



Department of Building Inspections
INFORMATION BULLETIN 110
Blueprint and Plan Requirements for Commercial Buildings

This Information Bulletin lists the minimum submittal requirements for obtaining a building permit for commercial building. The information listed below assumes that the property is properly zoned for the proposed use and is platted as a lot of record. The application for a permit includes the completion of several forms.

1. Forms to be completed and submitted:

1. **Building Permit Application Form** – One (1) copy of the building permit application filled out in its entirety.
2. **Certificate of Occupancy Application** – Must be submitted with the building permit application. Application to be completed by owner/agent of proposed business.
3. **Asbestos Survey**- Senate Bill 509 requires municipalities to verify that an asbestos survey has been conducted prior to issuing a permit for renovation, alteration, or demolition of a public or commercial building.
4. **TDLR Project Number** – and contact name.

2. Construction Plans to be submitted. The Building Inspection Department and the Public Works Department require specific information to be submitted in separate sets of plans. The information required for each department **should not** be duplicated in the other set of plans. When the Public Works plans have been approved, the Public Works Department will provide the Building inspection Department with an approved copy. The developer/contractor is encouraged to meet with city staff early on in all development projects. Following is a listing of minimal required information for each department:

A. Building Inspection Department – Three (3) sets **(4 sets if a restaurant)** of construction plans drawn to scale and dimensioned that fully describe the proposed work Plus three (3) complete sets on C/D in PDF format. All drawings must contain sufficient details for the Plans Examiner to determine conformity with applicable codes, ordinances, and regulations. At a minimum, the following information is required:

- a. **Cover Sheet** – Provide summary of square footages of lot, building(s) type construction, occupancy type and codes by which building is designed.
- b. **Plot (Site) Plan** – Showing proposed structures, storage areas, fences, parking, maneuvering and loading areas; landscaping & irrigation; dumpster location & screening, other fencing & required screening; exterior lighting; fire lanes; pavement details; grease trap location; on-site utilities.
- c. **Floor Plan** – For each building showing all walls (interior and exterior with wall sections including corridors, area separation walls and occupancy separation walls, openings (doors and windows) and identifying each room for its intended use.
- d. **Roof Plan** – With Class of roof listed, roof primary and overflow drains as required and roof penetrations.
- e. **Exterior & Interior Elevations** – Each side of the exterior of the structure and sufficient information of interior walls clarifying wall, floor and ceiling covering materials.
- f. **Plumbing Plan** – Including riser diagram, water & gas pipe plan & size, fixture schedule; sealed by an engineer when required.

- g. **Electrical Plan** – With reflective lighting plan showing exit and emergency lights, main & feeder wire sizes, load summary & short circuit calculations,
- h. panel schedule (in KVA) with A.I.C. bracing; sealed by an engineer when required.
- i. **Mechanical Plan** – With heating/air-conditioning & exhaust fans layout, unit schedule, ducting layout with fire dampers and smoke detectors as required; sealed by an engineer when required. Include riser diagram
- j. **Structural Plans** – Sealed by an engineer when required by statute or building official. Required for Finish-outs/Remodels/Alterations also.
- k. **Foundation Plan** – designed by a State of Texas licensed professional engineer.
- l. **Kitchen Plan** – (when applicable) floor plan; plumbing fixtures; cooking & refrigeration appliance schedules; work & storage areas; floor, wall & ceiling finishes; shelving materials & finishes; and lighting.
- m. **Energy** – COMCheck or equivalent energy code compliance report. Required for Finish-outs/Remodels/Alterations also.
- n. Fire – Fire protection plan for fire-rated walls, ceilings and floors (if applicable).
- o. Architects or Engineer’s seal and signature as required by State Law. Required for Finish-outs/Remodels/Alterations also.