

Commercial Permit Process – Checklist

Procedural

- Have you met all the zoning and platting requirements?
- Have you met with the Building Permit Department about general requirements for the building permit(s) you are seeking?

Submittal

- Submit two hard copy sets and one electronic set of building plans for review by the Building Permit Department. Be sure your plans include the following:
 1. Site Plan (property lines must be based on an accurate boundary survey)
 - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
 2. Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, aisle width(s), fire lanes, lighting, trees, and landscaping
 3. Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
 4. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
 5. Door schedules, window schedules, hardware schedules
 6. Construction details; interior elevations and interior finish schedules
 7. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
 8. Plumbing plans (including site plan, schedules, details)
 9. Mechanical plans (including site plan, schedules, details)
 10. Electrical plans (including site plan, schedules, details)
 11. Certified Energy Compliance Report (IC3, ComCheck, etc.)
 - a. U.S. Department of Energy, www.energycodes.org
 12. Asbestos Survey (for projects involving renovation, addition, demolition)
 - a. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
 13. Texas Department of Licensing and Regulation architectural barriers project registration information
 - a. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]
 14. When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable.
 15. Signs and Fire Protection Systems require a separate permit.

- Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.
- Call in all inspections at (409) 986-5591; obtain passing inspection report prior to proceeding to each phase of work.
- Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.