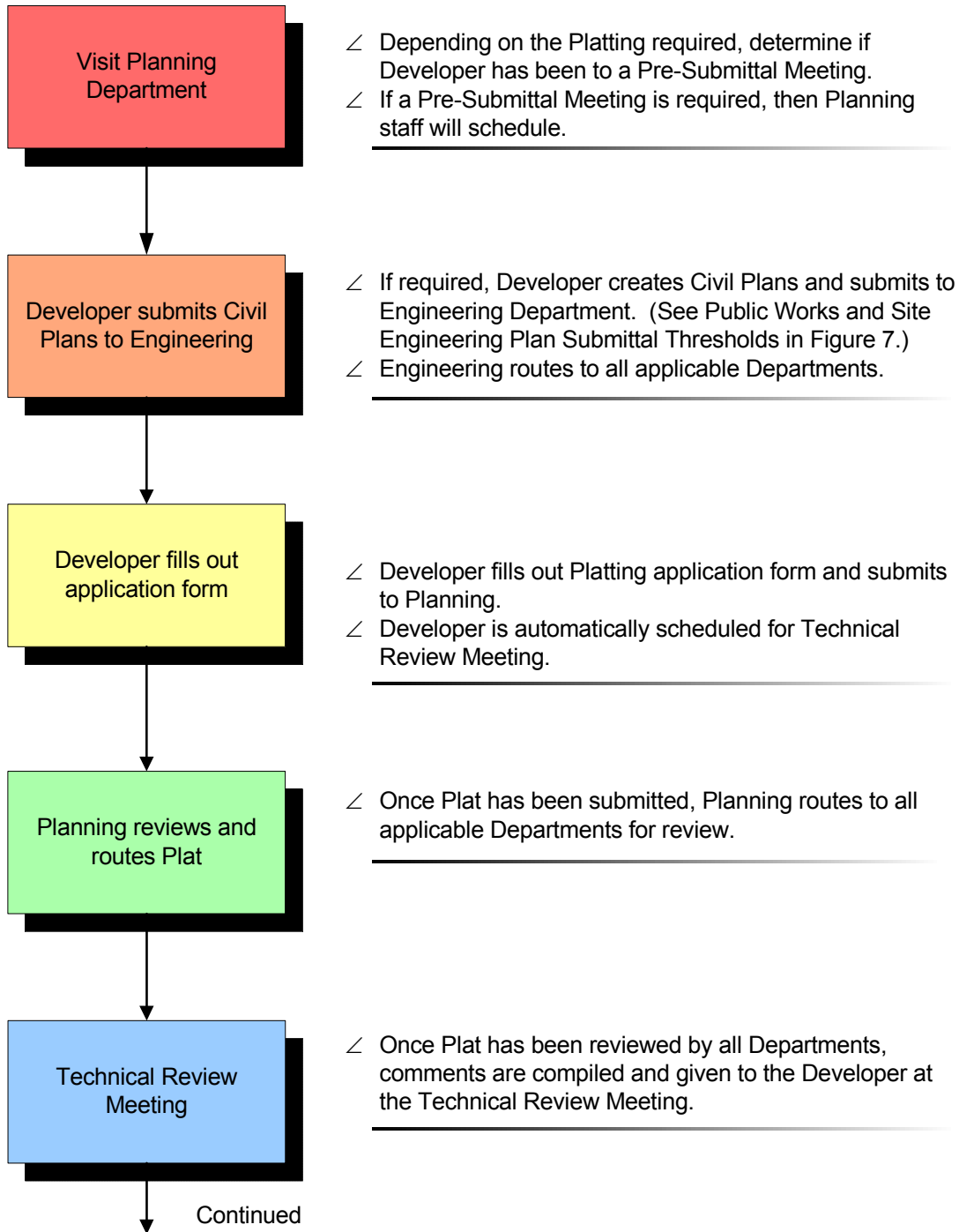
- Denote interior parking landscape areas
- Denote and describe (location and spacing) landscape buffer and visibility triangles.
- Denote and describe detention pond location and easement – if applicable. Complete landscaping / irrigation plans are required in the Pond Operation and Maintenance Manual for a detention pond prior to issuance of a Site Permit.
- Plans must be prepared by a licensed Landscape Architect.

### Screening:

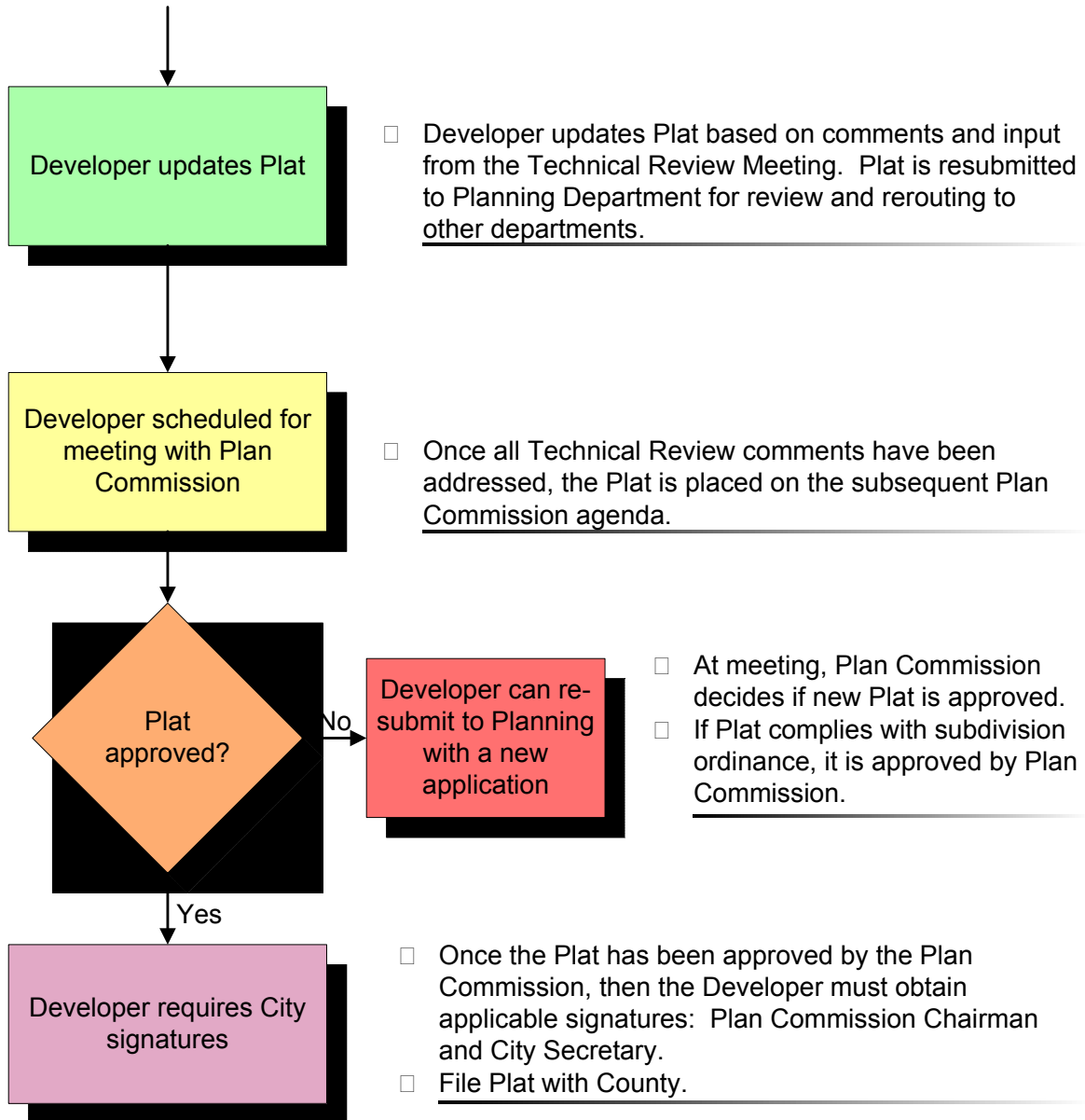
- Denote and locate “hardscape” features, including but not limited to, hard or live screening, entryway features, live screening, etc... in relation to rights-of-way and easement. Define visibility triangles and easements where required. Specify column and post placement.
- “Live” screening plans must be prepared by a licensed Landscape Architect.
- Screening Walls over 4 feet in height must be prepared by a Licensed Professional Engineer and must conform to the City’s Standard Screening Wall Details.

**For a full list of Complete Engineering Plan submittal requirements, refer to the list of technical requirements in The “Site Permitting Process – Breaking Ground” section of this guide.**

# Figure 8 Platting Process Flow Chart



## Figure 8 (cont.) Platting Process Flow Chart



## ***Platting Process Checklist***

- Zoning obtained prior to application or preliminary plat application in conjunction with Planned Development zoning request.
- Submit twelve (12) 24" x 36" copies, one (1) 8 1/2" x 11" PMT photo reduction, to Planning Department, pay filing fee at least 26 days prior to Plan Commission Meeting.
- If required, submit Public Works and Site Engineering Plans 3 weeks prior to Technical Review Meeting.
- If single-family residential subdivision with side or rear yards abutting major thoroughfare, submit screening plans with Public Works and Site Engineering Plans.
- Attend Technical Review Meeting.
- Requests for City participation have been submitted.
- Modifications recommended by Technical Review Committee completed and plans resubmitted to the Planning Department by the Friday preceding the Plan Commission Meeting.
- Outstanding City taxes on property paid.
- Attend Plan Commission Meeting.
- Final plat to be submitted to Plan Commission within one (1) year of approval of preliminary plat.
- Final plat signed by owner(s), Registered Professional Land Surveyor (RPLS), and notarized.
- Final plat filed for record with Dallas County within 180 days of approval by Plan Commission.
- Mylar copy of recorded plat and three prints of recorded plat with original signatures returned to the Planning Department.

# ***PLATTING PROCESS QUESTIONS AND ANSWERS***

## **QUESTION**

## **ANSWER**

1. I have a piece of property zoned for the use I want. What do I do now?

The next step will be to determine whether it is necessary to prepare a plat for the property:

You must prepare a plat for unplatted land prior to the issuance of a Site Permit or a Building Permit.

