



COMMERCIAL PLANS SUBMISSION CHECKLIST

ALTERATIONS • ADDITION • CHANGE OF USE (Certificate of Occupancy)

PROJECT NAME/OWNER _____

PROJECT ADDRESS _____

This is a Multi-Purpose Checklist. Shaded cells indicate item is not required for that project type.

Alteration	Addition	Change of Use	ITEM	Required # of Copies
			Application for Permit: Complete all items on pages 1 and 2. If any item does not apply, indicate N/A.	1
			Texas Dept. of Licensing and Regulation (TDLR) Accessibility Review Registration - <i>**Projects valued at \$50,000.00 or more (required to submit plans) NOTE: Residential Facilities, Restricted occupancy spaces, Federally owned or leased spaces and religious ritual locations (Baptismal) are exempt.</i>	1
			Asbestos Survey – On all interior alterations and additions. (Required)	1
			Survey of Property - with Legal Description (Required)	1
<i>The items listed below may be hand drawn, but must be complete.</i>				
			Site Plan Detail sheet - Include Property lines with dimensions; streets; alleys; proposed and existing building locations and sizes; site drainage information (grading plan); landscaping, (existing or to be provided); driveway location(s) and size, parking stalls and size. (Required)	2
			Foundation Plan Detail sheet - Include width, depth and location of footing, reinforcing material; indicate piers and locations, girders, other supports, etc. Indicate floor thickness and reinforcement. Provide details on grade beams, etc. (Required on Additions Only)	2
			Floor Plan Detail sheet - Include size/shape of entire building; layout of rooms to include use; dimensions; size/location of windows & doors to include door swing. (Required)	2
			Elevation Detail Sheet - Include size/shape of building; layout of rooms to include use; dimensions; size/location of windows & doors to include door swing. (Required on Additions Only)	2
			Framing Detail Sheet for walls, in sufficient clarity to identify the materials and construction methods. Details should include at least one interior wall section and one exterior wall section. (Required)	2
			Energy Compliance – Exterior envelope (IE: Prescriptive, COMCHECK, etc) (Required on Additions Only)	2
<i>The items listed below may be required in accordance with regulations as they apply to the proposed project.</i>				
			Electrical, Mechanical and Plumbing Plans: Only if buildings or space is 5,000sf or more, or if project requires extensive changes involving any of these systems.	2
			Architect/Registered Professional Engineer sealed plans: Engineer required if building is 5,000sf or more or if building structure is metal, Architect required if 2 stories; 20,000sf or more; or if project effects exit pathways involving buildings where occupant load is 50 or more.	2