



New/Remodel Commercial Plan Review Checklist

Address: _____ Project Name: _____

_____ **Permit Application**

_____ **Payment for Plan Review (New Commercial Only)**

_____ **(1) Approved Site plans (Approved from P&Z), to include:**
Legal Description (lot, block, subdivision)
Property lines and lot dimensions
Proposed structure and all existing buildings
Proposed Flatwork
All easements and proposed location of all utilities,
Water meter and sizes of meters to include Irrigation meter
North area and scale

_____ **Commercial Energy Code Compliance Form (2009 IECC)**

_____ **(1) Set of plans** to include floor plans, approved exterior elevations plan **(Approved from P&Z)**, roof design, foundation plans MEP design, construction details, window/door schedule

_____ **Parking lot layout plans**

_____ **TDLR #-Architectural Barriers Registration (If over \$50,000)**

_____ **Asbestos Survey or Compliance Statement** (if demo or remodel) see website for form

_____ **(1) Electronic Copy** of all of the above: Permit application, site plan, energy code compliance, sets of plans, parking lot layout, TDLR#, Asbestos Compliance Statement. Please make sure that this is rewritable and has enough space as we will send your approved plans back on this Jump drive or Rewritable disc.

Other forms that may be needed: Contractor Registration for General, Electrician, Plumber and Mechanical