



# Commercial Finish-Out Checklist

Planning and Development

*\*All finish-outs to be signed and sealed by a professional/licensed architect*

## INITIAL SUBMITTAL REQUIREMENTS

- ☐ One (1) digital (.pdf format) of all documents and plans
  - ☐ Plan Review Fee
  - ☐ Energy Compliance Report
  - ☐ TDLR Review Verification Number / TAS Compliance
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## FINISH OUT PLAN CONTENTS

- ☐ Site Plan
- ☐ Building Plan Set Including:
  - ☐ Floor Plans
  - ☐ Engineered MEP Plans
  - ☐ Engineered Structural Design Plans (where necessary)
  - ☐ Design Plans (Doors/Walls/etc...)
  - ☐ Lighting / Power Plan