



# CITY OF BRIDGEPORT

## DEVELOPMENT SERVICES

Dear Contractor:

We are happy to provide you with a Commercial Builder's Packet to help streamline the process on your construction project.

We have enclosed many forms, and depending on your project, some may not be necessary. Unless the proposed project site has been recently platted, it is very likely that a new plat will be required and this process may take up to six weeks. A consultation with the Development Services staff well in advance of construction is strongly advised.

If your project will include signage, you will need to consult with staff before beginning that phase of construction.

Please call if you have any questions or to set up a pre-construction consultation.

Sincerely,

Natalie Bilby  
GIS Analyst

Enclosures



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## BUILDING PACKET – COMMERCIAL

Enclosed in this packet for your convenience are the following documents:

1. **Commercial Site Plan & Building Submittal Requirements**
2. **General Building Requirements**
3. **Plat Application & Checklist**
4. **Change in Zoning Application & Checklist**
5. **Tap Fees & Utilities Contact Information Sheet**
6. **Fire Suppression System Fees**
7. **Contractor and Master License Registration**
8. **Building Permit Application**
9. **Plumbing Permit Application**
10. **Electrical Permit Application**
11. **Mechanical Permit Application**
12. **Fire Suppression System Permit Application**
13. **Public ROW Excavation & Driveway Approach Permit Application  
and Guidelines**
14. **Sign Permit Application**
15. **Certificate of Occupancy Application**

A list of contractors registered with the City will be furnished upon request.



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## Commercial Site Plan & Building Submittal Requirement Checklist

To assist the applicant with the development and review process, the City has prepared the following information outlining the steps necessary to make application and proceed through the review process.

### SITE PLAN FORMAT

- 3 Copies - 24" x 36"
- Scale - 1" = 40', or larger
- Vicinity map
- Date - Preparation and subsequent revisions

### TITLE BLOCK

- Title: Proposed development name
- Preparer: Name, address, and phone number
- Ownership: Name, address, and phone number
- Applicant's name, address and phone number
- Acres -Total number

### SITE PLAN REQUIREMENTS

- **Site and Paving Plan**
  - Footprint/layout of all existing and proposed structures with dimensions
  - Layout of all existing and proposed paving improvements, including parking areas with dimensions
  - Access to proposed structures, including emergency access
- **Site Grading/Drainage Plan**
  - Existing and proposed contours at 2' intervals
  - Finished floor elevations for all existing and proposed structures
  - All existing and proposed drainage easements with dimensions
- **Utility Site Plan**
  - Size and alignment of all existing and proposed utilities (domestic and fire protection water, sewer, gas, electric, telephone, cable, etc.)
  - All existing and proposed utility easements with dimensions

### BUILDING SUBMITTAL REQUIREMENTS

ICC 2003 Building and Fire codes

Professional sealed requirements see matrix for other requirements

### 3 complete sets of final construction plans described as follows:

- Final Construction plans for structure/building. Sealed by architect/engineer if greater than 10,000sq ft.
- Final Construction plans for all utilities. Must be sealed if greater than 10,000sq ft OR if electrical plans include 270/480 volt services
- Final Construction plans for all drainage facilities and structures. Must be sealed by professional engineer if greater than 10,000sq ft.
- Energy Compliance worksheets required
- Engineer Seal required on Public Infrastructure equal to or exceeding \$20,000



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**PROFESSIONAL SEAL PLAN REQUIREMENTS**

**Matrix for Requiring a Professional Seal on Plans**  
The matrix below identifies those areas a sealed plan is required.

Site Planning & Construction Documents	Proposed Building Size in Square Feet		
	< 5,000	5,000 to < 10,000	10,000 & Larger
Site/Civil			
Site & Utility Plans	N/A	N/A	PE
Grading & Drainage	N/A	N/A	PE
Architectural			
Floor Plan & Elev.	N/A	N/A	RA
Wall Sections	N/A	N/A	PE
Roof Truss & Beams	N/A	PE	PE
Foundation	PE	PE	PE
Electrical	N/A	N/A	PE
Electrical (270/480)	PE	PE	PE
Energy Compliance Worksheet	Required	Required	Required
Mechanical	N/A	N/A	PE
Public Infrastructure with \$20,000 or more	PE	PE	PE
TDLR (New Construction)	Required	Required	Required
TDLR (Renovations over \$50,000)	Required	Required	Required



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## GENERAL BUILDING REQUIREMENTS & INSPECTION PROCESS COMMERCIAL CONSTRUCTION

The City of Bridgeport has adopted the 2003 International Building Codes, International Mechanical Codes, International Plumbing Codes, International Gas Codes, International Fire Codes, International Energy Conservation Codes and 2002 National Electric Codes.

### 1. BUILDING PLANS

- Foundation plans
- Framing/structural plans
- Floor plans
- Clear dimensions for all construction
- Door and window schedule that will show rated assemblies
- Wall and roof sections that show R-values of insulation
- Elevations of all four sides
- Details for stairways
- Details for plumbing lay-outs
- Casework details

### 2. MECHANICAL, ELECTRICAL, PLUMBING PLANS

- Plumbing line sizes for Sanitary Sewer, hot and cold water lines, gas lines with pressure regulators, riser diagrams and reduced pressure backflow prevention.
- Heating and air conditioning as well as location of units. If in attic, a diagram of access walkways, service receptacle and lighting controls must be provided as well as duct sizes, insulation and condensation drainage.
- Electrical:
  - One line diagram from utility meter to last panel board showing all wire sizes, main breaker size, grounding, bonding details.
  - Panel board circuit layout and identification
  - Lighting lay out showing circuits and controls
  - Receptacles showing circuit identification
  - Exit lighting
  - Emergency egress lighting

