

Commercial New Projects typical Requirements (Requirement set vary by project and can be viewed on My Government Online Portal):

Red = Reference location, page number, Document title, and/or Code Reference

1. Schedule and attend a DRC meeting [Subdivision Manual Jan 2020: Pg. 6](#)
 - This is a required preliminary meeting with all departments and Commissioner that must be attended before submitting any applications.
2. Submit a Commercial New application through MyGovernmentOnline. [Road and Bridge Department Website Under the Downloads tabs. The document will be titled "How to Apply Online on MGO."](#)
 - Once the application has been submitted and a DRC has taken place then the application will be accepted by a Chamber's County employee. MyGovernmentOnline will then generate a number referencing that application.
 - Through this number all departments (Environmental Health and Permitting, Fire Marshall Department, and the Engineering Department) can begin viewing any plans that are uploaded, add in or remove any requirements for this project pertaining to their department, send invoice fees, release approval letters, and track the progress of project.
3. 911 Verification [Subdivision Manual Jan 2020 Pg. 54 under section B10.1](#)
 - This is when an address is issued for your project location
4. Flood Plain review [Drainage Criteria Manual 2020, Chapter 2 section 2.1, Road and Bridge Department Website Under the Downloads tabs. The document will be titled "Floodplain Regulations May 2015"](#)
 - If any project is located in a Floodplain they will need to undergo a review to ensure that all Flood plain requirements have been addressed.
5. Elevation Certificate Received [Road and Bridge Department Website Under the Downloads tabs. The document will be titled "Floodplain Regulations May 2015"](#)
 - If a project is located in a Floodplain then we will need to see a elevation certificate
6. Drainage Deposit Fee
 - Once a project is ready for a drainage review a \$1000 deposit fee will be released to the developers my government online account.
 - After that payment is received the County will then forwards the drainage plans to our consultant for review and serve as the pass through throughout the whole process.
 - Typically, these are the sheets that are included in our Drainage Review Submittals. Most of the time while drainage is being review the Fire Marshall Department starts doing their review as well.
 - Cover Sheet
 - General Notes for Utilities, Paving, & Drainage Facilities
 - Topography
 - Overall Site Plan
 - Utility Plan
 - Storm Sewer Plan and Profile
 - Drainage Area Map
 - Storm Sewer Calculations
 - Grading plan
 - Erosion Control Plan

7. Declaration of Maintenance Covenant for Stormwater Structural Controls Received **Subdivision Manual Jan 2020, Pg. 62**
 - This Declaration only applies to projects located in urbanized areas and is required before Drainage approval is released.
8. Drainage Invoices
 - The County will issue monthly invoices until all drainage comments have been addressed and recommendation for approval has been issued by our consultant. After receiving those payment and confirming that Environmental Health & Permit Department has received their “Declaration of Maintenance Covenant for Stormwater Structural Controls Form” Engineering will then release a Drainage Approval letter.
9. Environmental Health Review (1st Review)
10. Fire Marshal Review (1st Review) **Chambers County Fire Code Sec. 105.7.3**
 - Review of plans for compliance with county-adopted fire code, IFC 2018, and related standards.
11. Are All Comments Cleared?
12. Fire Fees **Chambers County Fire Code Section 106, LGC 352.016(c)**
 - Adding fees per Commercial and Residential Development fee schedule as adopted by Commissioners Court.
13. Invoice for Fees Sent to Applicant – Fire **Chambers County Fire Code Section 106**
14. Verify Fees Paid – Fire **Chambers County Fire Code Section 106**
15. Verify Fees Paid - Permitting
16. Issue Development Permit(s) **Chambers County Fire Code Sec. 105.7.3, LGC Sec. 233.063**
 - Authority for issuance of commercial building permits via Local Government Code Sec. 233.063 and adopted fire code. Adopted fire code vests the Permit Office for issuance after the Fire Marshal’s Office reviews for compliance with fire code. At this point construction may begin.
17. Temporary Power Release (Release of Electric Power sent to Provider.)
18. Fire Inspection **Chambers County Fire Code Sec. 113.2, 107, LGC 352.016(b), LGC Sec. 233.064(c)**
 - Inspections are authorized during a project and before utility release per adopted fire code. This inspection is primarily to ensure the project is substantially complete and following adopted codes and standards.
19. Engineer Drainage Certification Received **Subdivision Manual under Completion of Improvements Pg. 22**
 - Before any Permanent power can be release an Engineering Certificate letter must be issued to the County.
 - This is basically the property owner and/or developers engineer's certification certifying that the improvements were made in accordance with the approved improvement plans and County regulations or as-built drawings and an engineer's certification certifying that the changed improvements were made in accordance with the County's regulations.
 - This letter must be signed and sealed by the engineer or record certifying that the elevations and grades were taken by an on-site survey on a certain date that all pavement, inlets, manholes and appurtenances are constructed to grade as shown on the record drawings, and in compliance with the approved plans and specifications. The letter shall also certify that all trunk storm sewers and leads are of the proper size and that all improvements are capable of performance as designed and approved. Any deviations from the approved construction drawings to actual construction shall be

noted for evaluation by the County Engineer with the Engineer of record stamp and seal stating that the site was constructed in accordance to the latest approved Drainage Plans.

20. Permanent Power (Release of Electric Power sent to Provider)

21. Final Fire/COC Inspection **Chambers County Fire Code Sec. 105.3.3, LGC Sec. 233.064(c)(e)**

- Once a building is completed, final inspection is required per adopted fire code and Local Government Code Sec. 233.064 to determine compliance.
- NOTE: Other code required inspections vary by project, are performed during or at completion of the project, and may include:
 - a. Fire Walls, Fire Barriers, or Fire Rated Partitions must be inspected before cover-up;
 - b. Underground fire lines must be inspected and hydro-test witnessed prior to cover-up;
 - c. Aboveground fire sprinkler piping must be inspected and hydro-test witnessed prior to cover-up;
 - d. Kitchen vent hood suppression systems must be inspected and tested;
 - e. Fire alarms must be inspected and tested when installation is complete;
 - f. Fire sprinkler systems must be tested (flow switch) and head placement verified when installation is complete;
 - g. Any other specialized fire protection systems must be inspected and test witnessed;
 - h. Flammable or combustible liquid storage tanks must be inspected before cover-up, including witnessing pressure test;
 - i. Fuel station pumps must be tested for emergency shut-off;

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22. Certificate of Compliance **Chambers County Fire Code Sec. 105.3.3, LGC Sec. 233.064(f)**

- Per adopted fire code and Local Government Code, a building may not be occupied without first obtaining a Certificate of Compliance from the Fire Marshal's Office stating the building is in compliance with fire code.

23. Close Project