



## **New Commercial Construction Process and Procedure**

1. Complete all Planning & Zoning requirements as specified in both the Zoning Ordinance and Subdivision Ordinance. Requirements include all necessary platting steps and any request for a change of zoning or SUP.
2. Submit Site Plan inclusive of all 30 elements described in Section 11.11 D of the Zoning Ordinance for review. Elements include parking schedule, landscape plan, building and sign elevations, building setbacks and any existing or proposed utilities.
3. Please see *Commercial Plan Review and Permitting Procedures* document for information regarding building plan submittals.
4. Request a preconstruction meeting by calling the Building Inspection Department. (817) 573-1114.
5. Complete public improvements and have the Director of Public Works submit a letter to the building inspections department with inspection approval. Obtain approval from Fire Inspector to begin vertical construction. Fire lane must be installed prior to vertical construction.
6. Only contractors registered with the City of Granbury are permitted to obtain Building Permits. If not registered with the City, complete Contractor Registration Application and submit to the Building Inspections Department.
7. Mechanical, electrical and plumbing sub-contractors are required to apply for and obtain individual permits. Sign contractors require registration and individual permits. All signage must comply with Article 7 of the Zoning Ordinance and must be permitted separately from the building permit.
8. All inspections are required to be called in with permit number at (682) 205-1621 or by emailing [inspections@granbury.org](mailto:inspections@granbury.org). An inspection called in after 9:00 a.m. will occur on the following business day.
9. All applications, forms, fees, site plan elements and any other necessary information can be found on the City of Granbury website at [www.granbury.org](http://www.granbury.org) under the Community Development link.