CHECKLIST FOR COMMERCIAL BUILDING PERMIT APPLICATION

All plans must be accompanied by a completed **Permit Application with a person's name legibly printed**, signed, and dated by the applicant and a written **Scope of Work** narrative. All commercial projects must indicate the **Construction Type, Occupancy Group, Fire Rated Assembly type(s), the presence of an Automatic Fire sprinkler system with appropriate NFPA Identifier, and Design Occupant Load.**

PERMITS (as applicable)

- ☐ Texas Department of Licensing and Regulation TABS# **(Architectural Barriers No. is required if estimated construction cost stated on the application is at least $50,000.00)**
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Demolition projects exceeding 100 SF must have an Asbestos Containing Material report.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ Completed application form, with a person's name legibly printed, signed, and dated on the application.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

STANDARD PLAN FORMAT – All plan sheets shall be drawn to a standard Engineering or Architecture format, scaled, and dimensioned as follows:

- Site Plan: Base information including: proposed building footprints with elevations at each corner, parking and driveways, utilities, and existing structure(s) such as detention ponds, etc.
- Each page **signed, sealed, and dated** by a Texas Licensed Professional Engineer, Registered Professional Land Surveyor, or Architect, as applicable.
- Contents of plan submittal:
  - Cover sheet with project location map and all pertinent project data
  - Civil Engineer's site plan
  - Civil Engineer's water and wastewater plan and details
  - Civil Engineer's grading, and utility plans and details
  - Architectural floor plans, elevations, and details
  - Structural Engineer's plans, calculations, elevations, and details
  - Mechanical, Electrical, and Plumbing Engineer's plans and details
  - Energy Code compliance reports (COMchecks) written using one of the following as the Basis of Design for all reports: **current adopted International Energy Conservation Code (IECC) or ASHRAE 90.1**

CIVIL ENGINEER'S SITE PLAN
GENERAL

- Legal description of the property (matching the latest recorded plat representation of the land)
- Scaled and dimensioned
- Address
- North arrow indicated on plan.
- Bearing and distances for all property lines
- Location of all the recorded easement(s) on the property
- Location of the public right-of-way adjacent to the property
- Plans showing dimensions for all existing and proposed sidewalks, driveway approaches, paved areas, retaining walls, streets, curbs and gutters and storm water detention structures with drainage easements, as required.
- Complete Site Grading plan(s) with existing 2' contour interval and proposed contours with appurtenant details
- Retaining Wall and/or Fence details: including complete description of materials, location, and appearance
- Layout and design of the parking areas, including spaces and travel-ways for the disabled.

CIVIL ENGINEER'S SITE PLAN
FLOODPLAIN / FLOODWAY & REPORT, if required

- ☐ Boundaries of all FEMA designated flood plains affecting the project
- ☐ Indicate FIRM Base Flood Elevation and finished floor elevation (BFE + 2' freeboard) for each structure and utility, if applicable
- ☐ Indicate whether structures and utilities will be elevated, or flood proofed, if applicable
- ☐ Initial Elevation Certificate based on construction drawings, if applicable

ARCHITECTURAL

- ☐ Code Matrix / Means of Egress / Life Safety Plan
- ☐ Floor Plan(s)
- ☐ Finish Schedule (floor, base, wall and ceiling for each room and space)
- ☐ Wall and floor / roof / ceiling sections and details
- ☐ Wall partition type(s), including UL (or other appropriate agency's) design numbers for all fire rated assemblies.
- ☐ Reflected ceiling plan(s), including ceiling height.
- ☐ Exterior elevations

STRUCTURAL

- ☐ Geotechnical Investigation Report, as applicable
- ☐ Foundation plan(s) and details
- ☐ Design Loads: List of Combinations **(IBC 1605.1)**
- ☐ Live Loads: **(IBC 1607.1)** List Design floor Live Loads for each use category. State Live Load reductions, if any, and show basis **(IBC 1607.9)**
- ☐ Design Wind Load **(ASCE 7 & IBC 1609.1.1)**
    - Show basis of design wind mph for primary frames and systems **(IBC 1609)**
    - State Importance Factor I **(IBC 1609.4)**
- ☐ Superstructure: walls, roof cmu, etc.
- ☐ Wind brace, wall brace, and shear wall plans
- ☐ Pre-engineered Metal Building (PEMB) plans
- ☐ List of Special Inspections per IBC CH. 7
- ☐ Miscellaneous Site Structures: e.g., detention basins, retaining walls, fences, etc., and location on plans.

