



# 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