



New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

Permit Application with an original signature must be complete and submitted with the following information:

- _____ **(1) Site Plans to include:**
 - _____ Legal Description (lot, block, subdivision)
 - _____ Property lines and lot dimensions
 - _____ Proposed structure and all existing buildings
 - _____ All easements
 - _____ North arrow and scale
 - _____ Existing and proposed location of utility poles, pad mounted transformers

- _____ **(1) Parking lot layout plans**

- _____ **(1) Grading plans**

- _____ **(1) Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.

- _____ **(1) 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)

Plans should be submitted electronically (PDF), they must be readable.