MECHANICAL, ELECTRICAL & PLUMBING

- **MECHANICAL:** Provide sufficient plans, details, and specifications to comply with all applicable sections of **IBC and IMC per jurisdiction**, including but not limited to: Duct Plan, Equipment Schedule, Heating and Cooling Load and Outdoor Ventilation Air calculations.
- **ELECTRICAL:** Provide sufficient plans, details, and specifications to comply with all applicable sections of the **IBC and NEC per jurisdiction**, including but not limited to: Electrical Demand Load and Fault Current calculations, Riser and Feeder Diagram, Panelboard and Lighting Schedules, and Grounding and Bonding details
- **PLUMBING:** Provide sufficient plans, details, and specifications to comply with all applicable sections of the **IBC, IFGC and IPC per jurisdiction**, including but not limited to: Fixture Schedule (TCEQ flush volume and flow compliant for water conservation), Fixture Calculations based on Occupant Load and Occupancy Group(s), Water Heater type, capacity, energy source and recirculating pump(s) as applicable, Water Demand calculations, Water Supply and Drain / Waste / Vent Riser diagrams, Gas demand calculations and Riser Diagram, Grease Interceptor sizing calculations, and Roof Drainage calculations for primary and secondary drains, as applicable.

PLAN CHECKLIST FOR OTHER PROJECT TYPES

ADDITIONS, ALTERATIONS, & REMODELS

- Demolition of 100SF or more requires an Asbestos Containing Material Survey or letter from Architect per Texas Department of Health Services.
- Architectural Existing Floor Plan and Proposed Floor Plan, Elevation drawings and Wall Section details where applicable.
- TDLR Architectural Barriers Project Registration 'TABS' number
- Engineered Foundation Plans and Details where applicable.
- Special Inspections Sheet
- Framing Plans **(Engineered for Groups A, E, and I)**
- Code Matrix / Means of Egress / Life Safety Plan
- Finish Schedule
- Fire Rated construction details where applicable.
- MEP Plans, Schedules, and Details
- COMcheck reports where applicable.
- Heating and Cooling Load calculations where applicable

BACKUP GENERATORS

- ☐ Site Plan* showing all existing structures and proposed Generator location.
- ☐ Engineered Foundation Plan and Details
- ☐ Electrical Plans including ATS, Grounding, Riser Diagram and Panel Schedule
- ☐ Gas Piping Demand Calculations and Gas Plans where applicable

TEMPORARY SALES OR CONSTRUCTION TRAILERS

- ☐ Site Plan* showing all existing structures and proposed Trailer location.
- ☐ Anchor /Tie-down and Pier Plans
- ☐ For Sales Trailers, an approved Parking Plan with Accessible Exterior Route, and Ramp Plans.
- ☐ Manufacturer's Floor Plan and Elevation drawings
- ☐ Accessible Toilet Facilities within 500'

AWNING OR CANOIPES

- ☐ Site Plan* showing all existing structures and proposed Awning / Canopy
- ☐ Historic Commission approval where applicable
- ☐ Plans including Elevations and Details

CELL TOWER

- ☐ Site Plan* showing all existing structures and proposed Cell Tower
- ☐ Engineered Foundation Plan and Details
- ☐ Engineered Electrical Plans including Specs, Grounding, Riser Diagram and Panel Schedule

FOOD TRUCK

- ☐ Site Plan* showing all existing structures and proposed Food Truck
- ☐ Floor plan scaled and dimensioned.
- ☐ Electrical Plans and Energy source (Electric Utility or On-Site Generator)
- ☐ Gas Plans where applicable
- ☐ Plumbing Plans and Fixture Schedule: must show source of Water Supply, Valve(s), and Backflow Prevention Assembly
- ☐ Access to local Toilet Facilities Agreement - must be within 500.'
- ☐ Hood Plans with Suppression System
- ☐ Solid Fuel barbeque appliance requires manufacturer's installation instructions.
- ☐ Grease Interceptor and if there is a Sewer Connection

AMBULATORY CARE FACILITIES / DENTAL CLINICS (INCLUDING SEDATION DENTISTRY) / DIALYSIS CENTERS / SURGERY CENTERS / COLONIC CENTERS / PSYCHIATRIC CENTERS

- ☐ Site Plan* showing all existing structures and proposed Facility.
- ☐ TDLR Architectural Barriers Project Registrations 'TABS' number.
- ☐ Engineered Foundation Plans and Details where applicable.
- ☐ Special Inspections Sheet
- ☐ Framing Plans and Details
- ☐ Architectural Floor Plans, Elevation drawings and Wall Section details
- ☐ Code Matrix / Means of Egress / Life Safety Plan
- ☐ Finish Schedule
- ☐ Fire Rated construction details where applicable
- ☐ MEP and Med-Gas Plans, Schedules, and Details
- ☐ COMcheck reports where applicable.
- ☐ Heating and Cooling Load calculations where applicable

ILLUMINUATED SIGN

- ☐ Electrical Plans and Details
- ☐ Sign Plans and Elevations

FREESTANDING POLE OR PYLON SIGN

- ☐ Site Plan* showing all existing structures and proposed Signs.
- ☐ Engineered Foundation Plan and Details.
- ☐ Electrical Plans
- ☐ Sign Plans and Elevations

***Site Plan** must be scaled and dimensioned, indicate all setbacks and easements. For Swimming Pools, Electric Utility Power Poles, Underground and Overhead Electrical must be shown on the Site Plan.