



## New/Remodel Commercial Plan Review Checklist

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

**Permit Application with an original signature must be complete and submitted with the following information:**

\_\_\_\_\_ **(4) Site Plans to include:**

- \_\_\_\_\_ Legal Description (lot, block, subdivision)
- \_\_\_\_\_ Property lines and lot dimensions
- \_\_\_\_\_ Proposed structure and all existing buildings
- \_\_\_\_\_ All easements
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ Existing and proposed location of utility poles, pad mounted transformers

\_\_\_\_\_ **(4) Parking lot layout plans**

\_\_\_\_\_ **(4) Grading plans**

\_\_\_\_\_ **(3) Commercial Energy Code Compliance - (2003 IECC)**

To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

\_\_\_\_\_ **(4) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, mep design, construction details, window/door schedule.

\_\_\_\_\_ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**

\_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit)

\_\_\_\_\_ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)

\_\_\_\_\_ **Asbestos Survey or Compliance Statement** (if demo or remodel)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester*