



## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** 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.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

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

1. Site plan <sup>(a)</sup>
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/ ComCheck
12. Asbestos Survey (for renovation or demolition permits) <sup>(b)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information, if project is over \$50,000 this is for Accessibility <sup>(c)</sup>

### 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. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.tdh.state.tx.us/beh/asbestos/default.htm](http://www.tdh.state.tx.us/beh/asbestos/default.htm)]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]