### 3. FIRE CODE

- If sprinkled building:
  - Fire Department Connection
  - Sprinkler riser and dimensions of riser room
- Knox box location
- Commercial Kitchen Hoods:
  - Location and size of supplemental portable fire extinguisher
  - Location of manual trip for fire extinguishing system

- Number and location of portable fire extinguishers
- Location and detail of address to be placed on outside of building (include rear entrance)

#### 4. ENERGY CONSERVATION CODE

- COMcheck - Can be IECC 2003 or ASHRAE
  - Building Envelope
  - Mechanical
  - Electrical

#### 5. INSPECTION PROCESS:

Once the Building Permit Application has been approved by the City of Bridgeport Development Services Department, the following list of standard inspections are required. Inspections requested between 8:00 am - 12:00 pm will be inspected the same day. Those requested after 12:00 pm may be inspected before 12:00 pm the following day. The inspector will leave a red or green tag on the site.

- STAKEOUT INSPECTION:** Outside construction should be staked out with the property lines marked so the inspector can be assured of the proper location. For inside construction, the inspector will need to discuss the project with the homeowner and/or builder to explain any problems or to provide guidance.
- PLUMBING & ELECTRICAL ROUGH-IN INSPECTION:** Underground plumbing and/or electrical is inspected.
- FOUNDATION INSPECTION:** After underground plumbing and/or electrical is inspected and approved, the Building Inspector will check the foundation for completion.
- FRAMING INSPECTION:** Electrical, mechanical and plumbing will be inspected by the Building Inspector when the framing is inspected for compliance.
- FINAL INSPECTION:** After the electrical, mechanical, and plumbing have passed their final inspections, the Building Inspector can inspect for total completeness and finalize the permit. After the final inspection is approved and a Certificate of Occupancy is issued, the building may be occupied.
- SPECIAL INSPECTIONS:** If you need to start on the installation of brick, but are not ready for a full framing inspection, you may call for a special inspection. All brick ties must be installed and steel lintels laid out for inspection. Brick fireplaces can be inspected at the time of framing or as a special inspection before the framing inspection.
- Other trade permits may be required such as Electrical, Plumbing, Mechanical, Drive Approach, Fence and Pool permits which may only be taken out by a licensed contractor. The contractor, the general contractor or property owner may call for inspections by calling (940) 683-3410 to request an inspection.



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**PLAT APPLICATION**

<input type="checkbox"/> Preliminary Development Plat	<input type="checkbox"/> Tax Certificates _____
<input type="checkbox"/> Final Plat	
<input type="checkbox"/> Re-plat	Amount Paid \$ _____

**Property Information**

P&Z Case No. \_\_\_\_\_

Addition Name: _____		Address / Location: _____	
Current Zoning: _____	Acreage: _____	# of Lots: _____	# of Units: _____
Legal Description (Abstract or Addition): _____			

**Applicant Information**

Name: _____		Company: _____	
Mailing Address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	E-mail: _____	

**Owner Information - must attach letter of authorization if not the owner**

Name: _____		Company: _____	
Mailing Address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	E-mail: _____	

Purpose (Required): \_\_\_\_\_

**Site Plan Application Submittal Requirements:** Please refer to *Plat Application Checklist on reverse*

**FEES**

Preliminary Plat		\$100 plus \$2 per lot
Final Plat	Residential:	\$100 plus \$2 per lot
	Non-Residential:	\$100 plus \$20 per acre
Re-Plat		\$100 plus \$2 per lot

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

<i>For Office Use Only:</i>	County Clerk filing information:
Date Filed: _____	Receipt Number: _____ \$ _____
Pending Plat: _____	Staff Initials: _____

Entered into Master Permit Log

City-Development-Services\Forms\Development-Permits\Development\Plat Application + Checklist.doc  
dated 2010.05

# PLAT APPLICATION CHECKLIST

## 10.204 Pre-Submission Conference

Before beginning the platting process, the developer should conference with Development Services staff to discuss proposed land use, water supply, sewage disposal, drainage, streets, zoning, and effects the development will have on existing or proposed schools, parks, and other public uses.

## Plat Submittal Requirements

- Completed Plat Application with first draft of plat (*see reverse*).
- The development should be designed within the requirements for the specific zoning district within which the property is located. Any required change in zoning for the development must be adopted by the City Council before the approval of the preliminary plat.
- Five (5) copies printed from the original must be filed with the City by the developer's registered professional surveyor at least three (3) weeks before the meeting of the Planning and Zoning Commission. The plat should meet the following standards:
  - Drawn to scale of one inch equals one hundred feet ( $1'' = 100'$ ) or larger with all figures and letters legible.
  - Includes name or names of owner and developer.
  - Includes name of registered professional who prepared the preliminary plat.
  - Includes the north point, date, acreage of lot, and scale.
  - Includes a vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch which shows all existing developments, streets, and tracts of acreage in the area.
  - Show outline of tract that is proposed for development, with boundary dimensions and any zoning prefix designation.
  - Include proposed plan of development, showing streets, sidewalks, alleys, squares, parks, building lines, etc. with principal dimensions.

## Preliminary Plat Only

- Includes location, width, and names of existing streets and blocks, lots, alleys, easements, building lines, water courses, floodplain, boundary of tree cover, or other natural features in the effected area. with principal dimensions, and all other significant information on all sides for a distance of not less than one hundred (100) feet.
- Shows the nearest existing sewer, water, and gas mains, and other public utilities, if any.
- Include a general plan for drainage to include calculation of one hundred (100) year storm for any stream, creek, or channel and the limits of any floodplain designated by FEMA or limits as determined by the owner's civil engineer. (Drainage plan includes a topographical map, preliminary plans for drainage improvements, and calculations relation to the design of the drainage plan and its impact downstream.)
- Indicates in the proposed plan of improvements the street widths and utility line sizes and location of all existing utilities within the development.