You must file for replatting or vacation of the old plat and establishment of a new plat where an existing platted lot is subdivided by change of ownership.

2. When is a Preliminary Plat required?

If you are developing a Single Family or Duplex subdivision, the Code of Ordinance requires that you prepare a Preliminary Plat. For projects other than Single Family and Duplex, only a Final Plat is required.

3. Why would there be cost differences in preparation of Preliminary and Final plats?

The amount of detail required is far greater in the preparation of Final plats. For a comparison of Preliminary and Final plats, check the Submittal Requirements located under that title in this section.

4. Who approves plats?

The Plan Commission is the final authority for approval of all plats.

5. How do I get a plat prepared?

You will need to enlist the services of a Registered Professional Land Surveyor (RPLS) licensed in the State of Texas. You can locate a surveyor by contacting the Texas Surveyor's Association. Thirteen (13) black line prints (24" x 36") and one (1) reduction (8 1/2" x 11" -- either a PMT or other of sufficient quality suitable for reproduction) should be prepared.

- |   |   |
|---|---|
| 6. What kind of development plans will I submit if I have public works improvements involved? | Refer to Submittal Requirements in Figure 7.  |
| 7. Once I have these development plans prepared, or if I have questions, whom do I contact?   | All grading, drainage, paving, and utility plans should be submitted to the Engineering Department. The Planning Department will answer any questions you may have, or arrange for the appropriate persons to contact you when the question involves a topic outside of the Department's expertise. The Planning Department will serve as the central point of contact throughout the platting process.   |
| 8. Is there a deadline for submission of plats and fees?                                      | Yes. Please see Appendices – and – for the application deadlines and fee schedule. __ _   |
| 9. What is the Technical Review Meeting?  | The Technical Review Meeting is held two weeks after your plat submission deadline. The purpose of the meeting is to assemble applicant, City staff, affected utility companies, and other interested parties to review and discuss comments and resolve issues related to the plat and plan for the development.   |
| 10. What if the Technical Review Committee identifies problems?                               | Plats should be modified and resubmitted by the end of the week of the Technical Review Meeting.  |
| 11. What is the next step after approval by the Technical Review Committee?                   | After approval by the Technical Review Committee, your plat will be scheduled for review by the Plan Commission, which meets on the 2nd and 4th Mondays of each month. Meetings are held in the City Council Chambers on the 1st floor of City Hall (200 N. Fifth Street) at 7:00 p.m. Your plat will be considered for approval at this time. If the plat is denied, you will have the option to revise the plat and re-submit for a subsequent meeting. If the plat is approved, you will be informed both at the meeting and subsequently by mail. |

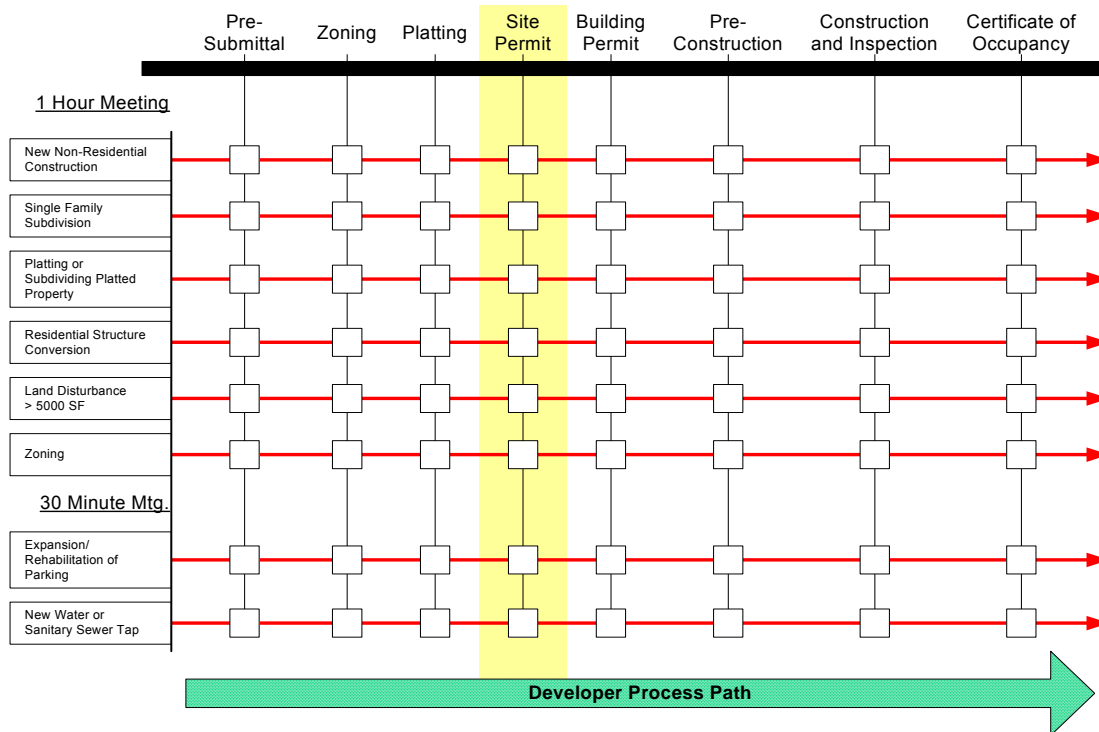
# THE SITE PERMITTING PROCESS – BREAKING GROUND

## Plan Review

City policies, standards and regulations on land use and development are designed to help ensure the health, safety and welfare of its citizens, while protecting the rights and privileges of property owners and the City itself. Plan review by the City allows staff to focus on factors that have impacts on public health and safety, while ensuring long-term maintenance needs are met. These reviews also verify that the proper infrastructure is in place to service your development's success. Plan review ensures sound engineering principles are used and compliance with applicable codes and ordinances.

Although the development review staff reviews plans for these issues, the ultimate responsibility for the construction documents rests with the Design Professional preparing the plan. Keep in mind that other State and Federal permits may be required when developing property, particularly along flood plains or state highway connections. Staff will attempt to notify you which permits are required, but it is your responsibility to comply with all State and Federal regulations.

**Figure 9  
Developer Process Path Flow Chart**



## **Permit Summary**

Development projects typically include infrastructure work on the site, in addition to actual work on structures. In order to start work on the project, two (2) general permits are required:

**Site Permit** This permit is for work that is generally located out of the building pad or footprint. This would include all grading, paving, utility, detention, stormwater, landscaping, irrigation, screening, etc., that is located on public or private property, as reflected on the Public Works and Site Engineering construction plans.

**Building Permit** This permit is for work on an actual building or other components not covered by the site permit.

The processes for both permits are coordinated to ensure completeness and compatibility. In general, a Site Permit must be obtained prior to, or at the same time, as a Building Permit. A Building Permit may not be issued before a Site Permit.

A Site Permit will be issued by the Engineering Department after:

- appropriate plans have been approved,
- applicable fees are paid, and
- a Pre-Construction Meeting is held with City Personnel.

The Building Permit process is similar and is addressed in the Building Permit portion of this document.

## **Submitting Construction Plans and Reports**

Plans and supporting documentation for a Site Permit may be submitted to the Engineering Department after the applicant has attended a Pre-Submittal Meeting and obtained a case number. Case Numbers are required to be on all plan sheets. Plans are distributed to reviewing Departments, which include, but are not limited to, Planning, Building Inspection, Water, Wastewater, **Transportation**, Fire, **Storm Water Management**, and Building Inspection. Generally, plans are reviewed for compliance with good engineering practices and applicable City, State, and Federal criteria. This may include, but is not limited to:



## City of Garland

- Code of Ordinances
  - Chapter 21, Fire Prevention and Protection,
  - Chapter 30, Building Inspection,
  - Chapter 31, Engineering,
  - Chapter 33, Transportation,
  - Chapter 34, Planning,
  - Chapter 51, General Utility Provisions, and
  - Chapter 52, Sanitation
- Standard Construction Details
- Public Works Design Guidelines
- Traffic Management Standards
- Thoroughfare Plan
- Landscaping/Irrigation/Screening Plan
- Tree Preservation Ordinance
- State Highway 190, Interstate Highway 635, and Interstate Highway 30 Development Standards
- Water and Sewer Master Plans, where applicable
- Spring Creek Forest Preserve Master Development Plan
- Rowlett and Spring Creek Flood Plain Management Study
- North Central Texas County of Governments Specifications for Public Works Construction, as amended by the City of Garland.

**Copies of the above mentioned City standards and regulations may be obtained from the Engineering Department.**

## State of Texas

- [Texas Department of Licensing and Regulation](#) (TDLR) and current accessibility requirements
- Texas Commission on Environmental Quality (TCEQ) regulations

## Federal Government

- [Federal Emergency Management Agency](#) (FEMA) Regulations
- [US Corps of Engineers](#) 404 Permitting requirements.

## **Standard Comment and Response Procedure by Reviewing Departments**

Upon receipt of the plans, each Department will indicate any comments directly on the plans. This can include both sketches and written notations. These will be provided back to the developer, or their engineer, with instructions on how to acknowledge and respond to each comment. Plans must be revised in accordance with City comments and re-submitted to the Engineering Department. **Plans that are re-submitted without responses to all comments will be returned without being reviewed.**

## **Ways that you can help speed your plan approval**

1. Avoid project delays. Incomplete submittals result in extended project delays.
2. Provide accurate information. The single largest reason for delay is lack of accurate information. Selecting design professionals based on the lowest fee is not always the best choice; rather, select a consultant based on qualifications and land development experience. Example plans and reports are available that can be used as guides to show the level of detail that is generally required.
3. Plan ahead. Site Permits and public works construction will not be issued or permitted until the Plan Commission has approved the plat. The platting process takes time; it is important that you coordinate the construction plan approval with plat approval.
4. Be aware of stipulations and conditions attached to your site by zoning, planned development district, special use permit, other previously approved plans, and/or plat requirements.
5. Ensure that any required studies, such as capacity analysis, flood studies, asbestos and soils reports are submitted with the first of Public Works and Site Engineering Plans.
6. Contact individual staff reviewers prior to resubmitting if needed to clarify specific comments, or schedule a Design Compliance Meeting with the Engineering Department Drainage and Development Team to review multiple redlined plan comments., Partial submittals are not accepted.
7. Obtain plan and/or permit approval and submit a copy of the permit or letter of permission from pertinent outside agencies such as Texas

Department of Transportation, North Texas Municipal Water District, City of Dallas, United States Army Corps of Engineers, etc. Documentation must be furnished to the Engineering Department prior to plans being stamped, "Released for Construction".

