

COMMERCIAL PLANS ACCEPTANCE CHECKLIST NEW PROJECTS



PROJECT NAME/OWNER _____

PROJECT ADDRESS _____

	REQUIRED ITEMS	# of Copies
<input type="checkbox"/>	Application for Permit: Complete all items on pages 1 and 2. If any item does not apply, indicate N/A.	1
<input type="checkbox"/>	TDLR accessibility review registration: <i>**New projects (required to submit plans) NOTE: Residential Facilities, Restricted occupancy spaces, Federally owned or leased spaces and religious ritual locations (Baptismal) are exempt.</i>	1
<input type="checkbox"/>	Site Plan Detail: Include Property lines with dimensions; streets; alleys; proposed and existing building locations and sizes; site drainage information (grading plan); landscaping, (existing or to be provided); driveway location(s) and size, parking stalls and size.	2
<input type="checkbox"/>	Foundation Plan Detail: Include width, depth and location of footing, reinforcing material; indicate piers and locations, girders, other supports, etc. Indicate floor thickness and reinforcement. Provide details on grade beams, etc.	2
<input type="checkbox"/>	Floor Plan Detail: Include size/shape of building; layout of rooms to include use; dimensions; size/location of windows & doors to include door swing.	2
<input type="checkbox"/>	Wall and Roof Detail: Include roof framing spacing and sizes of members; wall framing material and size. Include at least one interior wall section; one exterior wall section; roof section; roof trusses working drawings (if used),	2
<input type="checkbox"/>	Elevation Detail: Elevations to include at least 2 exterior building views, vertical dimensions and locations of windows and doors.	2
<input type="checkbox"/>	ENERGY COMPLIANCE for current adopted code: Exterior envelope, Lighting and Mechanical systems (i.e.: Prescriptive, COMCHECK, etc)	2
<input type="checkbox"/>	Mechanical, Electrical and Plumbing Plans: Signed and sealed by applicable engineer. Applicable to most projects, may not be required if space is not designed for human habitation.	2
<input type="checkbox"/>	Architect/Registered Professional Engineer sealed plans: Engineer required if building is 5,000sf or more or if building structure is metal, Architect required if 2 stories or 20,000sf or more. Most projects will require at least the engineer.	2