## Final Plat Only

- Include all dedications and acknowledgements

## Final Plat Submittal (*all fees are due once plat has been approved by City Council and before filing with County Clerk*)

- Proper blanks for certification of approval to be filed by the City Council
- Two (2) originals on Mylar signed and approved by all parties involved (*seven (7) paper copies printed from signed original will be required after approval by City Council and before filing with County Clerk.*) and a digital file of the final plat in Adobe Systems PDF format on compact disc.
- Tax Certificates (\$10 each) from each taxing entity for each original lot showing that all taxes are paid and payment for plat application are due upon approval and prior to filing plat with the County Clerk.



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**CHANGE IN ZONING APPLICATION**

APPLICATION FEE: \$150.00

**Property Information**

Addition Name or Abstract:	Address / Location:	Proposed Zoning:
Lot(s):	Block:	Current Zoning:
# of Acres:	# of Lots:	# of Units:

**Applicant Information**

Name:	Company:	
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:

**Owner Information – If different from Applicant, must have letter of authorization if not the owner**

Name:	Company:	
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	E-mail:

- All requests shall be advertised for the requested district and/or any other district which is more restrictive by area requirements, land use and height.
- A Legal description of the property for which the zoning change is requested **must** be completed as "EXHIBIT A" and attached hereto. The description shall include the distance and bearing of the point of beginning from the nearest intersection of streets or roads.

**Application Submittal Requirements:** Please refer to *Zoning Change Submittal Checklist* on reverse. →→

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

<i>For Office Use Only:</i>	
County Clerk filing information:	
Date Filed: _____	Receipt Number: _____ \$ _____
Pending Plat: _____	Staff Initials: _____

Entered into Master Permit Log



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**ZONING CHANGE SUBMITTAL CHECKLIST**

**Zoning Change Application Requirements**

When requesting a zoning change for a piece of property, you must first do the following:

- Identify the current and proposed zoning for the property.
- The property must first be zoned before moving forward with the platting process.
- The zoning change must be approved by the Planning and Zoning Commission. A public hearing will be held for the Planning and Zoning Commission to make a recommendation to City Council.
- The recommendation of the Planning and Zoning Commission will then be taken to the City Council for final approval or denial; a public hearing will also be held at this time.

**If Required**

- Once approved for the zoning change, the proposed structures and infrastructure (water, sewer, electric lines, etc.) must be approved by the City Engineer.

Engineer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The fire lines, fire lanes, and sprinkler systems and the new structure(s) must be approved by the City Fire Marshal before the Certificate of Occupancy can be issued.

Fire Marshal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The safety and construction (plumbing, mechanical, electrical, etc.) of the new structure(s) must also be approved by the City Building Inspector before the Certificate of Occupancy can be issued.

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## TAP FEES & UTILITY CONTACT INFORMATION

TAP FEES	
SIZE	FEE
WATER	
5/8" or 3/4"	\$600.00
1"	\$750.00
1 1/2"	\$1,450.00
2"	\$1,750.00
3"	Based on Cost
4"	Based on Cost
6"	Based on Cost
SEWER	
Up to 6"	\$750.00

*(Code of Ordinances, Appendix A, Master Fee Schedule, Section 9.600)*

### UTILITIES DEPARTMENT CONTACT INFORMATION

<b>Amy Standard</b> <i>Director</i>	940-683-3405	New Construction Deposits and Tap Fees
<b>Gloria Arredondo</b> <i>Cashier</i>	940-683-3407	Water and Sewer Taps and Utility Security Deposits

### INFRASTRUCTURE SERVICES CONTACT INFORMATION

<b>David Turnbow</b> <i>Director</i>	940-683-3462	Utilities Distribution and Services
<b>Gary Barnett</b> <i>Supervisor</i>	940-683-3464	Streets, Curbs and Drive Approaches

### DEVELOPMENT SERVICES CONTACT INFORMATION

<b>Natalie Bilby</b> <i>GIS Analyst</i>	940-683-3413	New Addresses
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900 THOMPSON STREET • BRIDGEPORT, TEXAS 76426 • 940.683.3410 • FAX 940.683.3401  
www.cityofbridgeport.net



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**FIRE INSPECTION & PLAN REVIEW FEES**

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<b>FIRE INSPECTION</b>	
<b>SIZE</b>	<b>FEE</b>
<50 Head	\$100
50 – 100 Head	\$150
>100 Head	\$200
Fire Alarm/Detection Permit	\$50
Third Party Review	Third Party Review Fee

(Code of Ordinances, Appendix A, Master Fee Schedule, Section 4.800)



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES  
CONTRACTOR AND MASTER LICENSE REGISTRATION**

Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	State of Texas License #	Expiration Date
Electrical Contractor <input type="checkbox"/>	_____	_____
Mechanical Contractor <input type="checkbox"/>	_____	_____
Plumbing Contractor* <input type="checkbox"/>	_____	_____
General Contractor <input type="checkbox"/>	_____	_____
Sign Contractor <input type="checkbox"/>	_____	_____
Irrigation Contractor <input type="checkbox"/>	_____	_____
Backflow Tester <input type="checkbox"/>	_____	_____
Demolition Contractor <input type="checkbox"/>	_____	_____
Parkway Contractor** <input type="checkbox"/>	_____	_____
Swimming Pool Contractor <input type="checkbox"/>	_____	_____
Other <input type="checkbox"/>	Describe: _____	

\* Note: Plumbers may register without a registration fee

\*\*Note: Parkway contractors must execute a \$5,000 bond payable to the City of Bridgeport annually.

