



## Building Inspections Plan Submittal Checklist

The following is a checklist of items that must be provided on building plans. A complete set of plans will include all the details indicated below for the specific permit you are requesting. While we have attempted to include the majority of items, it is not an all-exhaustive list and does not take the place of the 2012 International Building or Residential Codes. This is simply information typically reviewed on plans submitted for a permit. Checking your set of plans against this list of commonly reviewed items will help expedite the plan review process.

**A complete submission** will include the following:

- A completed building permit application;
- Nonrefundable plan review fee;
- 3 complete sets of plans in 11" x 17" landscaped format with an electronic "pdf" version OR 3 Full Size 24" x 36" Plans with an electronic "pdf" version; and
- Plans must show all of the following information noted with an "X" for the type of project being permitted:

REQUIREMENTS	NEW CONSTRUCTION		ALTERATION/ADDITION	
	Residential	Commercial or Multi-Family	Residential	Commercial or Multi-Family
<b>COVERSHEET INFORMATION: (Provide 3 copies)</b>				
Zoning on Property	X	X	X	X
Use Information			X	X
- Type of Use / Occupancy	X	X	(Label new area only)	(Label new area only)
- Square footage per type per floor				
Design Load Information (i.e. roof, dead)	X	X	X	X
			(If structural work proposed)	(If structural work proposed)
Total square footage of building	X	X	X	X
Maximum Occupant Load for:				X
- Each Floor				(Label new area only)
- Each Occupancy Type		X		
- Each Tenant Space divided by a Fire Wall or Fire Barrier				
Allowable Height & Area (Table 503)	X	X		X
Proposed Height & Area for each floor	X	X	X	X
Fire Sprinkler and/or Alarm Information:			X	X
- Designed by what standard	X	X	(If applicable)	
- If proposed or not proposed				
- Location of Fire Alarms				
Type of Construction (I, II, III, IV or V / A or B)	X	X	X	X
Number of Stories (Existing & Proposed)	X	X	X	X
Valid Street Address	X	X	X	X
Legal Description (Lot, Block, Subdivision)	X	X	X	X
Primary person the city can contact regarding questions about the project and their phone and email address	X	X	X	X

REQUIREMENTS	NEW CONSTRUCTION		ALTERATION/ADDITION	
	Residential	Commercial or Multi-Family	Residential	Commercial or Multi-Family
<b>COVERSHEET INFORMATION: (Continued – Provide 3 copies)</b>				
Architect's Name, Email, Address and Phone	X	X	X	X
Engineer's Name, Email, Address and Phone	X	X	X	X
Owner's Name, Email, Address and Phone	X	X	X	X
Each Contractor's Name, Address and Phone	X	X	X	X
List any special Inspections that will be performed by a 3 <sup>rd</sup> party company (i.e. elevator, tilt wall, steel elements, welding, etc.)	X (If applicable)	X	X (If applicable)	X (If applicable)
Description of Work to be performed - Explain what is proposed - Plan Number - Identify # of bathrooms proposed - Identify # of bedrooms proposed	X	X	X	X
If a percentage of masonry is required, identify what percentage of masonry is provided. Show calculations.	X	X	X	X
Certificate of Occupancy Information: - Business Name - Tax ID Number		X		X
Water Meter Size and Quantity Requested for: - Domestic Line(s) - Irrigation Line(s) - Fire Line(s) - Fire Hydrant(s) Clearly Identify new versus existing meters	X	X	X	X
<b>SITE PLAN INFORMATION: (Provide 3 copies)</b>				
Valid Street Address	X	X	X	X
Legal Description (Lot, Block, Subdivision)	X	X	X	X
Floodplain / Flood Zone Information - If existing, include the minimum Finished Floor Elevation proposed	X	X	X	X
Easements: - Location - Size - Purpose (i.e. drainage, utility, etc.)	X	X	X	X
Lot Size (in square feet)	X	X	X	X
Lot Coverage: - Maximum Allowable - Maximum Amount Proposed	X	X	X (if addition only)	X (if addition only)
Identify property lines and their dimensions (in feet)	X	X	X	X
Building and driveway locations (identify existing and proposed)	X	X	X	X
Front, side and rear yard setbacks	X	X	X (if addition only)	X (if addition only)
Street names fronting property	X	X	X	X
If fencing is proposed, clearly identify the location the fence will be erected along with the location of any existing fencing.	X	X	X	X

