



PLAN PREPARATION AND SUBMITTAL REQUIREMENTS

BUILDING INSPECTIONS BULLETIN

SUBMITTAL REQUIREMENTS

This bulletin provides requirements for the **condition and preparation** of construction drawings and other required documents which will be reviewed, immortalized and issued. This bulletin also provides internet links which should be helpful to project designers. Please refer to the applicable permit application for your project for the required plans and documents and their respective quantities which must be submitted to begin the review process.

The City of Benbrook has adopted the 2018 International Codes and the 2017 National Electrical Code, all with local amendments. All of these adopted codes are promulgated nationally and are offered to municipalities for adoption. Please refer to these documents for code related items when designing your project.

*The 2018 International Residential Code (2018 IRC) applies to detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures unless excepted in 2018 IRC R101.2.

**The 2018 International Building Code (2018 IBC) generally applies to buildings and structures which are not required to be designed to meet the minimum requirements of the 2018 IRC.

***Some appurtenances of construction may be governed by other codes such as Swimming Pools, School Storm Shelters, Bleachers, etc.

CONSTRUCTION DOCUMENT REQUIREMENTS

The requirements for construction documents (plans, drawings, etc.) being submitted for plan review are outlined below. Refer to the permit application for your project type for the quantities which must be submitted for review. Please adhere to all of these requirements as the construction documents may be rejected if they are not in compliance with the outline below:

- Use PDF format for electronic copies,
- Print construction documents, hereafter referred to as drawings or plans under this subheading, on the correct size paper. For example, do not print a 24"X36" plan on a 36"X48" page or an 11"X17" page,
- All drawings must be legible without the use of magnification. Common issues are too small of a font to be read, CAD printing errors resulting in information printed on top of other information, not all required layers of the drawing being turned on to print, printing is too light, etc.
- Use good drafting practices to prepare drawings. For example, if drawing by hand, use a ruler to insure that lines are straight, use templates for squares, curves, etc., utilize dark enough pencils on white paper to insure contrast, etc.
- Draw all plans to a standard architectural or engineers scale. For example 1/4" = 1', 1/8" = 1', 1" = 10', 1" = 20', etc.
- Complete the design prior to submission (100% drawings),
- Properly orient all drawings. For example, all drawings must be facing the same direction and be oriented in the same direction.
- All drawings must be stapled together, or otherwise bound, on the left side.
- All drawings larger than 11"X17" must be rolled, not folded.
- All information on drawings must be "For Construction". Items marked as future, not in contract, etc., are not acceptable on the record drawings.
- Include all information necessary to construct the structure in the drawings which are submitted for review.
- All addendums must be incorporated into the drawings.

City of Benbrook

Website: <https://www.benbrook-tx.gov/>

Code Amendments: <https://www.benbrook-tx.gov/119/Codes-Ordinances>

International Code Council (ICC)

Website: <https://www.iccsafe.org/>

I Codes: <https://codes.iccsafe.org/codes/i-codes>

Architect & Engineer Requirements

State Law requires some projects to be designed by an Architect and/or an Engineer. In the State of Texas, Architects and Engineers must be properly licensed through their respective, governing State Board. Additionally, the Building Plans Examiner or Building Inspector may require certain aspects of a project to be designed by a Professional Engineer. Below are the links to their boards:

Texas Board of Architectural Examiners

Website: <https://www.tbae.texas.gov/>

Flowchart: <https://www.tbae.texas.gov/Content/documents/LawsEnforcement/ArchRequiredFlowChart.pdf>

Texas Board of Professional Engineers and Land Surveyors

Website: <https://pels.texas.gov/>

Flowchart: <https://pels.texas.gov/downloads/TBPELSDiagrammatic.pdf>

Asbestos

Texas Senate Bill 509, which was effective on September 1, 2001, requires building owners and contractors to provide evidence to municipalities, that an asbestos survey has been completed in order to receive a permit to renovate or demolish a commercial building. Below is the link to the Asbestos Program:

Texas Department of State Health Services

Website: <https://www.dshs.texas.gov/asbestos/default.aspx>

Accessibility Requirements

Commercial projects with costs of \$50,000.00 or more must be registered with the TDLR Architectural Barriers program. Below is a link to their website:

<https://www.tdlr.texas.gov/ab/ab.htm>

Benbrook Water Authority

The water purveyor for the City of Benbrook is Benbrook Water Authority. Please note that they are a completely, separate entity. Below is the link to their website:

Website: <https://www.benbrookwater.com/>

Phone: 817-249-1250

Tarrant County Health Department

The City of Benbrook contracts with Tarrant County Health Department to perform all Health Code related issues in the City of Benbrook. Food establishments, food handling businesses, and child or adult daycare facilities, require verification of a passing Tarrant County health plan review as one of the conditions to receive a building permit.

Website: <https://www.tarrantcounty.com/en/public-health.html>