



Commercial Plan Review and Permitting Procedure

- 1) Complete a permit application
- 2) Submit 2 sets of plans
- 3) Texas Department of Licensing and Regulation Architectural Barriers (if over \$50,000 value)
- 4) Energy report to include building envelope, lighting and mechanical compliance
- 5) Asbestos report or declaration

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary). Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan^(a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report^(b)
12. Asbestos Survey (for renovation or demolition permits)^(c)
13. Texas Department of Licensing and Regulation architectural barriers project registration information^(d)

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.org
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]