8. If necessary, request a separate meeting with the Engineering Department, and/or any of the other reviewing Departments, after the Pre-Submittal meeting to discuss site challenges and/or conflicts.

### **Obtaining the Site Permit**

Upon completion of the plan review process, the Design Professional and the Developer will receive an approval letter from the Engineering Department describing the remaining steps needed to begin work on your project. The letter will identify:

1. Any remaining minor plan corrections, 5 maximum,
2. Procedure for Stamping Original Plans,
3. Procedure for Scheduling the Mandatory Pre-Construction Meeting, and
4. Identifying Required Fees.

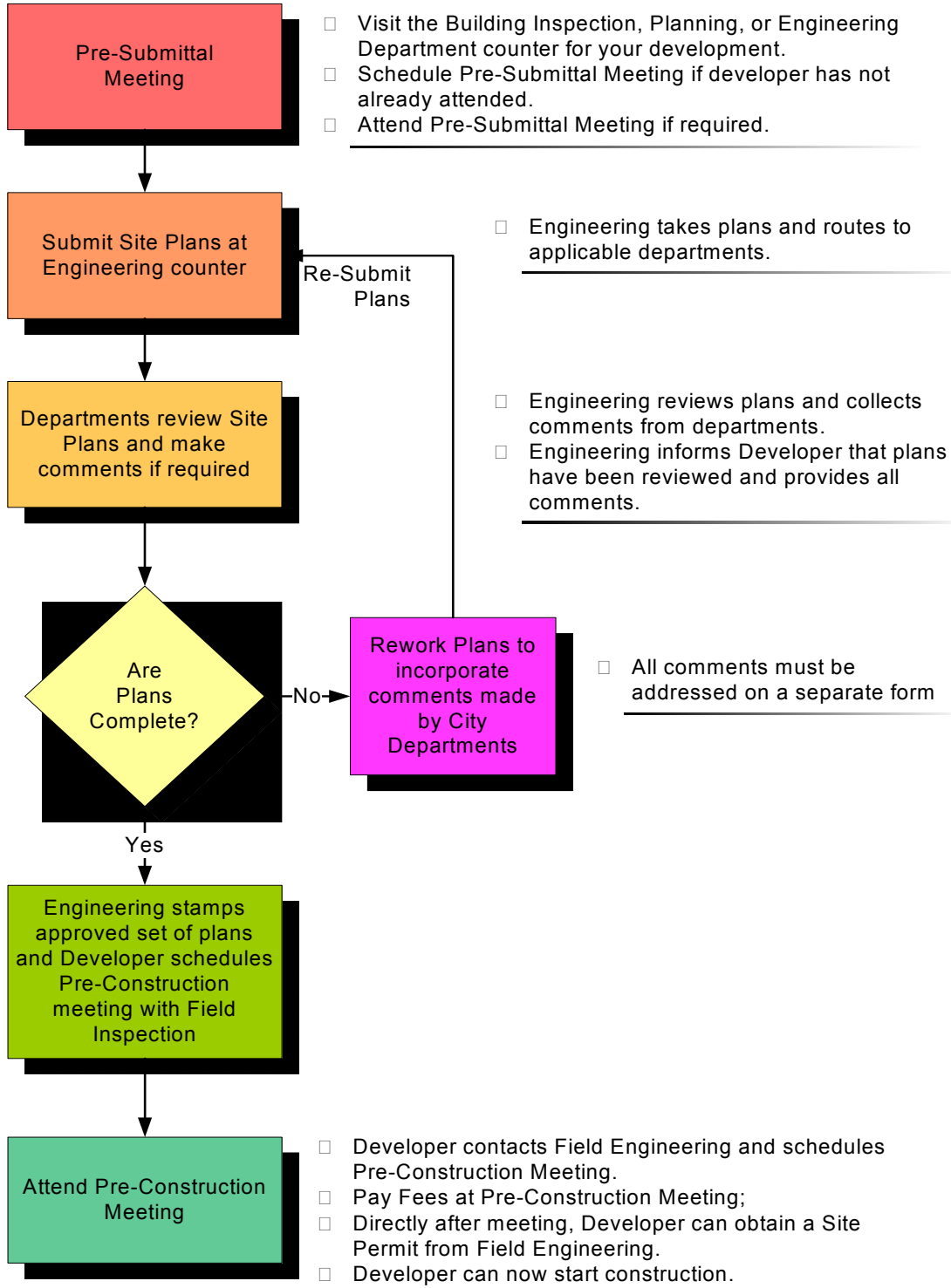
Plans released for construction will be date stamped and are valid for 6 months. **A Site Permit must be obtained within 6 months from the date plans are stamped released for construction.**

**The Site Permit will only be issued after a mandatory Pre-Construction Meeting is held and all fees are paid.**

Pre-construction meetings are held on Tuesday and Thursday mornings. Fees can be paid at the Pre-Construction Meeting. Provided all items are addressed, a Site Permit and Site Permit Placard will be issued at the meeting.

**During work on the project, a site permit placard and plans stamped with the city's "Release for Construction" stamp shall be on the job site at all times.**

# Figure 10 Site Permit Process Flow Chart



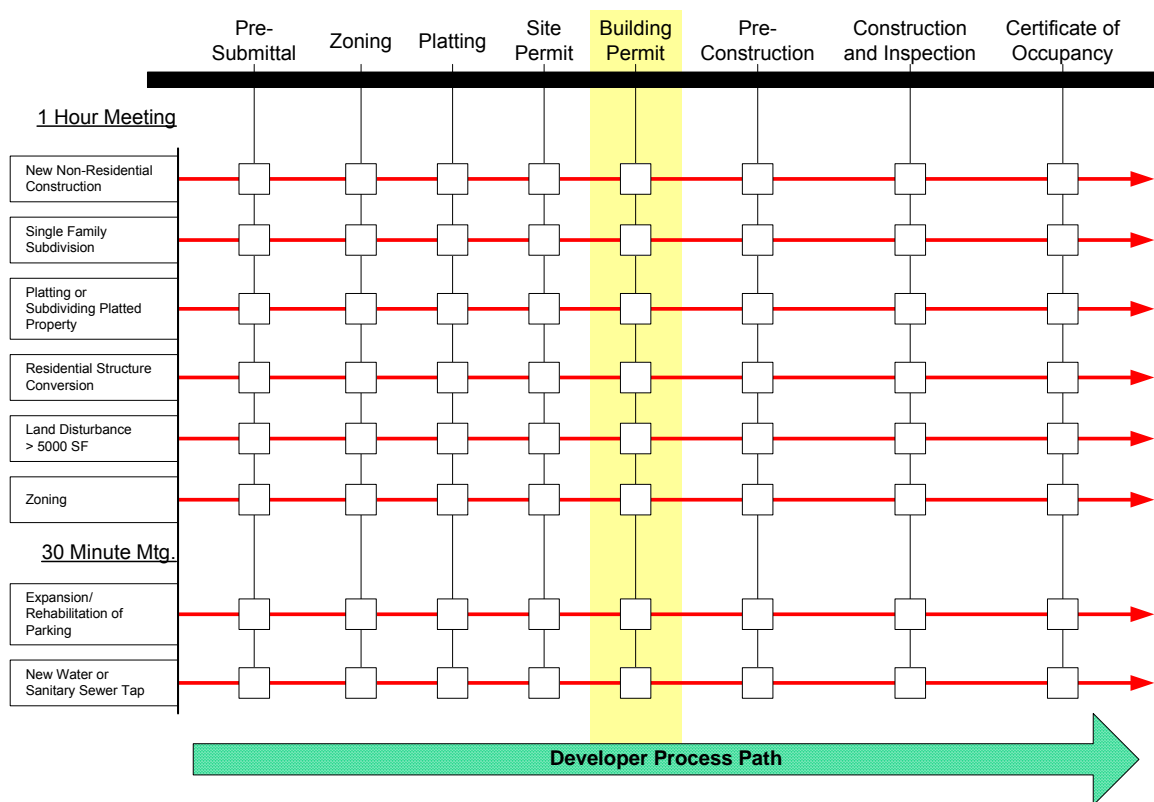
# SITE PERMIT PROCESS QUESTIONS AND ANSWERS

QUESTION	ANSWER
1. When will I be issued a Site Permit?	Site Permits are issued during the Pre-Construction Meeting <u>after</u> the public works and site engineering plans are approved, applicable fees have been paid, all permits are obtained from outside agencies, and <u>if</u> required off-site easements have been executed.
2. What is the purpose of the Site Permit?	The Site Permit allows work to begin on the site and public improvements, prior to work on actual building(s).
3. Why are screening, landscaping, and irrigation plans included in the Site Permit?	These items are major physical components of any site. Their location and placement can influence utility placement, parking lot layouts, etc. Having these included should reduce confusion and delays at the site.
4. What do I have to submit to the Building Inspection Department to obtain a plan review?	At the applicant's choice, Building Inspection will review either a preliminary or a complete plan set. Of course, the more complete the plan set is, the more complete the results of the review will be. Submit three (3) comprehensive sets of building and landscaping plans and a Permit application.
5. What is the cost of the Site Permit?	The cost of the Permit varies depending on the type of work being performed. Costs are identified when the public works and site engineering plans are approved and conveyed to the applicant in the approval letter.

# STRUCTURES – THE BUILDING PERMITTING PROCESS

The Building Inspection Department’s mission is to create and maintain a safe and healthy environment by reasonable compliance with construction and zoning codes. The objectives are met through providing customer service, utilizing model codes, and examination of all requests involving construction projects and uses of properties within the City of Garland.

