



COMMERCIAL PERMIT CHECKLIST

ADDRESS: (new?) _____ ZONING: _____

OCCUPANCY GROUP: _____ TYPE OF CONSTRUCTION: _____

IS THE LOT PLATTED? Yes No

SWPPP APPROVED? _____ WATER METER SIZE (specify if meter is existing):

_____ BUILDING PLANS (3 sets or 2 if interior only)

_____ Cover Sheet – include site location, key plan, 2015 IBC and 2017 NEC codes, building information, etc.

_____ Disk/thumb drive with all plans in pdf – (verify all plans are on the disk)

_____ Verify plans are not marked “not for construction” or “preliminary”

_____ Site Plan approved by council (shell only)

_____ Foundation Plans with Texas Engineer seal

_____ Floor Plans to scale - Architect Seal required

_____ Structural framing and roof – Engineer Seal required

_____ MEP Plans - Engineer Seal required

_____ Life Safety Plan (Egress & Occ. Load)

_____ Landscape Plans (shell only)

_____ Special Inspections Report (required prior to issuance)

_____ Civil Plans (submitted separately to Public Works/shell or addition only)

_____ Comchecks - Envelope, Exterior Lighting, Interior Lighting and Mechanical

Verify 2015 IECC or ASHRAE 2013

_____ TDLR Confirmation

_____ Asbestos survey - Signature on Application (remodels only)

Missing Information: _____

Checklist Reviewed By: _____ Date: _____

Called/emailed – Name Date, etc.: _____

Submittal is incomplete and will not be accepted if any of the checklist items are missing.