

# *City of Kingsville*

## Plan Review Submittal

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*Plans and specifications for the initial plan review should be complete at the time of submittal. Use this guide as a check-list when submitting your plans for review. Please submit three (3) full size and three (3) reduced (11x17) signed and sealed sets of plans, four (4) full size and three (3) reduced if it is a food establishment.*

### **CODE INFORMATION**

2009 International Building Code

2000 International Mechanical Code

2000 International Plumbing Code

2005 National Electrical Code

2009 International Fire Code

2000 Energy Conservation Code

2000 International Fuel & Gas Code

Texas Food Establishment Rules (Food Service)

The latest Accessibility Codes

For more information please contact Department of Planning & Development Services  
at (361) 595-8055, or visit our website [www.cityofkingsville.com](http://www.cityofkingsville.com)

## *Development Plan Reviews*

Your submittal package should consist of **three** full size sets, and **three** reduced (11x17) sets of the design documents and **one** full set of the specifications unless your project includes the repair, alteration or construction of a new kitchen or dining facility, in which case **four** complete full size and **three** reduced sets of the design documents and **one** full set of the specifications will be required. For planning purposes, our review will normally take 2 weeks, except for larger projects where a more detailed review is needed. **We will return incomplete packages without action.** If we require additional information for the review, we will immediately contact you.

At your request, we can subdivide the Plan Review process into two separate phases. It is impractical to split up a project design beyond that given the integration of the various building subsystem within a complete building design. We ask that you please identify your desires up front and clearly show that in your project summary information. The two available submittal phases are:

**Phase I** is for an initial Site Plan and covers all of the items listed under the Phase I checklist. Phase II, III, IV and V will not be processed without Phase I being complete. *Full site plans will not be accepted at this time.*

*Phase II is for a Development Plan and covers all of the items listed under the Phase II checklist.*

**Phase III** is for the purpose of obtaining a partial permit for the footings and foundation. This phase is only used if the builder is seeking a partial permit for this work. In summary, we will require an approved site plan and all the information relating to the project summary, sealed and stamped structural drawings and calculations, geotechnical report, general building plans to include elevations as identified in these corresponding checklist.

**Phase IV** is for obtaining the balance of a building permit. Please review and complete the remaining checklists, not provided under Phase I, prior to submitting your design package for review.

**Phase V** is for shop drawings. This phase is not always necessary, however it provides us with an opportunity to identify and agree with the submittal of shop drawings for specific building items or systems after the normal plan review has been accomplished. Submit shop drawings after design approval and issuance of building permits but before any work actually starts on these specific work areas or systems. Examples of these would be the sprinkler piping shop drawings, lightning protection shop drawings, steel supported systems, etc.

Note: All references to “sealed” shall mean signed and sealed by a registered Architect or a Professional Engineer currently licensed by the State of Texas and in good standing.

**GENERAL PROJECT INFORMATION:**

Project Title: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Designer/Developer (person responsible for the preparation of this information):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor Name: (If known) \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Project Location / Address: \_\_\_\_\_

Do you plan to request a partial permit for the footings and foundation? Yes / No

Is Existing Facility Being Renovated: Yes / No How much is affected: \_\_\_\_\_ %

Size of Existing Facility: \_\_\_\_\_ SF

Size of New Building/Addition and/or remodel area: \_\_\_\_\_ SF

Existing Construction Type: \_\_\_\_\_ New Construction Type: \_\_\_\_\_

Existing Use Group: \_\_\_\_\_ New Proposed Use Group: \_\_\_\_\_

Occupancy Type/ Load: Existing: \_\_\_\_\_ New: \_\_\_\_\_

Sprinklers (what will be or is currently sprinklered?)

Existing Structure: Yes / No New Addition/Structure: Yes / No

Description of Project or Business Activity (please add additional pages if needed.):

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Print Name of Submitter: \_\_\_\_\_

Signature: \_\_\_\_\_

## Phase I – Site Plan Checklist

Please provide only the items requested under the Phase I checklist. This submittal shall include the items listed below. The purpose of Phase I is to conduct a thorough review of the initial site layout before the actual structure and amenities are included. This will streamline the review process and help ensure consistency with the policies set forth by the City of Kingsville.

