



## New/Remodel Commercial Plan Review Checklist

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Permit Application with an original signature must be complete  
and submitted with the following information:**

- \_\_\_\_\_ **(2) Site Plans to include:**
  - \_\_\_\_\_ Legal Description (lot, block, subdivision)
  - \_\_\_\_\_ Property lines and lot dimensions
  - \_\_\_\_\_ Proposed structure and all existing buildings
  - \_\_\_\_\_ All easements
  - \_\_\_\_\_ North arrow and scale
  - \_\_\_\_\_ Existing and proposed location of utility poles, pad mounted transformers
- \_\_\_\_\_ **(2) Parking lot layout plans**
- \_\_\_\_\_ **(2) Grading plans**
- \_\_\_\_\_ ~~**(2) Commercial Energy Code Compliance**~~  
~~To include Lighting Compliance, Mechanical Compliance and Building Envelope,~~  
~~if applicable.~~
- \_\_\_\_\_ **(2) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule.
- \_\_\_\_\_ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**
- \_\_\_\_\_ **Driveway approaches and drainage culverts** – Engineered plans  
(Driveways accessing State Highways require TXDOT permit)