



Commercial Building Builder Information Package

Prepared By:
City Of Van Alstyne
Planning and Development Department

Summary

This Commercial Inspection Requirements informational was prepared to assist builders and field supervisors. Builders are encouraged to share the content of this informational with their staff, architects, engineers, subcontractors, coordinators, and material suppliers. Periodically, the City of Van Alstyne will update this informational to reflect changes, codes, ordinances, and any other information pertinent to construction. All builders who build structures within Van Alstyne are encouraged to ensure they have the most recent publication.

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We look forward to working with you to ensure that the community is provided with a safe and durable build environment.

Bureau Veritas Contract Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan review and Inspection Scheduling

Please contact Bureau Veritas for the status of plan review and permits.

Plan Review	Joe Hysell	972-244-6934
	Dave Stephens	214-878-2050
Permit Status	Helen Mapplebeck	972-244-6933

Inspection Request

Please contact Bureau Veritas to request inspections(s)

Inspections requested by 5:00 pm Monday – Friday will be performed the next business day.

Inspection Scheduling	Bonnie Holmes	972-244-6910
	Toll Free	877-837-8775

Bureau Veritas Director of Field Inspections:

Ty Chapman Mobile – 469-853-9803

PROCEDURE FOR CREATING BUILDING SITE/LOT

No permit for the construction of a Building or Buildings upon any tract or plot shall be issued until a Building site, Building tract, or Building Lot has been created by compliance with one of the following conditions:

- (a) The Lot to tract is part of a plat of record and filed in the plat records of the county or counties in which the Lot or tract is located.
- (b) The site plot or tract is all or part of a site plan officially approved by the City Council in a Planned Development District after recommendation by the planning and zoning commission.
- (c) The plot or tract is a Lot of Record prior to the effective date of the Part of the Code or prior to annexation to the city, whichever is applicable, and the Building Official certifies that the plot or tract does not comply with setback and/or Lot size requirements but that the plot or track conforms with the provisions of this Part of the Code, as amended, relative to width of Street(s) on which the Lot is located, Street offsets, easement requirements, drainage and other considerations the Building Official believes to be relevant to the particular plot or tract. If the Building Official cannot make such certification, he shall refer the case to the Panning and Zoning Commission for consideration and resolution. The Building Official and Planning and Zoning Commission shall exercise discretion in making decisions in such cases but shall take care to respect the language and spirit of this Part of the Code, as amended.
- (d) The plot or tract is all or part of a site plan officially approved by the City Council and compliance have been made with provisions and improvements approved on such site plan for all utility and drainage easements, dedication of Streets, Alleys and other public improvements required to meet the standards established for the platting of land. Any and all plots, tracts, or Lots must be provided access via a public Street or drive.
- (e) Site Plans should include paving and layout of Streets, Alleys and sidewalks, means of ingress and egress, provisions for drainage, Parking Spaces, protective screening and Open spaces, as well as areas designated for landscaping, and any other aspect deemed necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity, and general welfare of the city.

During construction and upon completion, the project will be inspected to ensure that the approved site plan has been followed.