**PLEASE PRINT**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Registered Owner \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Have you registered a business with the City of Bridgeport previous to this registration?  Yes  No

If so, please list the name of business and include the approximate registration years: \_\_\_\_\_

Do you have any past experience working on structures that are 50 or more years old?  Yes  No

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

**COPIES OF STATE LICENSE, INSURANCE AND DRIVER'S LICENSE ARE ALSO  
REQUIRED FOR OUR RECORDS, ALONG WITH THE REGISTRATION FEE.**

*Office use only:*

LICENSE # \_\_\_\_\_

**AMOUNT: \$25.00**

Updated Contractors List

900 THOMPSON STREET • BRIDGEPORT, TEXAS 76426 • 940.683.3410 • FAX 940.683.3401

www.cityofbridgeport.net



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES  
BUILDING PERMIT APPLICATION**

NEW                       REMODEL                       ADDITION  
 (CHECK ONE)

TYPE: \_\_\_\_\_ (Res or Com)

TRCC #: \_\_\_\_\_

TDLR #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Number of Stories \_\_\_\_\_ (1, 2, etc.)    Exterior Finish \_\_\_\_\_ (brick, wood, metal, etc.)  
 Square Feet \_\_\_\_\_    Construction Value \$ \_\_\_\_\_    Intended Use \_\_\_\_\_ (residence, storage, etc.)

**Office Use Only**

Remarks: \_\_\_\_\_

Conditions: \_\_\_\_\_

I have carefully examined the completed application and required support documentation and know the same to be true and correct. I hereby agree to comply with all provisions set forth by the City of Bridgeport and the State of Texas wherein specified or otherwise. I am the owner of the above property, or his duly authorized agent. I acknowledge that inspections must be made and that no certificate of occupancy will be issued until all inspections have been satisfactorily completed.

**I.B.C. Sec. 105.5: Expiration.** - Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be authorized in writing and justifiable cause demonstrated.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 BUILDING INSPECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Construction Type \_\_\_\_\_ Occupancy Load \_\_\_\_\_ Occupancy Type \_\_\_\_\_ Zoning District \_\_\_\_\_ Fire Inspector Initials \_\_\_\_\_

*Office use only:*

PERMIT #: \_\_\_\_\_ TOTAL PERMIT FEE \$ \_\_\_\_\_

Entered into Master Permit Log                       Entered into New Construction or Remodel Log

## CITY FEE CHART

<u>TOTAL VALUATION</u>			<u>FEE</u>
\$1	to	\$500	\$23.50
\$501	to	\$2,000	\$23.50 for the first \$500 plus \$2.50 for each additional \$100.00 valuation, or fraction thereof, to and including \$2,000
\$2,001	to	\$25,000	\$61.00 for the first \$2,000 plus \$10.50 for each additional \$1,000.00 valuation, or fraction thereof, to and including \$25,000
\$25,001	to	\$50,000	\$302.50 for the first \$25,000 plus \$7.50 for each additional \$1,000.00 valuation, or fraction thereof, to and including \$50,000
\$50,001	to	\$100,000	\$490.00 for the first \$50,000 plus \$5.50 for each additional \$1,000.00 valuation, or fraction thereof, to and including \$100,000
\$100,001	to	\$500,000	\$765.00 for the first \$100,000 plus \$4.50 for each additional \$1,000.00 valuation, or fraction thereof, to and including \$500,000
\$500,001	to	\$1,000,000	\$2,565.00 for the first \$500,000 plus \$3.50 for each additional \$1,000.00 valuation, or fraction thereof, to and including \$100,000
1,000,001			\$4,315.00 for the first \$1,000,000 plus \$2.50 for each additional \$1,000.00 valuation or fraction thereof



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**PLUMBING PERMIT APPLICATION**

CONTRACTOR INFORMATION: RES: \_\_\_\_\_ COM: \_\_\_\_\_

Date: _____	Contractor Name: _____	Phone Number: _____
State License Number: _____	Expiration Date: _____	
Project Address: _____	Property Owner: _____	
Description of Work: _____		
Estimated Cost: _____	Signature: _____	
-----		
Payment Information (Mail, Fax or Email): Total Payment: \$ _____ <input type="checkbox"/> Check Enclosed or <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		
Card Number: _____	Expiration Date: _____	(MM/YY)
Name on Card: _____	Signature: _____	

**PLUMBING FEE SCHEDULE**

PERMIT INFORMATION:

DESCRIPTION	QUANTITY	FEE
<b>APPLICATION FEE (REQUIRED)</b>		<b>\$25.00</b>
Base Residential Per Bathroom	_____ @ \$46	_____
Residential Wet Bar	_____ @ \$6	_____
Water Heater	_____ @ \$7	_____
New Water Line	_____ @ \$15	_____
Water Pipe Repair	_____ @ \$20	_____
New Sewer Line	_____ @ \$15	_____
Drainage Pipe Repair	_____ @ \$20	_____
Gas Line Test	_____ @ \$25	_____
Gas Pipe System (1 to 4 Outlets)	_____ @ \$5	_____
Gas Piping Systems (Add on Outlets over 4)	_____ @ \$1	_____
Commercial Plumbing Fixtures	_____ @ \$7	_____
Commercial Rainwater System	_____ @ \$7	_____
Commercial Interceptors	_____ @ \$30	_____
Irrigation / Backflow Protection (1 to 4 Devices)	_____ @ \$45	_____
Backflow Protection (Add on Devices over 4)	_____ @ \$1	_____
Apartment (1 Bedroom)	_____ @ \$30	_____
Apartment (2 Bedroom)	_____ @ \$40	_____
Medical Gas Piping System Serving up to 5 Inlet / Outlet	_____ @ \$5	_____
Additional Medical Gas Inlet / Outlet	_____ @ \$5	_____
Mobile Home Space or Unit Space	_____ @ \$15	_____
Water Well	_____ @ \$500	_____
Septic System	_____ @ \$410	_____