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	Residential	Commercial or Multi-Family	Residential	Commercial or Multi-Family
<b>SITE PLAN INFORMATION: (Continued - Provide 3 copies)</b>				
Location of the following: <ul style="list-style-type: none"> <li>- Existing and proposed utility lines</li> <li>- Existing and proposed utility poles</li> <li>- Pad mounted transformers</li> <li>- Curb Inlets</li> <li>- Water meter locations</li> <li>- HVAC Location</li> <li>- Dumpster Location, Pad Size &amp; Screening</li> </ul>	X	X	X (if changes planned for the exterior)	X (if changes planned for the exterior)
Parking / Driveway or Drive Aisles <ul style="list-style-type: none"> <li>- Show driveway</li> <li>- Show parking spaces</li> <li>- Show Fire Lanes and Drive Lanes</li> <li>- Identify the Number Required</li> <li>- Identify the Number Provided</li> <li>- Location/Size of Handicapped Spaces</li> </ul> (include cross section of parking lot)	X	X	X (if changes planned for the exterior)	X (if addition only)
Identify existing trees larger than 6" in diam.		X		X (if changes planned for the exterior)
North arrow and scale	X	X	X	X
<b>BUILDING FLOOR PLAN: (Provide 3 copies)</b>				
Plans must be stamped and signed by an Architect licensed in Texas	X	X	X (if structural changes proposed)	X (if structural changes proposed)
Rooms <ul style="list-style-type: none"> <li>- Dimensions</li> <li>- Overall room square footage</li> <li>- Identify room use (kitchen, etc)</li> <li>- Floor layout with proposed equipment (Commercial only)</li> </ul>	X	X	X (for new area only)	X (Entire area with new area clearly identified)
Windows <ul style="list-style-type: none"> <li>- Location and square footage</li> <li>- Distance from floor to sill plate</li> </ul>	X	X	X (for new area only)	X (New area only)
Doors <ul style="list-style-type: none"> <li>- Location and width</li> </ul>	X	X	X (for new area only)	X (New area only)
Restrooms <ul style="list-style-type: none"> <li>- Identify ADA requirements are met</li> <li>- Identify if provided with windows or artificial ventilation</li> </ul>	X	X	X (for new area only)	X (New area only)
Occupancies <ul style="list-style-type: none"> <li>- Separation Areas</li> <li>- Type of occupancy in room and in adjoining suites</li> <li>- Occupancy load per room</li> </ul>	X	X	X (for new area only)	X (New area only)
Location of means of egress systems & their components (corridors, stairs, doors, etc.)	X	X		X (New area only)
Number and width of exits required & number and width of exits provided	X	X		X (New area only)
Exterior and Interior Lighting and Outlet Locations	X	X	X (for new area only)	X (New only)

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	Residential	Commercial or Multi-Family	Residential	Commercial or Multi-Family
<b>BUILDING FLOOR PLAN: (Continued - Provide 3 copies)</b>				
Exterior and Interior Plumbing Fixture Locations (water heater, meter, faucets, etc)	X	X	X (for new area only)	X (New area only)
Wall and Ceiling Material Detail (Flame Retardant Information – Section 803 IBC)		X		X (New area only)
Floor Detail		X		X (New area only)
Complete door & window schedules with hardware schedule	X	X	X (for new area only)	X (New area only)
Wall Schedule that identifies walls to be demolished, new/existing, bearing/non-bearing, and different height walls	X	X	X (for new area only)	X (New area only)
Identify fire barriers and fire walls	X	X	X (for new area only)	X (New area only)
<b>BUILDING ELEVATIONS: (Provide 3 copies)</b>				
Exterior grade levels and height from finished floor level to peak of roof	X	X	X (for new area only)	X (Entire area with new area clearly identified)
Elevation of all sides clearly labeled	X	X	X (for new area only)	X (Entire area with new area clearly identified)
Location and height of chimneys and rooftop mounted equipment	X	X	X (for new area only)	X (Entire area with new area clearly identified)
Exterior material and percentage of masonry (This shows the elevations that are identified on the coversheet)	X	X	X (for new area only)	X (Entire area with new area clearly identified)
<b>STRUCTURAL PLANS &amp; DETAILS: (Provide 3 copies)</b>				
Plans must be stamped and signed by an Engineer licensed in Texas	X	X	X (if altering exterior of main structure)	X (New area only)
Details of provisions for lateral bracing	X	X	X (for new area only)	X (New area only)
Type, thickness & rating of floor, roof & structural wall sheathing	X	X	X (for new area only)	X (New area only)
Details of stairs, handrails & guardrails	X	X	X (for new area only)	X (New area only)
Locations & dimensions of exterior decks, stairs & canopies	X	X	X (for new area only)	X (New area only)
Dimensioned floor framing plans & details	X	X	X (for new area only)	X (New area only)
Dimensioned roof framing plans & details	X	X	X (for new area only)	X (New area only)
Details & certifications for manufactured trusses & joists	X	X	X (for new area only)	X (New area only)
Details of bearing wall construction	X	X	X (for new area only)	X (New area only)

