Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: One electronically submitted plan via a sharing link of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. Applicant may submit pdf drawings (no dwg or jpeg permitted)

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan {a} new building(s) or additions.
2. Finish outs “only”: Submit site plan, or key plan: Show building & location of tenant space within building
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report {b}
12. Asbestos Survey (for renovation or demolition permits){c}
13. Texas Department of Licensing and Regulation architectural barriers project registration information {d}

NOTE:

a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
b. U.S. Department of Energy, www.energycodes.gov
c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]