*Office use only:*

PERMIT #: \_\_\_\_\_

Verified State License: \_\_\_\_\_

Entered into Master Permit Log

**TOTAL PERMIT FEE: \$ \_\_\_\_\_**



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**ELECTRICAL PERMIT APPLICATION**

RES: \_\_\_\_\_ COM: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Date: _____	Contractor Name: _____	Phone Number: _____
State License Number: _____	Expiration Date: _____	
Project Address: _____	Property Owner: _____	
Description of Work: _____		
Estimated Cost: _____	Signature: _____	

**ELECTRICAL FEE SCHEDULE**

**PERMIT INFORMATION:**

DESCRIPTION	QUANTITY	FEE
<b>APPLICATION FEE (REQUIRED)</b>		<b>\$25.00</b>
Residential Electric Under 500 Sq. Ft. (Figured in Square Footage)	_____ @ .05	_____
Residential Electric Over 500 Sq. Ft. (Figured in Square Footage)	_____ @ .05 + \$10	_____
Service Amps	_____ @ .13	_____
Temporary Pole	_____ @ \$25	_____
Hot Tub/Spa	_____ @ \$35	_____
Commercial Electric from 1 to 1,000 Sq. Ft. (Figured in Square Footage)	_____ @ .05	_____
Commercial Electric from 1,001 to 10,000 Sq. Ft. (Figured in Square Footage)	_____ @ .04 + \$15	_____
Commercial Electric from 10,001 to 50,000 Sq. Ft. (Figured in Square Footage)	_____ @ .03 + \$50	_____
Commercial Electric from 50,001 + Sq. Ft. (Figured in Square Footage)	_____ @ .03 + \$325	_____

<i>Office use only</i> <b>PERMIT #:</b> _____ <input type="checkbox"/> Entered into Master Permit Log	<b>TOTAL PERMIT FEE: \$</b> _____
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**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**MECHANICAL PERMIT APPLICATION**

RES: \_\_\_\_\_ COM: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Date: _____	Contractor Name: _____	Phone Number: _____
State License Number: _____	Expiration Date: _____	
Project Address: _____	Property Owner: _____	
Description of Work: _____		
Estimated Cost: _____	Signature: _____	

**MECHANICAL FEE SCHEDULE**

**PERMIT INFORMATION:**

DESCRIPTION	FEE
APPLICATION FEE (REQUIRED)	<b>\$25.00</b>
Residential Heat/Air	_____ \$30.00
Miscellaneous Equipment (Any fan not hooked to main HVAC)	_____ \$15.00
Exhaust Hoods	_____ \$7.50
Commercial Tonnage (From 1 to 5 Tons)	_____ \$15.00
Commercial Tonnage (Additional over 5 Tons)	_____ @ \$3.00=_____ + \$15.00
Apartment Heat/Air (Per Apartment)	_____ @ \$25.00=_____
Manufactured Home Heat/Air	_____ \$35.00

<p><i>Office use only</i></p> <p>PERMIT #: _____</p> <p><input type="checkbox"/> Entered into Master Permit Log</p>	<p align="center"><b>TOTAL PERMIT FEE: \$ _____</b></p>
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**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**FIRE SUPPRESSION SYSTEM PERMIT APPLICATION**

RES: \_\_\_\_\_ COM: \_\_\_\_\_

**PROJECT INFORMATION:**

Date: \_\_\_\_\_ Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Name of Project/Business: \_\_\_\_\_ Estimated Value: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Property Owner: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

**CHECK TYPE OF SYSTEM REQUESTED:**

- |  |  |
|--|--|
| <input type="checkbox"/> New System  | <input type="checkbox"/> Modification to Existing System |
| <input type="checkbox"/> Fire Alarm System   | <input type="checkbox"/> Fire Sprinkler System           |
| <input type="checkbox"/> Fire Suppression System   | <input type="checkbox"/> Stand Pipe System               |
| <input type="checkbox"/> Above/Underground LP-Gas or Flammable/Combustible Liquid Tank or System |  |

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE SUPPRESSION SYSTEM FEE SCHEDULE**

DESCRIPTION	FEE
<b>APPLICATION FEE (REQUIRED)</b>	\$ 50
< 50 Head	\$100
50 – 100 Head	\$150
>100 Head	\$200
Third Party: Plan Review Inspections	\$ _____ \$ _____
<i>(for projects valued over \$10,000 - see reverse for details)</i>	

<p><i>Office use only</i></p> <p>PERMIT #: _____</p> <p><input type="checkbox"/> Entered into Master Permit Log</p>	<p><b>TOTAL PERMIT FEE: \$ _____</b></p>
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**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

**FEES FOR THIRD PARTY PLAN REVIEW & INSPECTIONS**

*(For projects valued at \$10,000 or more)*

**FIRE PLAN REVIEW**

Fire Code Plan Review Services

<b>VALUATION*</b>	<b>FEE</b>
Up to \$250,000	\$500
\$251,000 to \$500,000	\$850
\$501,000 to \$1,000,000	\$1,100
\$1,001,000 to \$3,000,000	\$1,600
\$3,001,000 to \$6,000,000	\$2,400
\$6,000,000 and up	\$2,400 plus \$0.25 for each additional \$1,000

\*Valuation is based on construction valuation for project

**FIRE INSPECTIONS**

Fire Code Inspection Services (fire alarm and sprinkler system)

