

## **CITY OF ALLEN**

**305 Century Parkway** Allen, Texas 75013 214-509-4130

PRO.	JECT	ΝΔ	MF

**PROJECT ADDRESS** 

## FINISHED COMMERCIAL PERMIT CHECKLIST

Forms available online www.cityofallen.org

1	<ol> <li>APPLICATION – Four (4) copies (Five (5) copies if application includes food handling preparation, day care or public pool facilities). Copy of application form is available in the Commercial Construction Packet. Photocopies may be m</li> </ol>	•
2	2. NON-REFUNDABLE PLAN REVIEW FEE – Applications will not be processed, or reviewed, until the exact amount is collected. See Fee Schedule for proper calculation. The permit fee is separate and due at issuance.	for plan review
3	3. CONTRACTOR – Needs to fill out a General Contractor Registration Form and list the project name.	
4	4. SUBCONTRACTOR VOUCHER FORMS – Vouchers must be submitted for electrical, plumbing and HVAC work. To not be issued until all vouchers are received and approved. Subcontractors must complete all necessary city registral licensing before vouchers will be considered valid. Voucher forms are available online. Photocopies may be made.	•
5	<ol> <li>CONSTRUCTION PLANS – Four (4) sets (Five (5) sets if application includes food handling or preparation, day car semi-pubic pool facilities). One (1) set will be returned to you and must be displayed on the project site for all inspec</li> </ol>	
6	. ENVIRONMENTAL HEALTH DEPARTMENT PLAN REVIEW FEE (if applicable) - Applications will not be process reviewed, until entire fee is collected. See Finished Commercial section of the Commercial Fee Schedule.	ed, or
*Note:	Plans must be prepared by a design professional as required by Texas State Law.	
Please	check all that apply to the project submittal:	
T	RC- (Technical Review Committee) Call Planning and Zoning about submittals (214) 509-4161	
F	oundation Plans	
E	xterior and Interior Elevation	
S	Structure Plans	
	Smoking Form (Required for projects with food-handling preparation only)	
L	andscape Plans	
0	COM Check Report (IECC)	
F	Floor Plan (identifying all rooms)	
[	Door and Window Schedules	
7	TDLR (Texas Department of License & Regulations) Letter on State Accessibility \$50,000 or over, (512) 463-6599	
F	RPZD (Reduced Pressure Zone Devices) where required	
F	Plumbing, Mechanical, and Electrical, & Riser Plans	
F	Plumbing & Electrical Riser Diagram	
	Asbestos Certification Survey for all renovations or demolitions	
F	RTU's (Roof Top Units) showing parapet or other screening	
	Site of Disposal Construction Debris	
E	Enclosure Details	
(	Completed Construction Site Waste Consent Form	
	Completed Commercial Project Receipt of Information Form	12/12