

New Commercial Construction Plan Review Checklist

The plan review process consists of checking the completeness of your construction plans. Our staff will be verifying that you are in compliance with our zoning ordinances and the International Building Code 2018 and National Electric Code 2017. This review takes place prior to any permits being issued.

Below is a list of requirements needed for the city to conduct a review for all new commercial construction. ***Application and plans will not be accepted if any the following required documents or information are not presented at the time of submission. Plan Review Fee will be accepted and processed when plans are submitted and accepted for review.*** *Please consult with Staff prior to your submission to determine applicability of items

- ☐ Permit Application form (completed) OR you may submit online via www.mypermitnow.org
- ☐ Digital copy of construction plans drawn to scale on CD or flash drive.
 - ☐ Site plan for new structures or additions, drawn to scale.
 - ☐ Location of all utilities, including existing lines and proposed lines and taps
 - ☐ Existing and/or proposed meter size(s)
 - ☐ Driveway location(s)
 - ☐ All parking spaces including size and maneuvering area/fire lanes defined/ADA spaces defined
 - ☐ Landscaping plans (including irrigation, if applicable*)
 - ☐ Sign location(s) (existing or proposed)
 - ☐ Existing and/or proposed Fire Hydrant location(s)
 - ☐ Drainage plan (must meet requirements of adopted Drainage Criteria Manual)
 - ☐ Floor plan & area schedules
 - ☐ Foundation plan including details on rebar, footers, piers and depth, etc.
(*when an engineer is designing the foundation plan his or her stamp and signature must be apparent on the foundation plan sheet)
 - ☐ Framing plan
 - ☐ Exterior elevations & cross section detail
 - ☐ Roof plan
 - ☐ Mechanical plan
 - ☐ Electrical plan
 - ☐ Plumbing plan
- ☐ Com-Check for energy efficiency. Please go to www.energycodes.gov to obtain this form.
- ☐ NPS permit application/exemption application* (including site plan showing erosion controls)
- ☐ Floodplain Development Permit Application if the building is in a flood hazard zone*
- ☐ ADA number **if over \$50,000** (www.license.state.tx.us/AB/abrules) Reference 68.54