



New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- _____ (3) **Site Plans to include:** (Must submit a filed plat of lot)
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North area and scale, Proposed structure and all existing buildings
Existing and proposed location of utility poles, pad mounted transformers
- _____ (3) **Landscape Site Plan**
- _____ (3) **Parking lot layout plans**
- _____ (3) **Grading plans**
- _____ **Flood Plain Certificate, if applicable**
- _____ (2) **Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- _____ (3) **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 (if demo or remodel)**
- _____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**