**Figure 11  
Developer Process Path Flow Chart**



## What is a Building Permit?

A Building Permit is a legal document that gives you permission to start construction of a building project in accordance with approved drawings and specifications.

Building Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such Permits will fall into one of two categories: 1) residential (including add-on construction), or 2) commercial.

In each case, the process will include the review and approval of construction and site plans, the payment of Permit fees, the issuance of a Building Permit, scheduled inspections of the work in process, and approval at its completion.

### **When is a Building Permit needed?**

It is always best to call before you build. Any new construction or alteration to an existing structure in the City of Garland requires a Permit. Some examples of work requiring Permits are:

- New Homes\*
- Carports\*
- Fences\*
- Pools / Spas\*
- Water Heaters\*
- Garage Conversions\*
- HVAC Systems (Heating / AC)\*
- Plumbing Systems\*
- Additions\*
- Storage Buildings\*
- Sprinkler Systems
- Commercial Projects

\*The above list is not all-inclusive of work requiring a Permit.

### **Residential Plan Submission and Permit Issuance**

Residential construction plan review will ordinarily be completed within seven (7) working days from the date of your submission (provided that plans are complete and no problems arise that would require resubmission). In most cases, the Building Inspection Department will be the only Department performing plan review or performing scheduled inspections.

Plan submittal requirements are provided below.

*Inspection processes are detailed in the Construction and Inspection Section of this guide.*

## **Single Family Residence Building Permit Submittal Requirements**

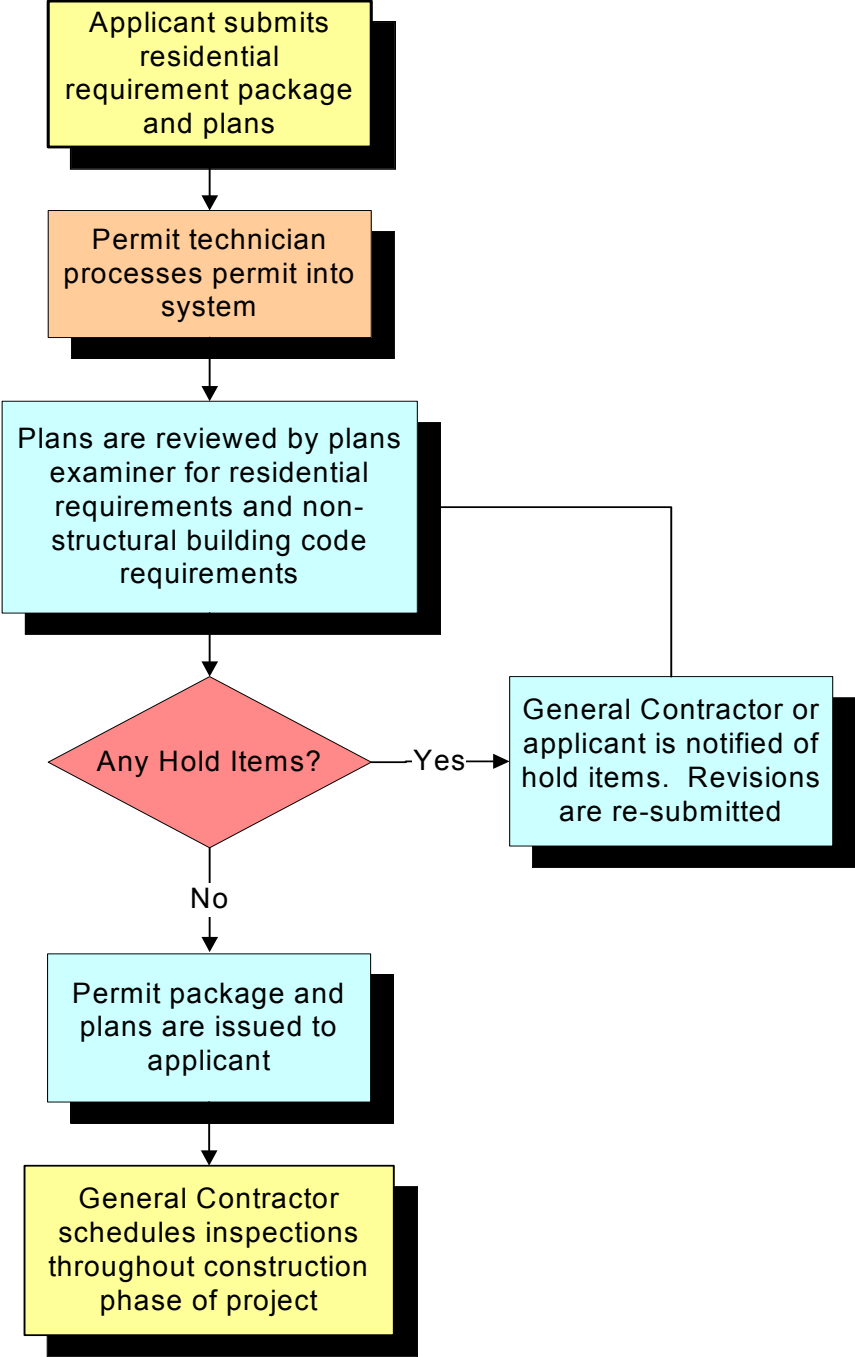
1. One (1) set of architectural plans drawn to scale (including all floor, elevation, roof framing, floor framing and electrical plans).
2. Two (2) copies of plot plan (must show distance from building to property lines).
3. Building Permit application with all information blocks completed.
4. Walk and Approach Permit application (if applicable).
5. Fence Permit application (if applicable) with Fence plan that identifies all gates.
6. Foundation plan and post tension letter if using a post tension foundation.
7. Building Site Affidavit.
8. Two (2) copies of Energy Calculation report. (Prescriptive approach, Res Check or Energy Star documents are acceptable).
9. One (1) copy of the Notice of Intent. (TCEQ form 3510-6, for construction activity).
10. Two (2) copies of an Erosion Control Plan. On a plot plan show:

Drainage arrows	→
Silt Fence	sf---sf---sf
Concrete wash area	<input type="checkbox"/> C
Covered trash location	<input type="checkbox"/> T

**\*NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review process.**



# Figure 12 Residential Plan Review Process



## **Commercial Plan Submission and Permit Issuance**

As discussed in the Site Permitting Section, all new commercial construction projects must begin with a Site Permit issued from the Engineering Department. The Site Permit authorizes all work up to the foundation. A Building Permit authorizes work from the foundation to the finished building and includes the Final Landscaping Approval.

The Building Inspection Department will assign a new Case Manager to assist you through the Building Permit Construction, Inspection, and Certificate of Occupancy processes. If there are any questions during these processes, the questions should be directed to the Building Inspection Department.

Commercial plan review will be completed within ten (10) working days of submission, provided that the plans are complete and no technical problems are identified. Several Departments may review commercial plans, each reviewing the plans for a specific area of responsibility. This technical plan review group includes the Planning Department for zoning, land use and development standards, the Building Inspection Department for structural codes (building, electrical, energy, mechanical, and plumbing), and the Health Department for environmental ordinance requirements.

Submittal Requirements are provided below.

*Construction and Inspection processes are detailed in the Construction and Inspections Section of this guide.*

## ***Commercial Building Permit Submittal Requirements***

### **New Construction**

A Site Permit must be approved or applied for prior to, or simultaneously with, application for the Building Permit.

Submit three (3) sets of plans. The building should be designed to meet the requirements of the International Codes as amended by the City of Garland. A copy of the current codes and amendments may be obtained from the Building Inspection Department or may be found through the City Website. Go to <http://www.ci.garland.tx.us/Home/City+Hall/Code+of+Ordinances/>, hit the “Code of Ordinances” link at the bottom of the page. This will take you to the Franklin Website. Construction Codes are in Title III, Chapter 30. This will provide a list of the adopted editions of the International Codes as well as current amendments as well as the fee schedule.

Each set of plans submitted to the City should show the information set forth below. Failure to provide the information may delay review of the plans and Permit application.

## **COMMERCIAL BUILDING PERMIT REQUIREMENTS & INFORMATION**

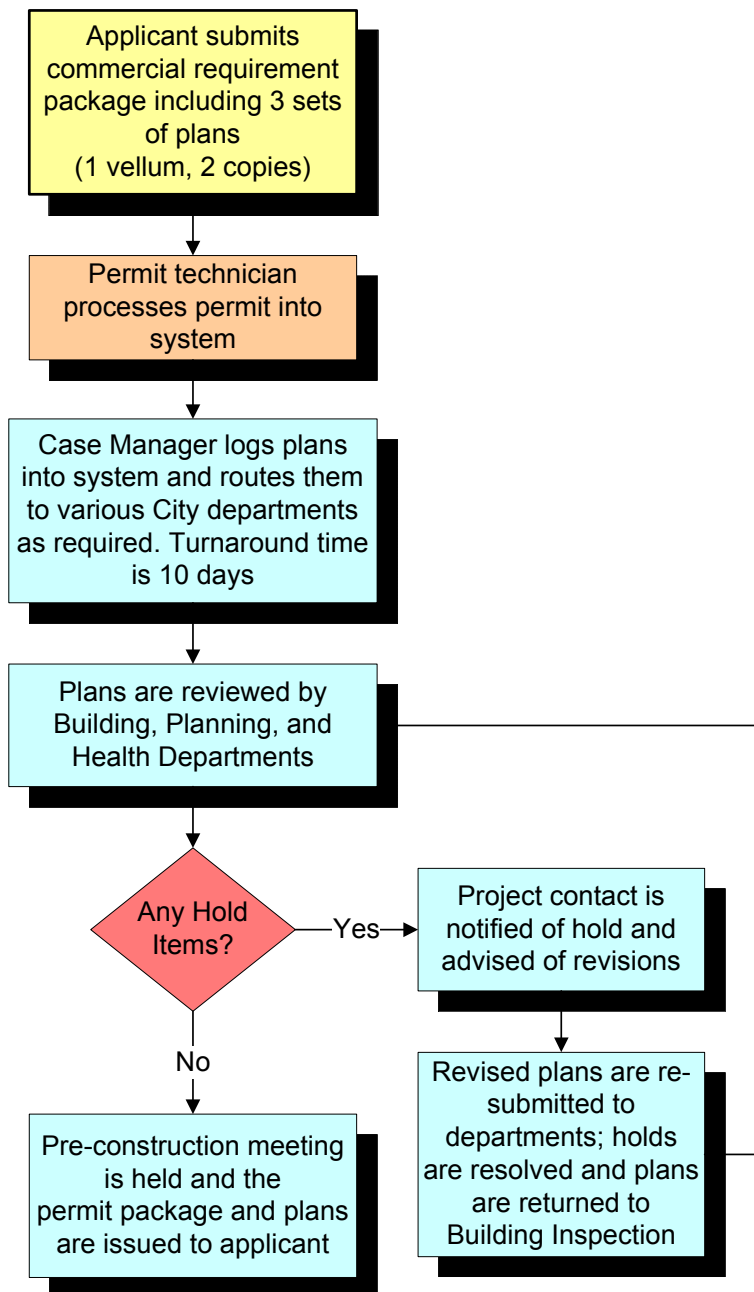
In order to obtain a building permit from the City of Garland for any non-residential building or apartment, the following items must be submitted to the Building Inspection office at the time that the permit application is made:

