



Commercial Remodel Checklist

Planning and Development

**All remodels to be signed and sealed by a professional/licensed architect*

INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format) of all documents and plans
 - Number of hard copy plans:
 - One (1) full size hard copy of 24"x36" size
 - One (1) half size hard copy of 18"x24" size
 - Completed Permit Application
 - Plan Review Fee
 - Energy Compliance Report
 - TDLR Review Verification Number / TAS Compliance
 - Asbestos Survey
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COMMERCIAL REMODEL PLAN CONTENTS

- Site Plan
- Building Plan Set Including:
 - Floor Plans
 - Demolition Plans (where necessary)
 - Engineered MEP Plans
 - Engineered Structural Design Plans (where necessary)
 - Design Plans (Doors/Walls/etc...)
 - Lighting / Power Plan