



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
 - ☐ 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