The information requested in this checklist is required to properly evaluate and assess your project for the purpose of providing you an approved site plan in compliance with all applicable City Ordinances and City adopted codes. It is the City Staff's responsibility to review and approve all site plans to ensure the proposed work meets current standards. Please provide all the information requested. Once we have properly reviewed your project, we will provide comments.–Should you have any questions or need assistance with the checklist, please contact the Department of Development Services at (361)595-8055.

*Complies*

*N/A*

### PLANNING & DEVELOPMENT SERVICES

- Zoning District of the proposed site
- Zoning District of all property within 200' of the proposed site
- Legal Description or official address of the property
- Conceptual site layout with proposed building location access points, parking location
- Is the property located in the historic district?\*\*\*
- Is the property located in the AICUZ (Airport Installation Compatibility Use Zone)?\*\*
- Is the property located in the JAZB (Joint Airport Zoning Board)?\*\*
- Is the property located in the Airport Noise Zone?\*\*\*
- Existing & Proposed Utility Data

### PUBLIC WORKS

- Grading, erosion control and stormwater management plan.
- Access points of the site consistent with current access management practices
- Is the property located within a Floodplain/Floodway? If yes, what zone is the site located within?



\*Please note that no other material will be reviewed at this time until the Phase I Site Review has been approved with the items included in the above checklist.

\*\* All zoning maps (AICUZ, JAZB, Land Use, historic districts) are available on our website at [www.cityofkingsville.com](http://www.cityofkingsville.com).

## ***Phase II – Development Checklist***

*Phase II may be submitted at the same time as the Phase I submittal but will not be reviewed until after an approval for Phase I has been achieved.*

### ***DRAWING DETAILS***

- Graphics, engineering scale not to exceed 1:100, we prefer 1:20.
- North arrow. [indicate true north and building north]
- Small key map with north arrow indicating the location of the property within the City of Kingsville.
- Small map with north arrow indicating the location of the property within the JAZB, if applicable.
- Dimensions of property lines of the subject property. Proposed location and dimensions of all new buildings, the footprint of existing structures, and lot arrangements.
- Dimensions of exterior building walls from property lines.
- Any existing or proposed easements. (Please note that all easements are to include information pertaining to volume and page numbers or reference to the plat in which they were established. Failure to accurately describe and graphically represent any existing and proposed easements may cause the entire plan approval to be null and void).
- Existing and proposed grades (*approved in Phase I*), elevations, or contours for the entire site. [0.5 foot contour intervals at preliminary plat].
- Existing land uses, current zoning districts, public and private streets within 185 feet.
- Identify arterial, collector, and local streets, service and loading areas, outside storage, dumpster location and points of access to public right-of-way (*approved in Phase I*).
- Location of existing gas, oil, and water wells.

### ***LANDSCAPE***

*A landscape plan must be provided showing how the project meets the landscape and buffer requirements of Article 8 of Chapter 15, the Land Usage code of the City of Kingsville. Landscaping is to be provided along street frontages and, for commercial properties, to screen parking lots. Also, landscape buffering is required to separate residential and nonresidential uses.*

*Proposed landscape can be part of a site plan or on a separate plan sheet entitled "Landscape Plan." The determination as to whether or not a separate plan sheet is needed should be based on the ease by which the necessary information can be displayed on the plan and interpreted by the reviewer.*

Please differentiate between existing and proposed improvements and show:

- Existing and proposed landscape areas with dimensions.
- Proposed plant materials and landscape amenity locations with spacing noted where appropriate.
- Typical details for all other landscape amenities such as walls, berms, patios, walkways, etc. Screening for trash storage containers.
- Calculations of the required landscaped street yard, parking lot trees, and perimeter buffer areas along with the amount of plant materials required.
- Irrigation information and, if a formal irrigation system is to be added, show the location on the plan and provide typical details of the piping.
- List of proposed landscape materials with the common and botanical name of plant species and size at the time of planting.