- Complete the application form; including providing the Case Number if applicable
- Asbestos survey for any remodel or demolition of a public building
- TDLR confirmation sheet showing that the project has been submitted to TDLR for accessibility review
- Energy calculation sheet(s) showing the building meets all the requirements of the International Energy Conservation Code
- Cover Sheet – identifying the project, occupancy type, use, occupant load and providing a Code Analysis
- Site Plan – approved by City Engineering Department as part of Site Permit
  - Contact the Engineering Department at (972) 205 – 2170 for information concerning Site Permit / Civil Engineering Plans.
- Complete Set Structural Plans (foundation, engineered building elements)
- Complete Set of Architectural Plans – (including but not limited to floor plans, construction details, finish schedules, door and window schedules, hardware schedules, interior elevations)
- Building Exterior Elevations – showing a detailed list of materials with a percentage breakdown on each elevation
- Complete Mechanical Plans – (including type and location of dampers if applicable)
- Complete Electrical Plans
- Complete Plumbing Plans
- Kitchen Equipment Plan

Building plans cannot be approved until the Civil Plans are approved by the Engineering Department. After Building Inspection receives the approved Civil Plans, Building Inspection will ensure that the Civil Plans and Building Plans match. After a pre-construction meeting, the site permit and the building permit can be paid for and work commence on the project.

Once the project is complete and a building final inspection has been issued, a Certificate of Occupancy shall be issued in accordance with the International Building Code.

# Figure 13 Commercial Plan Review Building Permit Process



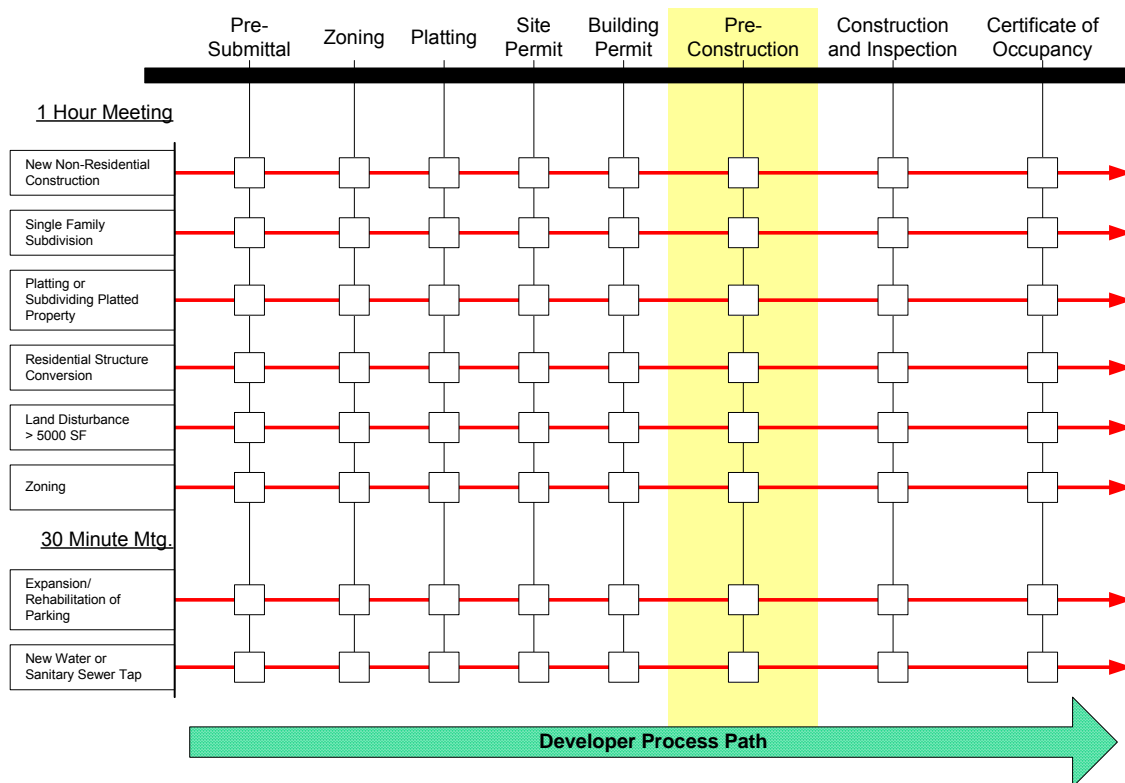
## Design Compliance Meeting

If there are numerous corrections needed to plans, the applicant may be required to attend a Design Compliance Meeting. The applicant can also request this meeting. The purpose of this meeting is for the applicant to be given the opportunity to review plan review comments with the various City Departments. This meeting should help the applicant to make all corrections necessary with the first resubmission rather than having multiple revisions and multiple resubmittals.

## Pre-Construction Meeting

After all the applicable City Departments have approved the plans and all the necessary paperwork has been submitted, Building Inspection will schedule a Pre-Construction Meeting. During this meeting the applicant or the applicant's representative will be introduced to the inspection staff that will conduct inspections on the project. The inspection staff will explain the inspection process and will be ready to answer any questions that the applicant may have.

**Figure 14  
Developer Process Path Flow Chart**



### **Permit Issuance**

After the Pre-Construction Meeting, the applicant may pay the applicable Permit fees and will be issued the Building Permit. This Permit authorizes the applicant to move beyond the work authorized by the Site Permit and begin work on the building proper.

### **Expired Applications**

**An application for a Permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing**, unless such application has been pursued in good faith or a Permit has been issued.

# ***BUILDING PERMIT PROCESS QUESTIONS AND ANSWERS***

## **QUESTION**

## **ANSWER**

1. Under what conditions would I apply for a Building Permit?

Any new construction, addition, or alteration to a building in the city limits of Garland requires a Building Permit.
2. What do I need to do to obtain a Building Permit?

Check with the Building Inspection Department. Building Inspection personnel will answer any questions concerning the development process. Building Inspection will serve as the case manager throughout this process.
3. What are the preliminary requirements for pursuing a Building Permit?

The easiest way to get the answer to this question is to contact the Building Inspection or Planning Departments. This will ensure that the property complies with all the zoning and platting requirements of the City. Building Inspection can be reached at (972) 205-2300, and Planning can be reached at (972) 205-2445.
4. What do I have to submit to the Building Inspection Department to obtain a plan review?

At the applicant's choice, Building Inspection will review either a preliminary or a complete plan set. Of course, the more complete the plan set is, the more complete the results of the review will be. Submit three (3) comprehensive sets of building plans and a Permit application.



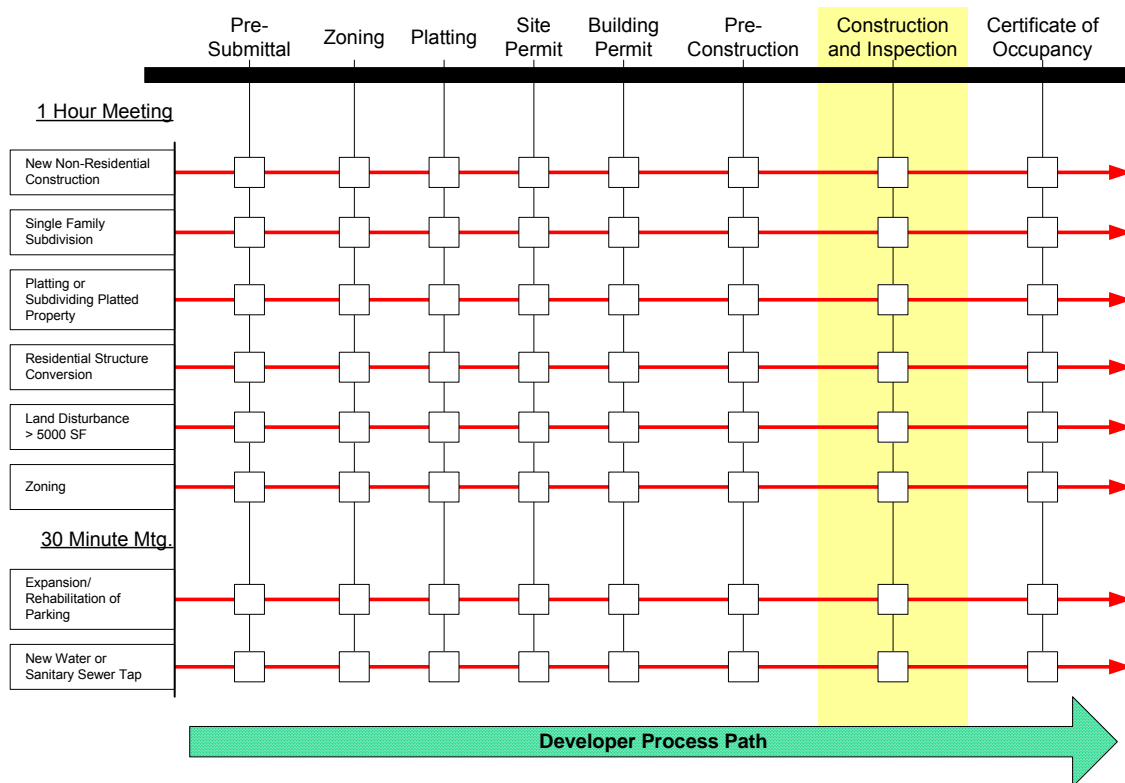
5. Now that I have met all the zoning and platting requirements and I have submitted the required paperwork to Building Inspection, what is my next step?
- Within ten (10) days, the Building Inspection Department will notify you as to whether your application has been approved or denied. If approved, your next step will be the Pre-Construction Meeting. If your application is denied, your next step will be modification of your plans according to Department instructions and further review of your plans by the Building Inspection, Planning, and Health Departments.
6. Why does the City review Developer's plans?
- The City reviews all plans to ensure that the construction will be in compliance with all codes applicable to development in the City of Garland.
7. When are fees required and how much are they?
- There are two (2) payments required. When the application and plans are submitted, a processing fee must be paid. After plans are approved the Permit fee and impact fees will be due. Payment can be cash, check, credit card or debit card. Building Permit Fees are based on the size of the project. Impact fees are based on the location of the project and the size of the water meter.
8. What kind of Permit will I need if I plan to alter or remodel a structure?
- You will need to obtain Permits for those parts of the structure affected. For example, if you plan to install a new heating system, replace a sewer line, and rewire the existing structure, a separate Permit would be required for each aspect of the remodeling job.

