

## Commercial Permit Application Guidelines

The City of Kyle, as part of the City's Building Ordinance, has adopted the following building codes:

2021 International Building Code  
2021 International Residential Code  
2021 International Plumbing Code  
2021 International Mechanical Code  
2021 International Fuel Gas Code  
2021 International Fire Code  
2021 International Energy Conservation Code  
2021 International Property Maintenance Code  
2021 International Swimming Pool and Spa Code  
2020 National Electrical Code

These codes can be purchased in their entirety through the International Code Council. For work exempt from permit please reference IRC and IBC 105.2

**Required documents: additional documents may be required depending on your project.**

All plans and documents shall be designed and stamped by a qualified architect or engineer licensed by the State of Texas.

You will be prompted to attach these items on the last page of the application in the CSS Portal.

Engineered site development plan. This plan is required to provide detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, off street parking, signage, landscaping, vehicle and pedestrian circulation, open space, and general conformance with the Master Plan and ordinances of the City of Kyle.

Engineered Foundation Plan.

Architectural Plans detailing building components

Mechanical, Electrical and Plumbing Plans.

Comcheck

TDLR number

\*Please note: City of Kyle ordinance 908 requires a backwater prevention device on all commercial buildings.

In addition to approval of plans by the Building Department, the following departments may require reviews and fees that must be approved and paid **before** a building permit can be issued.

**Kyle Fire Department: 512-268-3131.** Review will be facilitated through the building permit, however questions, comments and any scheduling can be communicated directly with the Fire Department.

Fire specific work, including but not limited to Fire Suppression, Fire Alarm, Above/Underground Storage Tank, Kitchen Vent Hood Suppression System and Sprinkler, will require a separate permit. Please check the CSS portal for permit types that may apply to your project.

Notes from Kyle Fire Department:

- 1. Emergency Lighting is Required for Public/Patron Restrooms in Accordance with Local Code Amendment. Emergency Lighting May be Wall or Ballast Mounted.*
- 2. Install a 3200 Series Knox-Box in an Accessible Location Near the Main Entrance or, if Present, in a Visible Spot within Proximity to the Building's Riser Room, at a Height between 5 and 6 Feet Above Surface Level. Recessed or Wall-Mounted are Both Permissible. Placement May be Verified During Fin-Out. Provide a Key(s) and Contact Information for Placement in the Building's Knox-Box.*
- 3. If a Knox-Box is Already Installed, Upon Fin-Out Completion Provide a Key(s) and Contact Information for Placement in the Building's Knox-Box.*

**Public Works: 512-262-3024 or [pw@cityofkyle.com](mailto:pw@cityofkyle.com).** Contact Public Works directly for possible approvals and pre-construction meetings that may be required. Final approval may be required prior to CO.

**Planning Department: 512-262-3959 or [planning@cityofkyle.com](mailto:planning@cityofkyle.com).** Contact Planning directly for approvals, additional permits and fees that may apply to your project. Site Development permits can be applied for concurrently with Building permits.

**Engineering: [CityofKyleEngineering@cityofkyle.com](mailto:CityofKyleEngineering@cityofkyle.com).** Please contact Leon Barba to calculate applicable tap and impact fees. You will pay the fees directly to **Utility Billing: 512-262-3960 or [Uilities@cityofkyle.com](mailto:Uilities@cityofkyle.com)**

**After your permit is approved you can schedule a virtual preconstruction meeting with the Building Department. We strongly encourage members of your team that will be on site and requesting inspections attend the meeting.**

**For further questions please contact the Building Department 512-262-3911 or [buildingdept@cityofkyle.com](mailto:buildingdept@cityofkyle.com)**

