



# COMMERCIAL PLANS ACCEPTANCE CHECKLIST NEW PROJECTS

PROJECT NAME/OWNER \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

REQUIRED ITEMS	# of Copies
<b><u>Application for Permit:</u></b> Complete all items on pages 1 and 2. If any item does not apply, indicate N/A.	1
<b><u>TDLR accessibility review registration:</u></b> <i>**New projects (<b>required</b> to submit plans) NOTE: Residential Facilities, Restricted occupancy spaces, Federally owned or leased spaces and religious ritual locations (Baptismal) are exempt.</i>	1
<b><u>Survey of Property with Legal Description</u></b>	1
<b><u>Site Plan Detail:</u></b> 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.	3
<b><u>Foundation Plan Detail:</u></b> 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.	3
<b><u>Floor Plan Detail:</u></b> Include size/shape of building; layout of rooms to include use; dimensions; size/location of windows & doors to include door swing.	3
<b><u>Wall and Roof Detail:</u></b> 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),	3
<b><u>Elevation Detail:</u></b> Elevations to include at least 2 exterior building views, vertical dimensions and locations of windows and doors.	3
<b><u>ENERGY COMPLIANCE for current adopted code:</u></b> Exterior envelope, Lighting and Mechanical systems (i.e.: Prescriptive, COMCHECK, etc)	3
<b><u>Mechanical, Electrical and Plumbing Plans:</u></b> Signed and sealed by applicable engineer. Applicable to most projects, may not be required if space is not designed for human habitation.	3
<b><u>Architect/Registered Professional Engineer sealed plans:</u></b> Engineer <b>required</b> if building is 5,000sf or more or if building structure is metal, Architect <b>required</b> if 2 stories or 20,000sf or more. Most projects will require at least the engineer.	3