# CONSTRUCTION AND INSPECTION PROCESS

The City will notify the developer, or their representatives, through an approval letter when plans are adequate and a project is eligible to receive a Site and/or Building Permit. The letter will generally include information regarding fees, final plan preparation, a permit application, and other items that should be accomplished prior to construction.

Instructions for scheduling a Mandatory Pre-Construction meeting are also included. It is assumed that the project is scheduled to start as soon as possible. If there is going to be a delay of more than 30 days between the time the plans are approved and the time of the pre-construction meeting, the applicant must inform the plan reviewer of the delay. The approval is valid for 2 years from the date of the approval stamp by the City. If construction has not commenced by that time, the process must start over.

**Figure 15  
Developer Process Path Flow Chart**



## Pre - Construction Meetings and Actual Construction

Construction can commence only after a Pre-Construction meeting(s) has taken place. If appropriate, a single meeting can apply to both the Site and Building permits, or if the developer chooses to begin construction on the Site prior to approval of the Building Permit, two separate Pre-Construction meetings will be required. Note that a Pre-Construction meeting will not be scheduled unless the City has notified the applicant that a project is eligible.

Pre-Construction Meetings are held on Tuesday and Thursday mornings. They should be attended by the developer, owner, engineers, architects, general contractor, and sub-contractors.

The following are typical Pre-Construction items and construction procedures for the specific permit indicated:

## **Site Permit**

### Pre-Construction Meeting

- The meeting will be administered by the Engineering Department; however, personnel from other applicable departments will be present.
- The applicant must complete all items in the approval letter, including payment of fees, providing final reproducible plan sets with appropriate signatures, etc.
- An Engineering Inspector will be assigned to be the primary City contact at the site. The Inspector will visit the jobsite at least once a day and advise and assist the contractor in coordinating work activities with other City departments.
- Administrative, communication, and operating procedures will be discussed.
- A list of typical inspection items, procedures, and acceptance criteria for items in public right of way and easements will be furnished.
- At the conclusion of the meeting, a Site Permit placard will be issued that must be placed at the jobsite and visible from a public right of way.

### During Construction

- The contractor should coordinate public right of way and easement construction activities with the Engineering Inspector.
- Adequate traffic and pedestrian safeguards shall be maintained at all times at the site.

### Completion of Construction

- Upon the completion of construction, the contractor will coordinate final inspection activities of public works and easements improvements with the Engineering Inspector.

- When all work is within compliance standards, a written acceptance letter will be issued to the contractor by the Administrator of Field Operations.

## **Building Permit**

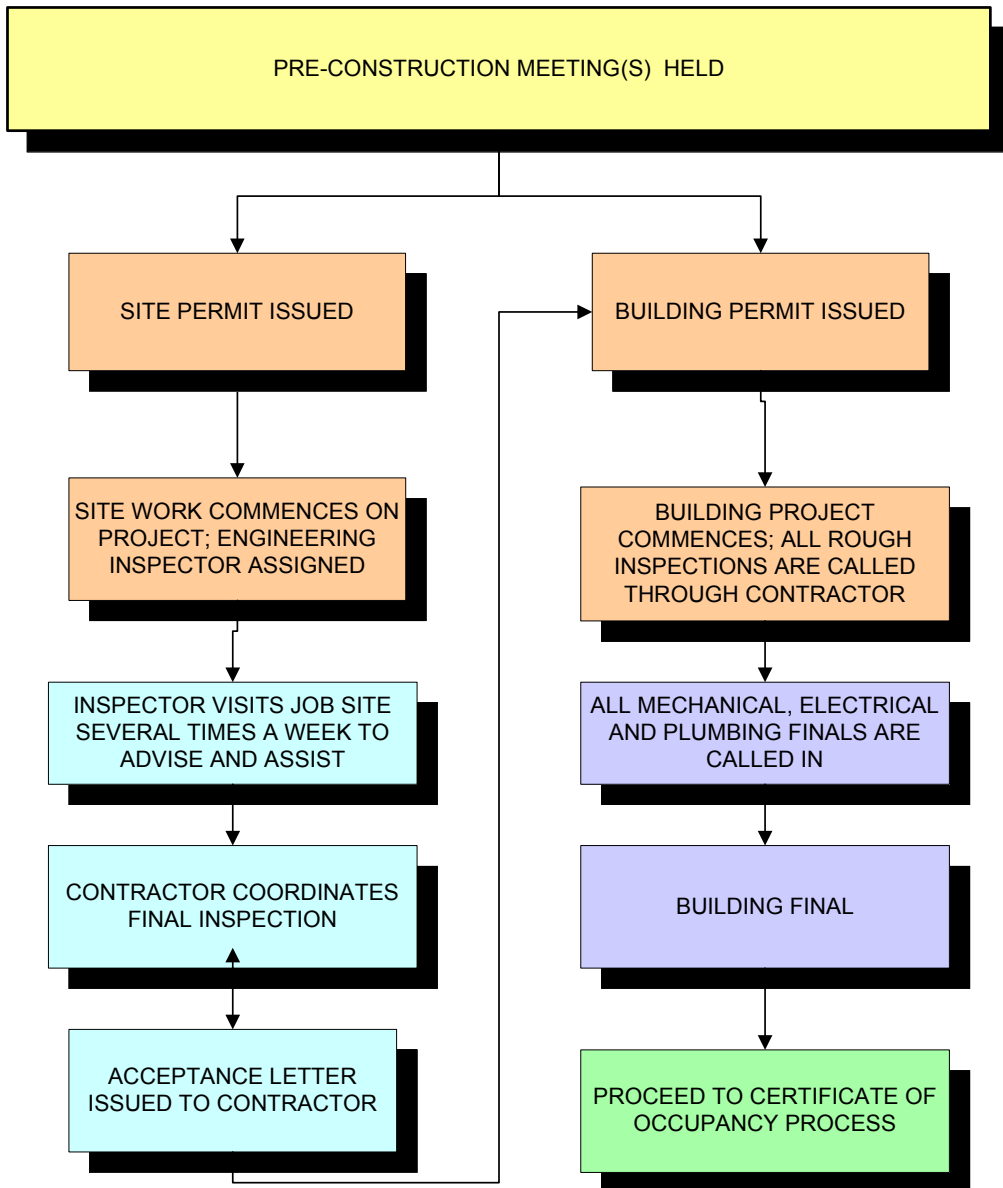
### **Pre-Construction Meeting**

- The Pre-Construction meeting held for the Site Permit will also serve for the Building Permit. However, there may be instances when a separate Pre-Construction meeting is administered through the Building Inspection Department.
- The permit application package shall be properly completed and ready to issue along with the city approved plans and fee payment owed to the city.
- The building permit authorizes construction activity according to what is approved on the city approved stamped plans. Any additional site activity shall constitute a separate permit, i.e., signs, fences, etc.
- A list of inspections types and the sequence in which they are called is also available and will be issued at the meeting.

### **During Construction and Project Completion**

- Inspection requests are handled through an automated process known as an Interactive Voice Response System (IVRS). A users guide is accompanies each permit package given to the applicant.
- Upon receiving a scheduled inspection by the department, the city approved plans shall be on site.
- After all final inspections are completed; the Certificate of Occupancy (CO) shall permit the owner to utilize the structure.

# Figure 16 CONSTRUCTION AND INSPECTION PROCESS



## **CONSTRUCTION AND INSPECTION PROCESS QUESTIONS AND ANSWERS**

<b>QUESTION</b>	<b>ANSWER</b>
1. When will I be issued a Site or Building Permit?	Permits are issued during the Pre-Construction Meeting <u>after</u> the plans are approved, and all items addressed as indicated in the approval letter.
2. Where do I keep my Permits?	Permits must be posted on the job site and be visible from a public right-of-way.
3. What is the purpose of a separate Site Permit and Building Permit?	The Site Permit allows work to begin on the site and public improvements prior to work within the actual building footprint.
4. Does a Site Permit authorize work on my proposed building or other structures?	No, the Site Permit generally covers all work outside the building footprint and/or foundation. A separate Building Permit covers work on the building.
5. What is the cost of the Permits?	The costs of the each Permit vary depending on the type of work being performed. You may obtain a current <i>Fee Schedule</i> from the Building Inspection Department or the City Website.
6. Does my contractor have to be registered and bonded to work in the City right-of-way and easements?	Yes.

## **Building Construction and Inspection**

After the Building Permit is issued, the applicant is ready to start construction on the structure(s) and request inspections through the Building Inspection Department.

No work should be concealed (by walls or other obstructions) until an inspection for the work has been conducted and approved.

### **Types of Inspections**

This is a general guideline to the inspection process. Order of inspections may vary from project to project, depending upon the individual needs per jobsite.

