



New Commercial Building Checklist

Planning and Development

INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format) of all documents and plans
 - Number of hard copy plans
 - One (1) full size (24"x36" set)
 - One (1) half size (18"x24" set)
 - Completed Permit Application
 - Plan Review Fee
 - Energy Compliance Report
 - DRC/ACC Approval Letter
 - TDLR Review Verification Number
 - Specification Manual
 - Geotechnical Reports
 - Structural Engineered Calculations
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COMMERCIAL PLAN CONTENTS

- Outdoor Lighting Plan
- Landscape Plans

Civil Plans Including:

- Site Plan
- Approved & Filed Plat
- Utilities
- Grading
- Erosion Control Plan
- Tree Conservation / Mitigation Plans

Building Plan Set Including:

- Floor Plans
- Engineered MEP Plans
- Engineered Structural Design Plans
- Engineered Foundation Plans
- Architectural Elevations with Referenced Details including:
 - Door Schedules
 - Window Schedules
 - Veneer Detail