

## Commercial & Multi-Family Plan Review Submittal Checklist

*Instructions: This checklist to be completed by applicant and submitted with Permit application. Permit Coordinator will review completed checklist to ensure completeness prior to intake of plans. 2015 IBC and 2017 NEC or the current adopted issue by TDLR.*

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	Documents for Project Submittal	Applicant: Check if Provided	Required if Checked		
			New Construction	Addition	Interior Only Remodel
<b>General</b>	Completed Checklist (this form)	✓	✓	✓	✓
	Completed Building Permit Application		✓	✓	✓
	Current Survey (1copy)		✓	✓	
	<b>Construction Documents (1 paper set and 1 digital set Sealed &amp; Signed by Architect or Structural Engineer) ***</b>		✓	✓	✓
	***Construction Documents include all Architectural, Structural, Civil, Mechanical, Electrical, Plumbing and related Documents and Plans highlighted below as applicable to the project.				
	Cover Sheet on Drawing sets (with Project Address & detailed description of scope of work)		✓	✓	✓
	Civil Engineering drawings (included in sets)		✓	✓	✓
	Grading Plan (existing conditions)		✓	✓	
	Grading Plan (proposed changes to grades)		✓	*	
	Certificate of Appropriateness for Preservation (if Landmark or in Landmark District)			*	*
	Energy Analysis (In Conformance with 2015 International Energy Conservation Code)		✓	✓	✓
<b>Drawings for Review</b>	Interior Remodel Worksheet			✓	✓
	<b>Project Data Information</b> (type of construction, occupancy group, sq. ft., exiting requirements, etc.)		✓	✓	✓
	<b>Structural Calculations &amp; Soils Report</b> (2 copies) paper & Digital		✓	*	
	<b>Site Plan</b> (north arrow, street names, construction type, number of stories, all dimensions, setbacks, new construction clearly shown from existing)		✓	✓	
	<b>Landscape Plan</b> (for new construction, PD's & Condo Conversions)		✓	✓*	*
	<b>Civil Engineering drawings</b> (including utility sizing, MWRD application # and Storm Water Detention if applicable)		✓	*	
	<b>Travel Distance Diagrams</b> (showing required exits, paths & travel distances)		✓	✓	*
	<b>Accessibility Information</b> (show that you meet ICC and state of Texas TDLR requirements)		✓	✓	✓
	<b>Floor Plans to scale</b> (include room/space names, full dimensions, detail references, partition tags with UL ratings)		✓	✓	✓
	<b>Exterior Elevations</b> (include building height, parapet height, windowsill dimensioned from finished floor)		✓	✓	
	<b>Building/Wall Sections</b> (showing floor elevations, foundation, footing depth, roof pitch, windowsill heights & details, etc.)		✓	✓	✓
<b>Architectural Details</b> (footings, roof eave/ridge, parapet, connections, stair details and plans, etc.)		✓	✓	*	

## Commercial & Multi-Family Checklist Continued . . .

<b>Drawings for Review Cont.</b>	<b>Light &amp; Vent Schedule</b> (for all projects that alter location or size of windows - show actual and required)		✓	✓ *	✓ *
	<b>Door &amp; Window Schedule</b> (include locations, sizes, door ratings, materials, door hardware, etc.)		✓	✓ *	*
	<b>Structural Info &amp; Specifications</b> (include design loads & material designs)		✓	✓	✓ *
	<b>Structural Framing Plans</b> (show sizes & materials, spacing, spans, location & size of columns)		✓	✓	✓ *
	<b>Structural Details</b> (as applicable - include connection details)		✓	✓	*
	<b>Earth Retention Drawings</b> (if excavation depth exceeds distance to any property line)		✓ *	✓ *	
	<b>Plumbing Plans</b> (include fixture schedules, riser diagrams, schedule & list of materials, etc.)		✓	✓	✓ *
	<b>Mechanical Plans</b> (include duct layouts & sizes, supply, return, exhaust etc. Include equipment location, cfm supplied, returned, or exhausted)		✓	✓	✓ *
	<b>Mechanical Schedules, Notes and Specifications</b>		✓	✓	✓ *
	<b>Electrical Plans</b> (lighting & power plans, equipment schedules, panel schedules, load calculations, service diagrams)		✓	✓	✓
<b>Emergency Lighting and Exit Path Plan</b> (as applicable to project)		✓	✓	✓	

✓\* Requirement to be determined based on your specific project. Review specifics with Permit Coordinator prior to submittal.  
(Review additional requirements for Condo Conversions with a Plan Reviewer.)

**Note: Application to be filled out fully for acceptance.**

***I, the undersigned applicant, understand that all required documents must be included in submittal and that delays in the plan review time will be incurred for incomplete or incorrect submissions.***

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_