



SUBMITTAL REQUIREMENTS NON-RESIDENTIAL BUILDINGS

Three complete sets of drawings, one electronic copy, and one specifications, "DRAWN TO SCALE" with professional clarity and detail to indicate the nature and character of the work, shall accompany every application for a building permit. Such drawings shall include the following:

- **BUILDING FLOOR PLAN**- Indicate the building square foot per floor, Shall be designed by a Texas state registered Architect. Stamp must be affixed. (Prior to architect submittal of plans, please insure they indicate page number and description of plan for each document.)
- **FOUNDATION PLAN**-Shall be designed by a Texas state registered Engineer. The Engineer's stamp must be affixed to the plan and a certification letter shall be included.
- **ELEVATIONS**- Provide drawings of all sides showing materials proposed to be used.
- **SITE PLAN**- A pre-approved site plan shall be drawn by a Architect, Engineer, or registered surveyor.
- **TYPICAL WALL AND FOUNDATION SECTIONS/ DETAILS**
- **MECHANICAL, ELECTRICAL, & PLUMBING PLANS**- Shall be designed by a Texas state registered Engineer. The stamp must be affixed to the plans.
- **SPECIFICATIONS**- May be stated on the drawings.
- **COMMERCIAL ENERGY REVIEW**- Building construction plans shall be reviewed by a third party certified plans examiner and a report "**COM CHECK**" submitted stating the building has been designed to meet the requirements of the current adopted International Energy Conservation Code.
- **ENGINEER & ARCHITECT**- Name, address, phone number and email address of the engineer and architect shall be provided for review comments.
- **TDLR PROJECT REGISTRATION**- If construction is valued over \$50,000, a Texas Department of Licensing and Regulations number shall be provided.
- **PLAN REVIEW FEE**- The calculated plan review fee shall be collected at time of submittal.
- **GENERAL & SUB-CONTRACTORS**- All required contractors shall be stated on the building permit application and shall be registered with the City before approved plans will be permitted.
- **AS-BUILT PLANS**- Upon completion of project, one electronic file in PDF format shall be submitted.

***This handout is meant as a guide only; additional inspections and or submittal requirements may be necessary.**

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