***TRANSPORTATION***

- Phase I Site Review Approval
- Internal/ External Site Circulation: Transit/ Pedestrian/ Vehicles
- Sidewalks, ramps, stairs, curbs, lighting

***FLOODPLAIN***

- Existing streams and other bodies of water.
- Any land areas within the 100-year floodplain, any other zones identified in F.I.R.M., and requiring a Floodplain Certificate.
- Verification that all utilities and mechanical equipment will be protected from flood damage by elevation or flood protection means.

***EROSION CONTROL – STORMWATER DETENTION***

- Preliminary storm water collection, and detention plans showing any existing or proposed facilities for retention basins, detention basins, and drainage structures, such as culverts, paved or earthen ditches or storm water sewer pipes and inlets.
- Drainage patterns and proposed erosion control measures.
- Show permanent impervious surfaces, consisting of asphalt or concrete

### **UTILITIES**

- Building finished floor elevations.
- Existing and proposed water, sewer, and storm utility systems
- Preliminary layout of water, electric, cable, telephone and sanitary sewer system, including the location of an exterior grease trap, if required.
- Location and site of all private sewer connections to existing public sewers.
- Discharge rates into the sanitary sewer receiving system. Is there a private sewer main associated with this project

### **GENERAL**

- If a warehousing/manufacturing use, please provide the proposed number of employees for the entire facility to be used toward the calculation of required parking stalls.
- Proposed parking layout including dimensions of parking stalls, drive lanes, striping and the required number and designation of ADA parking stalls. *\*\* Note: all parking surfaces are to be of an impervious surface, either concrete, asphalt or a like surface\*\**
- Proposed lighting for parking areas.
- All signage to be located on the site must be shown on the site plan.
- If a food establishment please provide the total number of seats.
- Affirmation that plans meet all codes

### **FIRE**

- Existing and proposed hydrant locations, dumpster locations, and fire access lanes.
- Fire apparatus access roads shall be shown for every facility and be within 150 feet of said facility or building and shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.
- Design parking lots and access roads so they are capable of supporting fire apparatus and provide all-weather driving capacity.
- Show designated smoking areas with seat counts for restaurants or food service establishments (non-smoking vs. smoking and total) when designated smoking areas are provided. (This does not require a building owner to provide designated smoking areas.
- For buildings other than restaurants or food service establishments, show designated smoking areas and show total floor space (non-smoking vs. smoking and total). This does not require a building owner to provide designated smoking areas.

- Show auxiliary exhaust systems in designated smoking areas.

Note: All items needed for a code review are not included on this checklist. This is only the minimum information required to begin the review. During the actual plan review process additional information may be requested.

Additional Notes:

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### ***Phase III – Footing and Foundation Checklist***

*Phase III checklist must be completed regardless of whether you are requesting a partial building permit for this work. This information is need to properly evaluate and assess your project for the purpose of providing you approved building plans or approved footing and foundation plans for the purpose of issuing a partial building permit. Please keep in mind that an approved site plan is required before a partial or complete building permit can be issued.*

*If you desire to pursue a partial footing and foundation permit, you will need to provide a complete set of footing and foundation drawings which detail only those items being submitted for approval. Preliminary drawings may be submitted for all other aspects of the building. These separate drawings will be used to clearly document what work is approved under this partial permit. Failure to provide these drawings will result in the denial of your request for a partial permit.*

#### **2009 International Building Code**

***Complies***

***N/A***

- List on the cover sheet of the design drawings the following:
- a. The current adopted model codes.
- b. The use group and construction type for all areas.
- Identify design loads for floors, roof, etc  
(110 mph wind load and seismic Zone (B))
- Submit a complete set of footing and foundation drawings to include all associated details and underground utilities.
- Submit complete set of sealed structural calculations for all building and foundation components.