<b>VALUATION*</b>	<b>FEE</b>
Up to \$250,000	\$750
\$251,000 to \$500,000	\$1,050
\$501,000 to \$1,000,000	\$1,350
\$1,001,000 to \$3,000,000	\$1,900
\$3,001,000 to \$6,000,000	\$2,850
\$6,000,000 and up	\$2,850 plus \$0.25 for each additional \$1,000



CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES

PUBLIC ROW EXCAVATION & DRIVEWAY APPROACH PERMIT

RES: \_\_\_\_\_ COM: \_\_\_\_\_

CONTRACTOR INFORMATION:

Date: _____		
Applicant Name: _____	Phone Number: _____	
Representing Company: _____	Company Address: _____	
City: _____	State: _____	Zip: _____
Project Address: _____	Property Owner: _____	

Exact Location: \_\_\_\_\_

Dates when work is intended: From: \_\_\_\_\_ To: \_\_\_\_\_

Expected time that the ROW (Right-of-Way) shall be obstructed: From: \_\_\_\_\_ To: \_\_\_\_\_

Nature and Purpose of Excavation: \_\_\_\_\_

Other Requirements:

- ✓ A map of the location and traffic control plans if work will obstruct the flow of traffic.
- ✓ Evidence of sufficient public liability and property damage insurance coverage to protect persons traveling along and upon the ROW during the time that the excavation work is in progress.
- ✓ In addition, a Parkway Contractor must be registered and execute a \$5,000 bond payable to the City of Bridgeport annually.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

<p><i>Office use only</i></p> <p>PERMIT #: _____</p> <p><input type="checkbox"/> Entered into Master Permit Log</p>	<p>DRIVEWAY APPROACH FEE: \$10.00</p> <p>PARKWAY PERMIT FEE: \$15.00</p>
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# ARTICLE 3.700 PARKWAY IMPROVEMENTS

## Sec. 3.701 Definitions

As used in this article a "parkway contractor" is defined as a person or firm of persons which lays, constructs, builds, repairs or rebuilds any sidewalk, curb, gutter or driveway approach on any street, alley, thoroughfare or public right-of-way within the city.

## Sec. 3.702 Contractor Registration

It shall be unlawful for any person or firm to perform the work of a parkway contractor, as defined in this article, without first having registered with the City of Bridgeport annually. The fee shall be as provided for in the fee schedule found in the appendix of this code payable at the time of registration. **The parkway contractor shall also be required to make and execute a bond to the city in the sum of five thousand dollars (\$5,000.00).** Further, for each job the parkway contractor shall obtain a permit, from the director of public works, the fee for which shall be as provided for in the fee schedule found in the appendix of this code to do such work.

## Sec. 3.703 Application for Registration

- (a) The applicant shall file in the office of the director of public works a statement of his qualifications, together with a surety company bond of five thousand dollars (\$5,000.00) conditioned that the applicant will indemnify and save harmless the city and any person, firm or corporation with whom such applicant may contract to perform work from any and all damage of every character arising from, or caused directly or indirectly by any negligence in the performance of such work, and for any imperfect or inadequate work done by the applicant, and that applicant will maintain such work in a good and workmanlike state of repair for and during a period of two (2) years from and after its completion and acceptance by the city. Such statement of qualifications, approved by the director of public works, together with bond and date of issuance, shall be filed by the director of public works with the city secretary.
- (b) The applicant shall notify the director of public works of the date on which he intends to start operations on any new work or contract.
- (c) The applicant shall stamp his name, together with the year in which the work is completed, on each piece of work constructed by him with a stamp having letters not less than one-half inch nor greater than one (1) inch in size, and making an impression approximately one-eighth inch in depth.

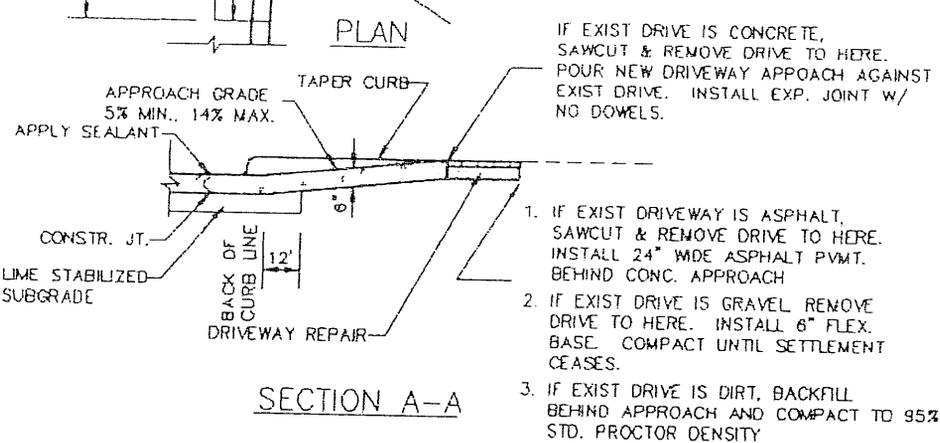
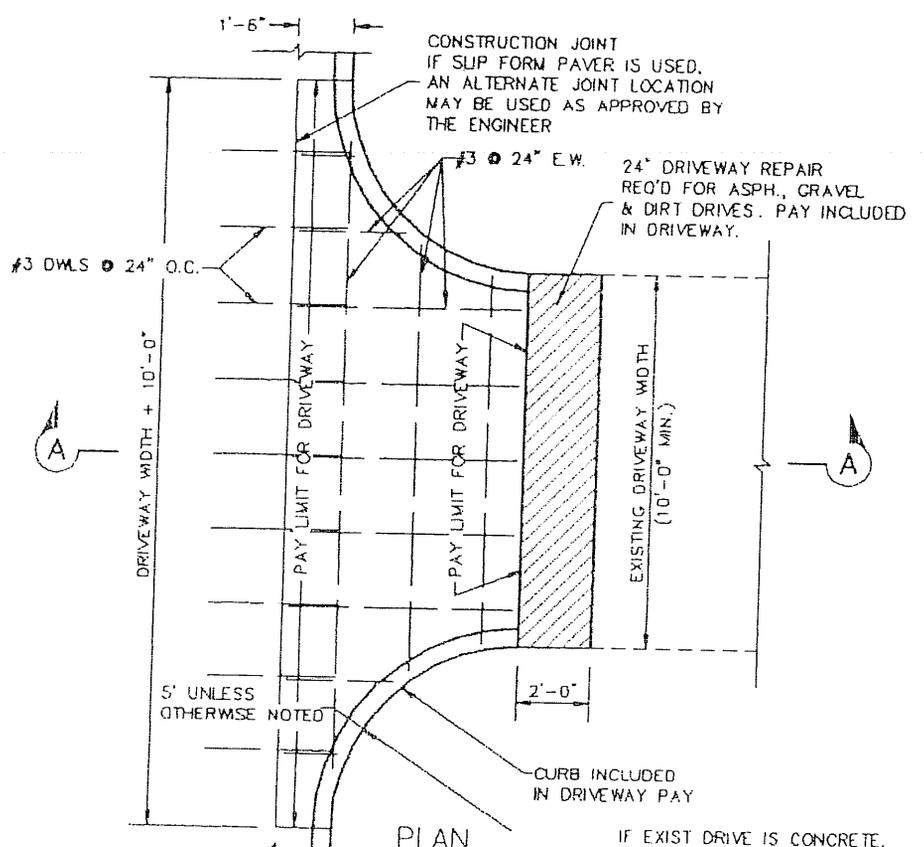
## Sec. 3.704 Standard of Work