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<b>MECHANICAL PLAN: (Provide 3 copies)</b>				
Plans must be stamped and signed by a Mechanical Engineer licensed in Texas		X		X (New area only)
Location and size of combustion air ducts and/or openings	X	X	X (New area only)	X (New area only)
Details and equipment information on product conveying ventilation systems	X	X	X (New area only)	X (New area only)
Location of ventilation systems	X	X	X (New area only)	X (New area only)
Location and rating of fire dampers in ductwork and other openings		X		X (New area only)
Location, size and material of air-distribution ducts and exhaust air ducts	X	X	X (New area only)	X (New area only)
Details and equipment information on commercial kitchen exhaust hood systems		X		X (New area only)
<b>PLUMBING / MED GAS PLAN: (Provide 3 copies)</b>				
Plans must be stamped and signed by a Civil Engineer licensed in Texas		X		X (New area only)
Location and size of all plumbing fixtures and drains	X	X	X (New area only)	X (New area only)
Drain, waste, and vent sizing isometrics	X	X	X (New area only)	X (New area only)
Water pipe and meter sizing calculations	X	X	X (New area only)	X (New area only)
Location and type of backflow devices (as required)	X	X	X (New area only)	X (New area only)
Location and input rating of all fuel-fired appliances	X	X	X (New area only)	X (New area only)
Specify size and material of all piping	X	X	X (New area only)	X (New area only)
Identify location of proposed and existing water meter(s) with sizes noted	X	X	X (New area only)	X (New area only)
Layout and material of hydronic piping systems	X	X	X (New area only)	X (New area only)
Boiler, furnace, and fan room layouts	X	X	X (New area only)	X (New area only)
Location and elevation information of all water heaters	X	X	X (New area only)	X (New area only)
Location and details on grease traps, sand/oil interceptors, ejectors, etc.	X	X	X (New area only)	X (New area only)
Layout of roof drainage	X	X	X (New area only)	X (New area only)

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<b><i>ELECTRICAL PLAN: (Provide 3 copies)</i></b>				
Plans must be stamped and signed by an Electrical Engineer licensed in Texas		X		X (New area only)
Power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)	X	X	X (New area only)	X (New area only)
Lighting floor plan including fixture types and wattage		X		X (New area only)
Show panel location	X	X	X (New area only)	X (New area only)
Exit lighting location	X	X	X (New area only)	X (New area only)
Label all rooms and areas on floor plans	X	X	X (New area only)	X (New area only)
<b><i>FIRE-RESISTIVE CONSTRUCTION PLANS &amp; DETAILS: (Provide 3 copies)</i></b>				
Details of fire-resistive wall, floor/ceiling & roof/ceiling assemblies	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
Details of fire-resistive protection assemblies for structural frame members	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
Details of fire-resistive exit corridor & stairway enclosure construction	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
Details of fire-resistive shaft enclosure construction	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
Specify materials & reference applicable listing designation for assemblies	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
Details of penetration and through penetration firestop assemblies	X (if applicable)	X	X (New area only – if applicable)	X (New area only)
<b><i>ADDITIONAL DOCUMENTS REQUIRED: (Provide 1 copy of the following unless noted otherwise)</i></b>				
Asbestos Survey Report	X If demolishing an existing structure	X If demolishing an existing structure	X If demolishing an existing structure	X If demolishing an existing structure
Energy Compliance Reports (and worksheets)	X	X	X	X
Accessibility (TAS) Review Number (If project costs \$50,000 or more)		X		X
Geotechnical Report (Soils Report)	X	X	X (If additional foundation work proposed)	X (depends on level of renovation)
Water Meter Calculation Sheet	X	X	X (If additional plumbing proposed)	X (If additional plumbing proposed)
Stamped Engineered foundation plan with letter (provide 2 copies)	X	X	X (if addition to main structure or greater than 400 sq. ft.)	X (if addition to primary structure)

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Grease Trap (Manufacturer's Information) with plan showing location proposed.		X (if food establishment)		X (if food establishment)
Erosion Control Plan	X	X		
Landscape Plan (provide 3 copies) showing: - Existing trees and sizes - All proposed landscaping - Proposed and existing irrigation		X		X (if additional landscaping is required)

**Definitions:**

**Addition** means any construction that increases the size of a structure in lot coverage, height, length, width, or gross floor area.

**Alteration** means any changes to the interior of a building or structure involving:

- a) Structural members such as load and non-load bearing walls, columns, beams, joists, rafters, or girders; or
- b) Relocation, replacement or repair of mechanical, electrical or plumbing fixtures.

Alteration does not mean a change in any portion of the building exterior.

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