- Submit complete sets of sealed structural drawings including footing and foundations.
- Provide building elevations.
- Submit a sealed geotechnical report if assumed soil bearing is in excess of 2000 psf or if soils are engineered.
- Submit sealed drawings and calculations for all applicable underground mechanical, electrical and plumbing systems to be installed under this permit.

Additional Notes:

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### ***Phase IV – Building Plan Checklist***

*Phase IV checklist defines the balance of the information required to properly evaluate and assess your project for the purpose of providing you approved building plans and issuing a building permit. The information identified in the Phase I, II and III checklists must also be submitted reviewed and approved before a building permit can be issued. If any of the information requested under this checklist is missing, the plans will be returned without action.*

### ***NON-STRUCTURAL PLAN REVIEW:***

#### ***2009 International Building Code***

- | <b><i>Complies</i></b>   | <b><i>N/A</i></b>        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction documents shall be signed and sealed as required by the State of Texas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label use of all spaces.   |
| <input type="checkbox"/> | <input type="checkbox"/> | List height and number of stories for the building.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show exiting system including rated enclosures, corridors, stairs, etc.              |
| <input type="checkbox"/> | <input type="checkbox"/> | List all rated assemblies, diagram assemblies and provide the complete listing.      |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide building elevations and sections.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show compliance with accessibility requirements.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit complete door and hardware schedules.   |

- Submit window and glazing schedule.
- Submit interior finish schedule and flame spread ratings.

Additional Notes:

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***STRUCTURAL PLAN REVIEW:***

***2009 International Building Code***

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b><i>Complies</i></b>   | <b><i>N/A</i></b>        |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify design loads for floors, roof, etc., 110 mph wind load and seismic Zone (B).             |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit complete set of sealed structural calculations for all building and foundation components. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit complete sets of structural drawings including footing and foundations.                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit geotechnical report from a registered professional engineer.                               |

Additional Notes:

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**MECHANICAL PLAN REVIEW:**

*2000 International Mechanical Code*

*Complies*

*N/A*

- Submit complete mechanical plans showing location and type of all mechanical equipment and appliances
- Show location, size and BTU's of all HVAC equipment.
- Show source and type of combustion air.
- Provide drawings, which show duct sizes and locations. Include additional details for all hazardous exhaust systems.
- Show all kitchen exhaust hoods, exhaust quantity, makeup air, etc.
- Indicate the location of the duct smoke detectors in any system over 2,000 CFM including supervision.
- Show all fire and smoke dampers as required.
- Show compliance with all energy code requirements.

Additional Notes:

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**PLUMBING PLAN REVIEW:**

*2000 International Plumbing Code*

*Complies*

*N/A*

- Show all plumbing fixtures, and show basis for number of required bathroom fixtures for male and female.

- Provide a riser diagram showing all water piping, drain, waste and vent piping, include size and type of pipe.
- Indicate drinking fountains or bottled water.
- Indicate nonabsorbent materials at urinals.
- Indicate the type of backflow protection provided. RPZ requires floor drains.
- Provide listings for all through penetration fire stopping systems.
- Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.
- Show type of roof drainage, area of discharge, type and size of pipe and overflow system.
- Indicate the location(s) of all pipe cleanouts.
- Provide details for handicapped access to the plumbing fixtures: size of water closet enclosure, height of water closet, grab bars, lavatory, tissue holder, mirror and length of the grab bars.
- Location, size and detailed calculations for the grease trap/interceptor. Provide PDI G101 certification information. If an interceptor is provided, show detailed drawings showing the internal and external piping & effluent test stations.
- Show location and size of grease interceptor.
- Indicate direct drainage and storm water pipe locations.
- Provide catalog cuts for all fixtures, faucets and plumbing equipment.
- Indicate the separation between water service and the sewer.
- For copper tubing indicate the type of pipe fittings and lead free solder.
- Indicate the type and location of all special valves, appliances and devices.
- Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.

