

COMMERCIAL PLAN REVIEW CHECKLIST

2009 IBC, IPC, IFGC, IMC, 2015 IECC & 2011 NEC



★ **This checklist must be submitted with a Building Permit Application for any commercial construction.**

Job Information

Property Address:	Suite #	Contractor:
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- New Commercial
 Shell
 Finish-Out
 Addition
 Multi-Family
 Remodel
 Other

Proposed Use in Building:

- | | |
|--|---|
| <input type="checkbox"/> A-1 Assembly (Theater/ Concert Hall)
<input type="checkbox"/> A-2 Assembly (Restaurant/Night Club/Bar)
<input type="checkbox"/> A-3 Assembly (Worship/Amusement/ Community Hall)
<input type="checkbox"/> B - Business
<input type="checkbox"/> D/E - Daycare & Educational
<input type="checkbox"/> I-1 Institutional (Ambulatory)
<input type="checkbox"/> I-2 Institutional (Non Ambulatory) | <input type="checkbox"/> M - Department Store / Drug Store
<input type="checkbox"/> M - Gas Station
<input type="checkbox"/> M - Retail/ Warehouse
<input type="checkbox"/> S-1 Storage Mod. Hazard (Repair Garage)
<input type="checkbox"/> S-2 Storage Low Hazard (Excluding Parking Garage)
<input type="checkbox"/> S-2 Storage (Parking Garage)
<input type="checkbox"/> Other |
|--|---|

Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (4 copies)
- Plan Review Checklist (1 copy)
- Construction Plans (4 sets, prepared by a Registered Design Professional, Architect or Engineer)
- Storm Water Pollution Prevention Form
- Grading and Drainage Affidavit
- Food Establishment Smoking Compliance Form (if applicable)
- Plan Review Fee (Nonrefundable at time of submittal, permit fee is due at issuance of permit)

Check which of the following have been included:

Y / N

- Correct Building Codes used for design / Site Plan approval (if required)
- Occupancy type and type of construction
- Structural framing
- Floor plan/building plans shall be to scale and no larger than 42" x 30" unless approved by the City, the font shall be legible and no smaller than 3/32" high
- State UL listing, provide approved listing number(s) and construction details for fire rated assemblies and penetrations
- Energy Compliance Report in accordance with requirements stated in IECC 2015
- TDLR number (for projects over \$50,000)
- Asbestos survey and confirmation of completion, if project is a remodel requiring demolition
- Site specific soils report
- Foundation design based on site specific soils report
- Masonry dumpster enclosure
- Plumbing riser diagram
- Lighting plan
- Exit and emergency lighting plan
- Electrical power plan/electrical riser plan
- Mechanical plan/fresh air calculations
- Typical exterior wall cross section
- Door schedule with hardware/window schedule
- Finish schedule
- Roof plan giving location of roof mounted equipment and roof drainage
- Elevations of all sides of building showing finishes
- Handicapped parking spaces
- Screening fence requirements
- Parking lot lighting/photometric plan/fixture and pole information

Applicant's Signature: _____ Print Name: _____ Date: _____

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may result in the delay of approving your permit.

Building Services

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