

Commercial Checklist

All information is required to accept application

Job Address or Legal Description: _____

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 2012 and National Electric Code 2015. 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 cannot be accepted if any the following required documents or information are not presented at the time of submission.*

- Permit Application form (completed) OR you may submit online via www.mypermitnow.org
- Digital copy of construction plans on CD
- 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)
- Com-Check for energy efficiency. Please go to www.energycodes.gov to obtain this form.
- Drainage plan (must meet requirements of adopted Drainage Criteria Manual)
- 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

Plan Review Fee (will be accepted and processed when plans are submitted and accepted for review):

\$150 for commercial less than 10,000 Sq Ft
\$300 for 10,001- 30,000 Sq Ft
\$450 for 30,001 Sq Ft +

Note: Separate permits are required for plumbing, electrical and mechanical work, which are obtained by the licensed contractor whom will be completing the work. All permits must be posted at the site and visible from the road during the construction phase.

*Please consult with Staff prior to your submission to determine applicability of items