Additional Notes:

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**ELECTRICAL PLAN REVIEW:**

*2005 National Electrical Code*

*Complies*

*N/A*

- Provide a riser diagram, which indicates type and size of the service with the location of the meters. Also show the main disconnects, conductor types, number of conductors, conductor sizes, conduit sizes, and all grounding.
- Provide floor plans showing the fixtures, equipment, transformers, panels, sub panels, receptacles and special systems.
- Indicate the size and type of all wire and number of all conductors in each conduit.
- Indicate the size and type of all conduit and/or raceways
- Indicate the use and amperage (load) for each circuit.
- Show the number of circuits, size of circuit breakers, location and size of main disconnect.
- Show the location of the convenience outlets at all appliance and rooftop equipment.
- Submit load calculation charts for all panel boards and main service with demand factors.
- Show emergency lighting to all rooms, spaces, corridors and access routes.
- Indicate method of connecting exit and emergency lights to the building electrical system.
- Indicate type and location for ground, ground conduit and a bonding jumper at water meter.
- Indicate size and type of ground conductors.
- Show location of all GFCI outlets.
- Indicate the location and classification of all hazardous areas and special systems.
- Show lightning protection system.

Additional Notes:

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**SPRINKLER PLAN REVIEW:**

*Complies*

*N/A*

- Submit complete sprinkler plans including hydraulic calculations.
- Show the type and size of all piping, joints, fittings dimensions and lengths.
- Show sprinkler protection for all areas and square footage for each sprinkler.
- Indicate the type and temperature ratings for all sprinklers and number.
- Indicate the building occupancy and hazard category and submit details for process and storage equipment. .
- Submit section and plan views of racks or shelving and storage heights, if applicable.
- Show locations of inspectors test valves, gauges, main and auxiliary drains.
- Show type and location of fire department connection, arrangement, drainage, piping and threads.
- Indicate flushing and documentation for the underground or lead-in connection.
- Indicate that a 200-psi hydrostatic test will be witnessed by the local official.
- Show hose rack layouts (storage areas in compliance with NFPA 231 or 231C), if applicable.
- Indicate the location and show all details for hangers.
- Show supervision of valves and flow switches.
- Submit catalog cuts for all sprinklers, pipe fittings and equipment.
- Show all reference points or nodes.
- Provide calculations used to obtain all special design densities.
- Indicate water flow test, pressure location, time, date, witness and seasonal adjustment.
- Submit description of special systems, show valves and trim flow diagrams.

Additional Notes:

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***FIRE ALARM REVIEW:***

***2009 International Fire Code***

*Complies*

*N/A*

- Show layout of all fire alarm devices.
- Indicate name of monitoring agency and listing of the agency.
- Submit sequence of operations and special applications.
- Submit voltage drop calculations for the initiating and alarm device circuits.
- Indicate type of wire and protection of wire when exposed to physical damage.
- Indicate a system test, which indicates a test for each device.
- Submit catalog cuts for all equipment.
- Submit a zone chart or device address list.
- Submit battery calculations, which include all power consuming devices.

Additional Notes:

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***FOOD SERVICE:***

***Texas Food Establishment Rules 25 TAC: 229.161- 229.171, 229.173-229.175***

*Complies*

*N/A*

Additional requirements for restaurants (Environmental Services/Health Dept)

- Three compartment sink with (20 drain board areas)
- Location and number of hand wash sink(s) in food preparation area.



## ***Phase V – Shop Drawing List:***

*Phase V checklist is used to identify the shop drawings that will be submitted for review and approval after the building permit is issued. All work associated with these items must be clearly defined in narrative form, referenced on the construction drawings with a caveat that work shall not start on these items until the shop drawings have been reviewed and approved. Any work or purchase of materials prior to this approval will be at the contractor's or owner's own risk. The Chief Building Official or his/her designated representative may issue a stop work order if any of the work on these items is started without prior approval*

***Complies***

***N/A***

Sprinkler System Shop Drawings.

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Lightning Protection Shop Drawings.

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