



New Commercial Building Checklist

Planning and Development

INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format) of all documents and plans
- Completed Permit Application
- Plan Review Fee
- Energy Compliance Report
- DRC/ACC Approval Letter
- TDLR Review Verification Number
- Specification Manual
- Geotechnical Reports
- Structural Engineered Calculations

COMMERCIAL PLAN CONTENTS

- Outdoor Lighting Plan
- Landscape Plans

Building Plan Set Including:

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

- Life Safety / Egress Plans
- ADA Requirements
- Floor Plans
- Engineered MEP Plans
- Engineered Structural Design Plans
- Engineered Foundation Plans

Architectural Elevations with Referenced Details including:

- Door Schedules
- Window Schedules
- Veneer Detail