1. Tree Management (Mitigation)/Tree Deforestation
2. Piers
3. Plumbing Rough  
Sewer
4. Grade Beam
5. Electrical Underground Rough
6. Foundation (Form Survey required prior to inspection!)  
Paving/parking lot
7. Wall Steel  
Tilt Wall
8. Electrical Wall Rough  
Plumbing Top Out
9. Frame  
Brick Tie  
Energy Inspection
10. Electrical Ceiling Rough  
Mechanical Duct Rough
11. Temporary Utilities – Electric  
Temporary Utilities – Gas
12. Electrical Final  
Mechanical Final  
Plumbing Final
13. Fire Suppression System
14. Sidewalk
15. Drive Approach
16. Storm Water
17. Engineering Department Release
18. Landscape
19. Building Final

### Inspection Requests

Inspections are requested through an automated process known as an Interactive Voice Response System (IVR). Detailed information for using the IVR is given to each applicant with each Permit.

### Project Completion

Once all final inspections and approvals have been obtained from the various City Departments, the owner or tenant is ready to make application for the Certificate of Occupancy. The building cannot be occupied until the Certificate of Occupancy has been applied for and approved. Detailed information on Certificate of Occupancies is located in a following section of this guide.



## ***Contractor's Guide – Guidelines for Commercial Contractors***

### **DO:**

1. Post suite/space numbers in front and back of each tenant space.
2. Post Permit placard in the front of each tenant space and/or in a conspicuous location on the job-site.
3. City of Garland approved plans MUST be on the job-site for all inspections.
4. Contractors must call prior to 7:00 a.m. to receive an inspection that business day.
5. Contractors must call prior to 12:00 p.m. to receive an afternoon inspection that business day for concrete.
6. Building Inspection office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Any inspections requested outside regular business hours will require special approval from the Building Inspection Department, and additional fees.
7. Work requiring inspections must be completed prior to inspection requests.
8. Contractors are responsible for notifying the Building Inspection office to cancel inspections when the work to be inspected is not ready.
9. Contractors are responsible for compliance with all City building codes and ordinances.

### **DO NOT:**

1. Do not begin work without receiving City approved Permit(s) and approved plan(s).
2. Do not expect the field inspector to approve plan changes on the jobsite without prior notification. In event of a proposed change, first contact your architect or engineer. After receiving their input, contact your city project inspector. The project inspector will determine if he/she can approve the change or if a plan change is required to be submitted to the plans examiner.
3. If plan/work details are not clear, call the job-architect or job-engineer, not the field inspector.
4. Do not cover any work (with walls or other obstructions) without first receiving approval for that work from the field inspector.

5. Do not install a City sidewalk or approach without first obtaining a Permit and filing a bond with the Building Inspection Department. All Permits and bonds must be completed and on file with the Building Inspection Department before calling for an inspection.

# ***BUILDING CONSTRUCTION AND INSPECTION PROCESS QUESTIONS AND ANSWERS***

<b>QUESTION</b>	<b>ANSWER</b>
1. When can I start construction on the building structure?	Any time after the Building Permit has been issued.
2. How many City Departments are involved in the inspection of my construction and when will the inspections be made?	This varies with the complexity of the job, e.g. if the Permit involves a restaurant and subdivision work on utilities, then the following Departments are involved: Building Inspection, Fire, Environmental Code, Health, and Engineering. However, the Building Inspection Department will give you a list of the inspections required and when to contact us to schedule them for you.
3. If I am on the site at the time the inspections are made, how will I know if the work has been approved?	An inspection report will be posted in the immediate vicinity of the work inspected. The inspection report will indicate whether the inspection has been approved or denied. If the report indicates a denied inspection, it will include a list of items that need correction. After the work has been corrected, schedule a re-inspection following the same procedure as the first inspection request.
4. When can I use and occupy my building?	<u>Only after inspections and approvals have been obtained.</u> Residential structures can be occupied after an approval for the Building Final is issued. Non-residential buildings must receive a Certificate of Occupancy before opening for business.

5. How do I get my Certificate of Occupancy?

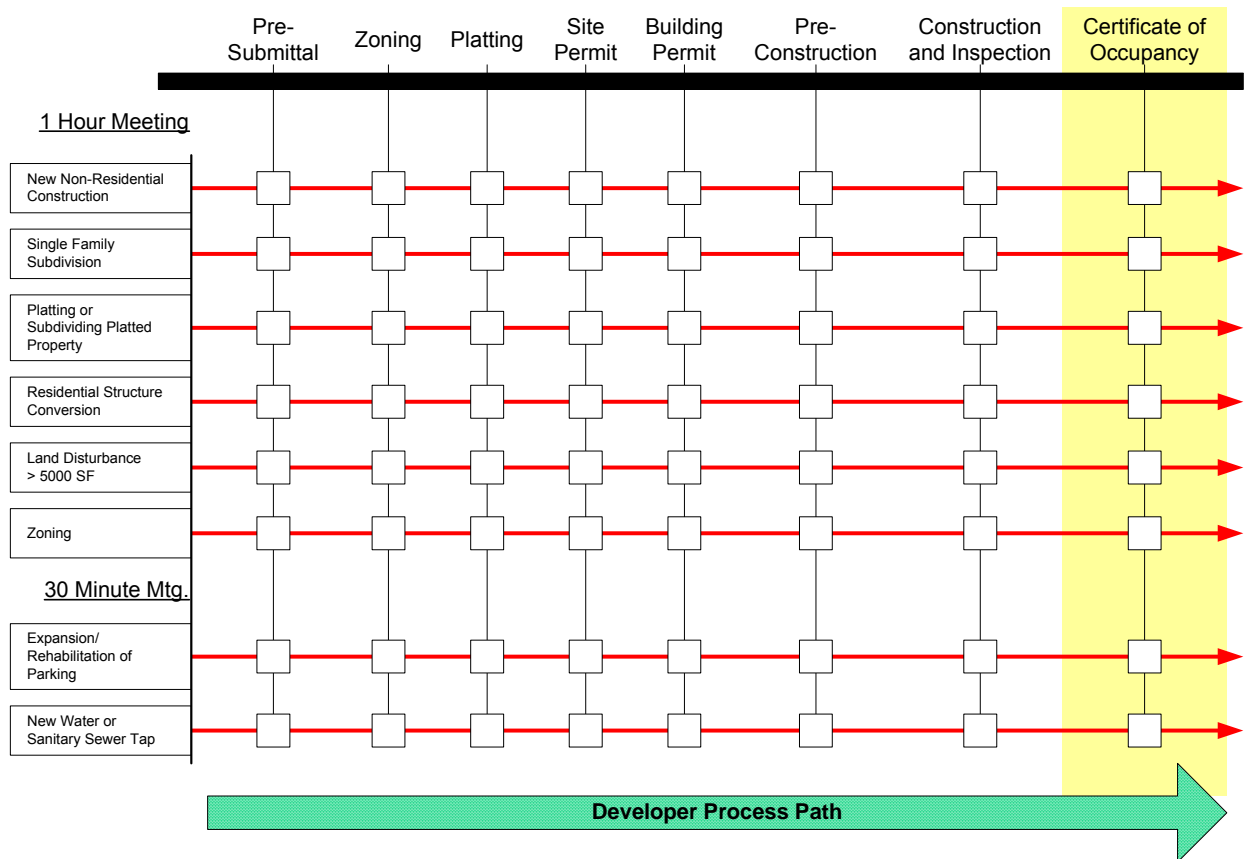
You can get your Certificate of Occupancy after all Building Permit inspections have been completed. Make application for Certificate of Occupancy at the Building Inspections Department. The Certificate of Occupancy process is discussed in the next Section.

# OCCUPYING THE BUILDING – CERTIFICATE OF OCCUPANCY PROCESS

## What is a Certificate of Occupancy?

A Certificate of Occupancy (C.O.) is a document or Permit that allows a business to operate in a specific location. The process of issuing a C.O. ensures that a business complies with zoning or land use ordinances as well as the structural and fire-life-safety codes of the City, thereby assuring the applicant that his/her business structure is ready for occupancy. This document is required of all tenants in both existing structures and newly constructed buildings and is obtained through the Building Inspection Department.

**Figure 17  
Developer Process Path Flow Chart**



## What is the difference between a C.O. and a Building Permit?

The C.O. should not be confused with a Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business.

### **When is a C.O. required?**

A C.O. is required before a building or property can be used for non-residential purposes. A new C.O. must be obtained from the City's Building Inspection Department each time a business:

- opens,
- there is a tenant change,
- there is a change in the type of use,
- there is a change of occupancy classification, or
- a major change in occupancy's characteristics occurs.

**The Certificate of Occupancy must be prominently displayed at the place of business**, since the Fire Department will periodically inspect the site for compliance with the codes for property use, as stated on the Certificate. The Fire Department will also check to ensure that required exits are not blocked, that fire extinguishers are operational, and that other similar safety requirements are being met.

### **Who is involved in the C.O. process?**

There are three Departments that may be involved in the Certificate of Occupancy process. The Building Inspection Department--your central point of contact in this process--will in all cases provide plan review and inspection services. The Health Department will become involved when C.O. applications involve food service or processing, or where toxic or hazardous materials are involved. The Fire Department will be involved in plan review for occupancies utilizing hazardous processes or materials; however, in all cases, a fire code compliance inspection will occur after the issuance of the C.O., one to two weeks after the C.O. has been approved.

New construction requires that all final construction approvals be completed prior to the submission of an application for a Certificate of Occupancy. When a change in the tenant or a change in the occupancy of an existing structure occurs, only the Building Inspection Department approval is necessary, unless the type of occupancy change involves circumstances, as described in the preceding paragraph, that necessitate involvement by the Fire and/or Health Departments.