All such work shall be done according to standard specifications, grades and lines furnished by the director of public works, and shall at all times be subject to the inspection and approval of the director of public works or other persons designated for such work by him. Use of perishable materials in the public right-of-way, such as wood products, is strictly forbidden. Any other materials proposed for use in the public right-of-way, not included in the Engineering Design Manual standard specifications, must first be approved by the director of public works. Immediately upon the completion of each and every such piece of work, the contractor shall apply for and obtain from the director of public works a certificate, stating in substance that such work has been completed according to the standard specifications, grades and lines given by him.

## Sec. 3.705 Commercial Property

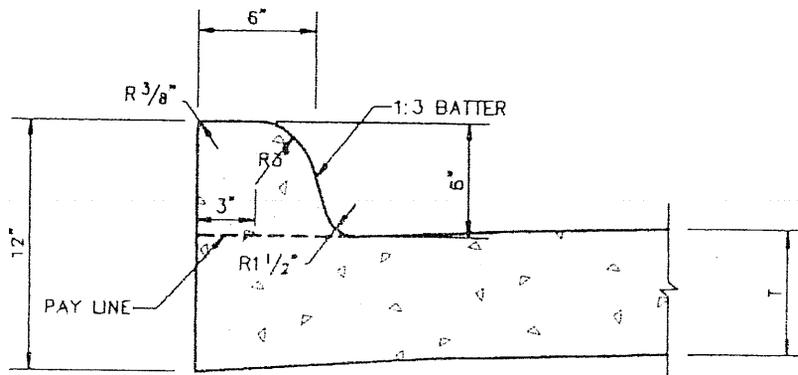
Owners of commercial property, at the time of construction, reconstruction, rehabilitation, or for such other alterations that require a building permit, shall be required to construct any parkway improvements deemed necessary to bring these appurtenances into compliance with current standards. At the time of plan review, the director of public works shall determine any parkway improvements required and same shall be conveyed to the building permit applicant.

(Ordinance 00-8 adopted 3/21/00)



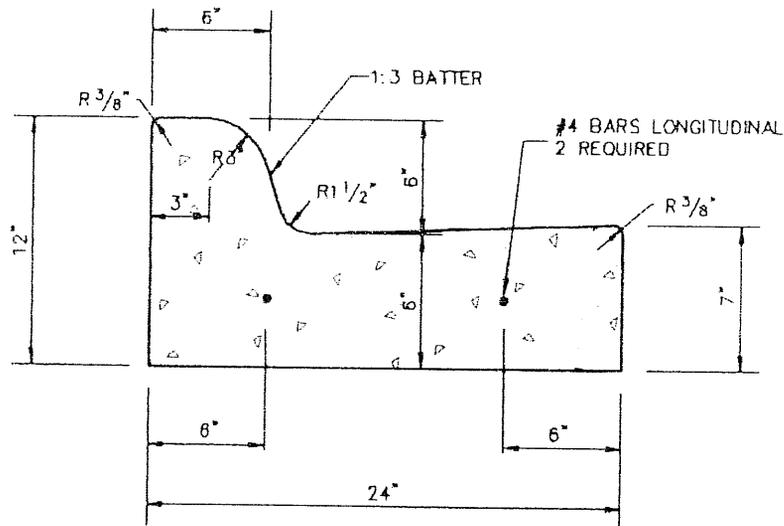
- IF EXIST DRIVE IS CONCRETE, SAWCUT & REMOVE DRIVE TO HERE. POUR NEW DRIVEWAY APPROACH AGAINST EXIST DRIVE. INSTALL EXP. JOINT W/ NO DOWELS.
1. IF EXIST DRIVEWAY IS ASPHALT, SAWCUT & REMOVE DRIVE TO HERE. INSTALL 24" WDE ASPHALT PVMT. BEHIND CONC. APPROACH
  2. IF EXIST DRIVE IS GRAVEL REMOVE DRIVE TO HERE. INSTALL 6" FLEX. BASE. COMPACT UNTIL SETTLEMENT CEASES.
  3. IF EXIST DRIVE IS DIRT, BACKFILL BEHIND APPROACH AND COMPACT TO 95% STD. PROCTOR DENSITY

