



# 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
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## COMMERCIAL PLAN CONTENTS

- ☐ Outdoor Lighting Plan
- ☐ Landscape Plans

### Civil Plans Including:

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

### Building Plan Set Including:

- ☐ 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