## ***CERTIFICATE OF OCCUPANCY QUESTIONS AND ANSWERS: NEW CONSTRUCTION***

<b>QUESTION</b>	<b>ANSWER</b>
1. I want to open a business in a building that is nearly complete. What do I need to do?	If you propose to lease or buy a structure that has just been built, you need to check with Building Inspection to ensure that your proposed use is allowed in the zoning district where the new structure is located.
2. I'm nearing completion of construction. What happens now?	Building Inspection personnel will review the files on your new building, making sure that all structural, engineering, landscape, screening, and Fire Department construction finals have been completed and approved, and that your proposed use is compatible with the type of construction for which the building was built.
3. Construction is complete and inspections have been approved; what do I do now?	Fill out a Certificate of Occupancy Application (no fee is required for new construction) at the Building Inspection Department. Depending on the type of use proposed, one of two things will happen: <ol style="list-style-type: none"><li>1. A Building Inspection representative will schedule any required Certificate of Occupancy inspections; or</li><li>2. Utilities will be released and a Certificate of Occupancy will be typed and mailed to you by Building Inspection.</li></ol>

4. If inspections are scheduled, how do I find out the results of these inspections? Am I required to be present during the inspections?

An inspection report will be posted in the immediate vicinity of the work inspected. The inspection report will indicate whether the inspection has been approved or denied. If the report indicates a denied inspection, it will include a list of items that need correction. After the work has been corrected, schedule a re-inspection following the same procedure as the first inspection request.

5. You say you'll mail my Certificate to me. Does that mean I can't operate my business until the postal service delivers my C.O. to me?

No. As soon as you pass the last required inspection, you are free to operate your business.

6. Is obtaining the certificate the last step in the C.O. process?

Yes. This completes the Certificate of Occupancy process. However, you can expect a fire code compliance inspection from the Fire Department some time after the C.O. has been approved.



## ***CERTIFICATE OF OCCUPANCY QUESTIONS AND ANSWERS: EXISTING STRUCTURE***

<b>QUESTION</b>	<b>ANSWER</b>
1. I want to operate a business in the City. What do I need to do?	Check with the City's Building Inspection Department to ensure that your business is allowed in the zoning district where you wish to locate.
2. I've checked the zoning and it's O.K. Now what do I do?	After you've filled out an application and paid the fee, a Building Inspection employee will review the application to ensure that all aspects of the proposed business located at the address meets City requirements. After this review, an inspection will be scheduled of the building.
3. 3. I'm just replacing the owner of an existing business; I'm not changing anything except that I'm responsible for the business. Do I still need to get a C.O.?	Yes. A Certificate of Occupancy is required for the new owner. The process for change of ownership is the same as the process for opening a new business.
4. How many City Departments will be involved in this process?	The Building Inspection Department will be the case manager and point of contact. The number of Departments involved depends on the type of business. An office will typically require involvement only by Building Inspection and Fire. A manufacturer may require involvement by as many as six City Departments.

5. How do I find out the results of these inspections? Am I required to be present during the inspections?

It is requested, but not required that you be present for the inspection. An inspection report will be posted in the immediate vicinity of the work inspected. The inspection report will indicate whether the inspection has been approved or denied. If the report indicates a denied inspection, it will include a list of items that need correction. After the work has been corrected, schedule a re-inspection following the same procedure as the first inspection request.

6. Assuming I pass all of my inspections the first time around, what do I do now?

As soon as Building Inspection is notified of the results of these inspections, you may legally operate your business. Building Inspection will have your Certificate of Occupancy typed and mailed to you.

7. How do I get my utilities turned on?

As soon as all required inspections have been approved, you may fill out a utility release form obtained from Building Inspection. Building Inspection will sign the form and then you take that to the Customer Service Department, which is located on the first floor of the Main Street Municipal Building, located at 800 Main Street, in downtown Garland.

8. Is that all I have to do to get a C.O.?

Yes.

## **EXCEPTIONAL PERMITS & PROCESSES**

There are several minor activities where proposed work may physically impact a property, but because of their nature, there is no need to direct the plan to the formal development process. Listed below are permits for such activities that might be included in this category. However, in all cases, the City reserves the right to require that any activity proceed through the formal development process. The associated Department may be contacted for further details and/or permitting requirements.

### ***Residential Remodel or Accessory Building Permits***

Permits are required for structural, electrical, or plumbing work. Please contact the Building Inspection Department for more information.

### ***Swimming Pool, Hot Tub, and Spa Building Permit***

A Permit is required prior to the construction of any artificial containment for a body of water having a depth of two or more feet for the purpose of recreational bathing. Please contact the Building Inspection Department for more information.

### ***Sign Permit***

A Permit is required prior to the erection, relocation, alteration or removal of a sign. A Permit is not required for such activities as general maintenance, erection of certain temporary construction signs and political signs. Please contact the Building Inspection Department for more information.

### ***Driveway and Sidewalk Permit***

A Permit is required prior to the construction, reconstruction, maintenance, alteration, repair, removal or replacement of any curb, gutter, driveway or other concrete work on public property. Please contact the Building Inspection Department for more information

### ***Fence Permit***

A Permit is required prior to erecting any residential or commercial fence or wall. Please contact the Building Inspection Department for more information

### ***Conversion of a Residential Structure***

A Public Hearing is required before the Plan Commission. Please contact the Planning Department for more information.

### ***Industrial Discharge Permit (Industrial Pretreatment Permit)***

This Permit is required of all industries discharging priority pollutants, which shall be subject to pretreatment of wastes and discharge Permit requirements. Please contact the Technical Services Department for more information.

### ***Underground Fuel Tank Permit***

Installation, removal, replacement or repair of underground storage tanks requires a Permit prior to commencement of work. Please contact the Health Department for more information.

### ***Right of Way Work Permit***

This Permit is required when any construction activity or utility repair and maintenance activity occurs in the City Right of Way or easements. Please contact the Engineering Department for more information.

### ***Flood Plain Development Permit***

This Permit is required in all situations in which there is a desire to build in or alter the character of property situated in the 100 Year Flood Plain. Please contact the Engineering Department for more information.

### ***Fire Permits***

A permit is required by the Fire Marshal's Office (FMO) on the activities listed below. The FMO will be the point of contact for information concerning permitting fees and requirements.

1. Fixed Automatic Fire Extinguishing Systems  
(UL 300; UL 200; Dry Powder systems, etc.)
2. Sprinkler Systems
3. High Piled Storage
4. Open Burning
5. Explosives or Blasting Caps
6. Major Auto Repairs
7. Above Ground Fuel Tanks  
(300+ gallons)
8. Fire Alarms

All permit requirements will be covered in the Pre-Submittal/Plan Review process.

# VARIANCES

From time to time there may be a need for relief from certain provisions of the Zoning Ordinance or other development regulatory ordinances such as the Sign Ordinance, Screening and Landscape Standards or the Corridor Development Standards. The following list sets forth various types of variances and which board or commission has authority to consider these actions:

## **Exhibit 0.1**

<u>Request</u>	<u>Responsible Board</u>
Variance to provisions of the Zoning Ordinance (setback requirements, parking lot requirements, etc.)	Board of Adjustment
Appeals alleging an error in the enforcement of the Zoning Ordinance.	Board of Adjustment
Issues regarding non-conforming rights.	Board of Adjustment
Appeals regarding the provisions of the Corridor Development Standards, the Sign Ordinance or the Screening and Landscape Standards.	Plan Commission
Appeals to decisions or rulings of the Building Inspection Department related to Construction Codes.	Building and Fire Codes Board Electrical Board Plumbing and Mechanical Board

### ***Board of Adjustment***

The Board of Adjustment is empowered to grant relief from certain provisions in the Zoning Ordinance where literal compliance would result in unnecessary hardship. The Board serves in a "quasi-judicial" capacity, that is, the Board is somewhat like a panel of judges. The decision of the Board of Adjustment must be based solely upon the evidence presented to the Board at the hearing on a request before the Board.

The Board of Adjustment consists of nine members, eight (8) voting and one (1) alternate member who serves in the absence of a regular member. Decisions of the Board must be supported by a "super-majority" of at least six (6) concurring

votes. Even if an applicant obtains five (5) of eight (8) votes in favor of his/her request, the request is nevertheless denied.

**Meeting and Appointment Information:**

Appointment: Appointed by City Council

Board Members: Nine Members - Eight-Voting, One-Alternate

Meetings: Third Wednesday of the Month, 7:00 P.M.

Additional information available from the Building Inspection Department: 972-205-2300.

***Plan Commission***

The Plan Commission may, in appropriate cases, authorize variances and exceptions to various development regulations when the Commission finds from the evidence presented that strict compliance with the requirement of the ordinance will result in a hardship or inequity to the applicant in accomplishing the objectives of the ordinance. For information regarding appeals to the Corridor Development Standards or the Screening and Landscape Standards, contact the Planning Department; for information regarding appeals to the sign ordinance, please contact the Building Inspection Department.

**Meeting and Appointment Information:**

Appointment: Plan Commission appointed by City Council

Commission Members: Nine Members

Meetings: Second and fourth Monday of each month, 7:00 P.M.

Additional information available from the Planning Department: 972-205-2445

## ***Construction Codes Appeals Boards***

The appeal process for construction codes consists of three boards: the Building and Fire Codes Board, the Electrical Board, and the Plumbing and Mechanical Board of Appeals.

An appeal can be made by anyone who disagrees with the decisions or rulings made by the Building Inspection Department. An appeal is initiated by filing a request for a hearing in writing with the Building Official. The appeal must be relative to a specific application and interpretation of a Model Code requirement that is enforced by the Building Inspection Department. The appeal must be made within 30 days of the decision or ruling. The requested hearing will be scheduled within 30 days or less at which time the appellant will present their case to the appropriate Appeals Board. The Board will rule on the request at the hearing and the appellant will be notified in writing of the Board's final decision.

### **Board Responsibility:**

The Building and Fire Codes Board is responsible for appeals concerning the Building Code, chapters 1-11 of the Residential Code, the Energy Code, the Fire Code, and the Code for the Abatement of Dangerous Buildings.

The Electrical Board is responsible for appeals concerning the Electrical Code.

The Plumbing and Mechanical Board of Appeals is responsible for appeals concerning the Plumbing Code, the Mechanical Code, and chapters 12–32 of the Residential Code.

### **Meetings and Appointment Information:**

Appointment: Each Board member is appointed by the City Council.

Board Members: Each Board consists of nine members.

Meetings: Meetings are called as needed.

Membership: A list of each Board's membership can be obtained from the City Secretary or from the Building Inspection Department.

Additional information available from Building Inspection Department: 972-205-2300.