SECTION A-A  
 DRIVEWAY APPROACH DETAIL



### INTEGRAL CURB DETAIL

SCALE: 1 1/2" = 1'-0"



### 24" SEPARATE CURB & GUTTER DETAIL

SCALE: 1 1/2" = 1'-0"



CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES

SIGN PERMIT APPLICATION

Date: \_\_\_\_\_ RES: \_\_\_\_\_ COM: \_\_\_\_\_

Location Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 (Contractor must be registered in the City of Bridgeport)

Description of Work:  New Sign  Other: \_\_\_\_\_ Value \$ \_\_\_\_\_

Will the sign be illuminated?  Yes  No

(If yes, a State License and Electrical Permit is required for electrical sign contractor.)

Sign Dimensions: \_\_\_\_\_ Wall Dimensions: \_\_\_\_\_

Type of Sign:  Wall Sign  Monument Sign  Freestanding Pole Sign  
 Temporary Sign  Portable Sign  Other: \_\_\_\_\_

SIGN PERMIT FEES

APPLICATION FEE (EXCLUDING TEMPORARY or PORTABLE SIGNS)		\$25.00
Portable Sign that does <u>not</u> require an inspection:		\$ 5.00
Portable Sign that <u>does</u> require an inspection and/or submission of electrical plan:		\$15.00
Temporary Signs – Annual Permit		\$ 0
PERMANENT SIGNS: Surface Area \$15.00 or \$0.15 per square foot for each display surface, which ever is greater ( _____ Square Feet x \$0.15 = \$ _____ )		\$
<i>Height/Amps</i>	<i>Fee/Height</i>	<i>Fee/Amps</i>
1 - 20	\$15	\$21
21 - 30	\$30	\$21
31 - 40	\$45	\$21
41 - 50	\$60	\$30
51 - 60	\$75	\$30
61 - 80	\$105	\$45
81 - 100	\$105	\$60
Over 100	\$105	\$90
TOTAL DUE		\$

\*\*\* SIGN REQUIREMENTS & REQUIRED SIGNATURE ARE ON THE REVERSE SIDE OF THIS FORM. →→

Office use only:  
 PERMIT #: \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_  
 Entered into Master Permit Log

**SIGN REQUIREMENTS:**

**Temporary Sign Requirements:**

- Temporary signs in residential zoning districts shall be erected for a period not to exceed a total of thirty (30) days per calendar year.
- Temporary signs in nonresidential zoning districts may be erected for a period of three-hundred sixty-five (365) days, subject to the issuance of an annual temporary sign permit.
- Temporary signs may be rotated by a business without obtaining an additional annual permit.
- Temporary signs shall not exceed 36 square feet per sign face.
- The maximum permitted height of a temporary sign is six feet.
- No more than one temporary sign shall be permitted or erected for the same business at one time.
- Temporary signs shall not be illuminated or have any moving elements.
- Temporary signs shall not be erected or maintained within the visibility triangle or public right-of-way.
- All temporary signs must remain properly attached and in good physical condition.
- For a period of up to sixty (60) days following the grand opening of a new business, up to three (3) different types of temporary signage may be erected, subject to the issuance of an annual temporary sign permit.

**Permanent Sign Attachments Required:**

- A separate permit and 2 sets of drawings are required for each sign. For wall signs, a separate permit application and plans may be submitted for each elevation.
- Pole or ground signs require a site plan drawn to scale showing location of the sign. Show dimensions and distances to property lines. Pole sign structural drawings must be sealed by a State of Texas Registered Professional Engineer. Monument and Ground sign applications must include footing detail.
- Detailed, dimensional plans of sign showing graphics.
- Dimensioned building elevation showing sign or signs on building. Show dimensions of height and width of tenant space and or building.

I understand that by signing the City of Bridgeport's Sign Permit Application I am acknowledging that I understand the City's sign regulations. I also acknowledge that I am aware that if my sign (permanent, portable or temporary) becomes non-compliant with the City's sign regulations, I will be subject to code enforcement action, up to and including, removal of my sign or issuance of a citation for failure to repair or remove my sign.

\_\_\_\_\_  
Signature of Applicant      Date: \_\_\_\_\_

\_\_\_\_\_  
City Approval      Date: \_\_\_\_\_



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## APPLICATION FOR CERTIFICATE OF OCCUPANCY

RES: \_\_\_\_\_ COM: \_\_\_\_\_ PLEASE PRINT LEGIBLY

Address of Structure \_\_\_\_\_ Name of Business Occupying Structure \_\_\_\_\_

Name of Business Owner \_\_\_\_\_ Business Owner's Phone Number \_\_\_\_\_

Business Owner's Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Anticipated Date of Opening \_\_\_\_\_

Owner of Building \_\_\_\_\_ Owner's Phone Number \_\_\_\_\_

Owner's Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_ Fee Paid \_\_\_\_\_

### FOR OFFICE USE ONLY

Construction Type \_\_\_\_\_ No. of Stories \_\_\_\_\_

Use of Building \_\_\_\_\_ Occupancy Type \_\_\_\_\_

Zoning District \_\_\_\_\_ Occupancy Load \_\_\_\_\_

Remarks/Condition: \_\_\_\_\_  
\_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

*Office use only:*  
 Entered into Master Permit Log CO NUMBER: \_\_\_\_\_ FEE \$ 20.00

S:\City-Development-Services\FORMS\Development-Permits\CO Application.doc  
Updated 2010.04