

New/Remodel Commercial & Residential Plan Review Checklist

**Submittal of this Checklist is Required with All Building Permit Applications
(Plan Review Will NOT be performed until All Applicable Items are Submitted)**

Address: _____ Project Name: _____

_____ Plan Review Checklist

_____ Building Permit Application

_____ For New Commercial Builds (value \$1,000,000+), 50% of the Permit Fees will be Required at Time of Submittal

_____ Asbestos Survey (if commercial construction, renovations, or additions over \$20,000: Federal and State laws require any commercial building be surveyed, and abated of asbestos by a licensed and/or accredited asbestos inspector before a building and/or demolition permit can be issued.)

_____ TDLR# - Texas Accessibility Standards (for Commercial if value over \$50,000)

_____ A RES-Check Energy or a COM-Check Compliance Report (for New Commercial or Residential)

_____ Site Plan to include:

- Legal Description (Lot, Block, Subdivision)
- Property Lines and Lot Dimensions
- Proposed Structure and Existing Buildings
- Proposed Flatwork
- All Easements and Proposed Location of Utilities
- North Arrow and Scale

_____ For Septic Systems:

- Provide plans (will be routed to Health)
- Documentation showing Designated Rep (DR)

_____ (2) Separately BOUND Hardcopies of Full Sets of Plans *To Scale*

_____ (1) Electronic copy of ALL of the above on a CD

Signature: _____ Date: _____