



BUILDING INSPECTIONS DEPARTMENT

COMMERCIAL BUILDING PERMIT

SUBMITTAL CHECKLIST

Required Item	Description / Notes	City Use Only
<input type="checkbox"/> Application	Completed Commercial Building Permit Application	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> TDLR Registration	Project registered with the Texas Dept. of Licensing & Regulation	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Special Inspections	Completed Statement of Required Special Inspections	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Geotechnical Report	Soil investigation report affidavit	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Energy Report	Energy compliance report (per IECC)	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Construction Plans	Printed set of construction plans + PDF copy	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Site Plan	Scaled, dimensioned plan showing: <ul style="list-style-type: none"> • Property lines & legal description • Site location map • Driveways & approaches • Parking lot & striping • Easements & utilities • Landscaping plan 	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Code Data Sheet	Includes: <ul style="list-style-type: none"> • Construction type • Occupancy classification(s) • Total square footage • Allowable area calc. • Occupant load & rate used 	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Structural Plans	Foundation & structural plans, sealed by registered professional engineer	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> Architectural Plans	Scaled/dimensioned drawings showing: <ul style="list-style-type: none"> • Floor plan (all rooms labeled) • Wall/roof/floor-ceiling details • Exiting system • Door/window schedules • Exterior elevations • Stair details • Accessibility details 	<input type="checkbox"/> Received <input type="checkbox"/> Missing
<input type="checkbox"/> MEP Plans	Mechanical, Electrical, and Plumbing plans (with load calcs & riser diagrams), sealed by registered professional engineer	<input type="checkbox"/> Received <input type="checkbox"/> Missing