



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:

_____ **(3) Site Plans to include:**
_____ Legal Description (lot, block, subdivision)
_____ Property lines and lot dimensions
_____ Proposed structure and all existing buildings
_____ All easements
_____ Existing and proposed location of utility poles, pad mounted transformers

_____ **(3) Parking lot layout plans**

_____ **(3) Grading plans**

_____ **(2) 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. Knox box application must be submitted with permit application.**

_____ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit and must be submitted with permit application.)

_____ **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