



Items Required for Commercial Building Permit

1. A copy of a Survey done by a licensed State of Texas Surveyor (new construction only)
2. An asbestos report from a licensed or accredited asbestos inspector as required by Federal and State Law
3. A completed application for a building permit
4. Two 24"x36" sets of plans along with Two (2) CD disk copies
5. A water/ sewer connection application (Must be filled out with all the necessary information)
6. A scaled drawing of the site with:
 - Size, Shape and dimensions of the platted lot
 - Location and width of all easements
 - Showing setbacks of the building from all property lines
 - Location and dimension of all existing buildings (if any)
 - Elevations of proposed building showing proposed height
 - Locations and dimensions of all existing and proposed off street parking areas/spaces including all handicapped accessibility requirements
 - Locations and dimensions of all existing and proposed driveways including width and curb radius
 - Details on all sidewalks
 - Width of traffic aisles with all Fire lanes marked
 - Location and dimensions of off street loading areas
 - Location of trash receptacles
 - Landscape layout
 - Location and elevation of 100 year flood plain
 - Surface drainage plan with arrows showing disposition runoff to approved easement right of way. (grades and elevations may be required)
7. Foundation and Structural Plans
8. Floor plans to include
 - All rooms and areas shall be identified as to use
 - Means of Egress
 - Window and Door schedule
 - Electrical layout



- Calculated occupant load

Depending on the nature of the construction, a Texas Registered Architect's stamp may be required on construction plans (See attached flowchart to confirm).

See Attached

If the following applies to the nature of the construction, a Texas Registered Professional Engineer must be prepared and stamp the structural, electrical, mechanical (H.V.A.C.), and plumbing construction plans (See attached flowchart to confirm).

See Attached

The following may require an Engineer Stamp Drawings.

- a. A non-residential building over one (1) story.
- b. A single story, non-residential building, larger than 5,000 square feet.
- c. A non-residential building with a span of 24 feet or longer (foundation & structural)
- d. An apartment two or more stories with high with more than four (4) units.
- e. A single story apartment building with over eight (8) living units.
- f. A building valued over \$20,000 that is owned by a public or governmental agency.
- g. A copy of compliance with the International Energy Conference Code Compliance Report with a (COMck available for free download at [www.energy codes.gov](http://www.energy.codes.gov))
- h. A Texas Accessibility Standards (TAS number must be submitted on their letterhead for any project over \$50,000.00 value).

For more information in regards to information on Accessibility Standard can be addressed at Architectural Barriers Division at 877/278-0999 or go to www.license.state.tx.us