



New Commercial Plan Review Checklist

JOB ADDRESS: _____

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 2006 and National Electric Code 2008. 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. Checking your set of plans against this list of commonly omitted items will help expedite the plans review process. *Application and plans cannot be accepted if any the following required documents or information are not presented at the time of submission.*

- Permit Application form
- 2 sets of construction plans
- Digital copy of the building plans
- 2 sets of the site plan. A site plan must be drawn or shown to scale. For more information on what elements must be present within a site plan, see our site plan information sheet.
- Dimensions from the building to the property lines, setbacks and all easements
- Location of all utilities
- Drainage plans including BMP
- The finished floor elevation/certificate if the building is in a flood hazard zone
- Driveway location(s)
- Parking spaces including size and maneuvering area and fire lanes defined.
- Landscaping plans and descriptions
- Sign location(s) defined (existing and/or proposed)
- Existing water and sewer line locations and proposed taps
- Existing proposed fire hydrant location(s)
- Show location of dumpsters on site plan
- Show location of any fences on the site
- ComCheck for energy efficiency. Please go to www.energycodes.gov to obtain this form.
- NPS Application or Exemption Application (if applicable)
- Site Development Permit Application form (if applicable)
- Floodplain Development Permit Application (if applicable)
- Elevation Certificate (if applicable). Please go to www.fema.gov to obtain this form, and must be completed by TX Licensed surveyor
- ADA letter (number assigned) if over \$50,000.00

Plan Review Fee:

\$150 for commercial less than 10,000 sq ft
\$300 for 10,001 – 30,000 sq ft
\$300 for 30,001 and up.

Note: Separate permits are required for plumbing, electrical and mechanical work. All permits must be posted at the site and visible during the construction phase.