

PRE-SCREEN CHECKLIST

COMMERCIAL BUILDING PERMITS

FOLDERS:

All drawings must be submitted as **individual sheets** in the drawings folder.
Documents should be included in the document folder.

NEW COMMERCIAL:

Reviews: Comm, Fire, Dev Serv (ground/parking lot/drainage), Health (food), Env Comp (food/grease prep), Planning (if "P" zoning)

- Texas Accessibility and Barriers Standards (TABS)
TDLR/TABS (if project exceeds \$50,000) confirmation number should be included in Plans and Trakit
- Building Envelope Comcheck
New construction requires a Comcheck
- Electrical Comcheck
New construction requires Comcheck (interior and exterior).
Shell only buildings that do not include interior work will not require this.
- Mechanical Comcheck
New construction that includes the HVAC system.
Shell only buildings that do not include interior work will not require this.
- Cover Sheet
 1. Permit application submitted cover sheets must include the following:
 - a. Design criteria used such as 2021 ICC code standards and, 2023 NEC.
 - b. Occupancy classification based on the IBC chapter 3
 - c. Construction type (based on chapter 6)
 - d. Any fire resistive requirements. (required and provided)
 - e. Allowable area (based on section 506) If increase is applicable please provide calculations
 - f. Allowable height (based on section 504) If increase is applicable please provide calculations
 - g. Some larger projects will require a life safety plan
 - h. Square footage calculations
 - i. Fire protection. (fire sprinklers, fire alarm) (required and provided)
 - j. Occupancy load based on chapter 10
 - k. Egress information
 - i. Max access travel distance (required and provided)
 - ii. Exit door size (based on section 1005) (required and provided)
 - iii. Number of exits (required and provided)

This list is not all-inclusive and not all information may be applicable. Interior finish-out or renovation may not require the area and height calculations. Additional information may also include a site plan and scope of work or project description. This information should also be included with an occupancy change C-O application with the exception of the area and height sections.

- Professional Engineered Design - All **projects 5,000 SF or greater** (new construction or area of renovation) must be stamped, signed and dated by a Professional Engineer (PE). This stamp must be on all MEP and structural pages.

COMMERCIAL RENOVATIONS/REMODELS/ADDITIONS:

Reviews: Comm, Fire, Dev Serv (ground/parking lot/drainage), Health (food), Env Comp (food/grease prep), Planning (if "P" zoning)

- ASBESTOS SURVEY/REPORT
 - For any commercial renovation project, a current Asbestos report showing the area of renovation.
- Texas Accessibility and Barriers Standards (TABS)
 - TDLR/TABS (if project exceeds \$50,000) confirmation number should be included in Plans and Trakit
- Building Envelope Comcheck
 - Only if alteration includes inside and outside of building.
- Electrical Comcheck
 - Only if lighting system is altered.
- Mechanical Comcheck
 - Only if HVAC system is altered.
- Cover Sheet
 1. Permit application submitted cover sheets must include the following:
 - a. Design criteria used such as 2021 ICC code standards and, 2023 NEC.
 - b. Occupancy classification based on the IBC chapter 3
 - c. Construction type (based on chapter 6)
 - d. Any fire resistive requirements. (required and provided)
 - e. Allowable area (based on section 506) If increase is applicable please provide calculations
 - f. Allowable height (based on section 504) If increase is applicable please provide calculations
 - g. Some larger projects will require a life safety plan
 - h. Square footage calculations
 - i. Fire protection. (fire sprinklers, fire alarm) (required and provided)
 - j. Occupancy load based on chapter 10
 - k. Egress information
 - iv. Max access travel distance (required and provided)
 - v. Exit door size (based on section 1005) (required and provided)
 - vi. Number of exits (required and provided)

This list is not all-inclusive and not all information may be applicable. Interior finish-out or renovation may not require the area and height calculations. Additional information may also include a site plan and scope of work or project description. This information should also be included with an occupancy change C-O application with the exception of the area and height sections.

- Professional Engineered Design
 - All projects 5,000 SF or greater (new construction or area of renovation) must be stamped, signed and dated by a Professional Engineer (PE). This stamp must be on all MEP and structural pages.

COMMERCIAL SHELLS AND TENANT FINISH-OUTS:

Reviews: Comm, Fire, Dev Serv (ground/parking lot/drainage), Health (food), Env Comp (food/grease prep), Planning (if "P" zoning)

- Texas Accessibility and Barriers Standards (TABS)
 - TDLR/TABS (if project exceeds \$50,000) confirmation number should be included in Plans and Trakit
- Building Envelope Comcheck
 - Interior finish-out will not require a building envelope unless they are altering the exterior of the building.
- Electrical Comcheck
 - Shell only buildings that do not include interior work will not require this.
 - Interior finish-out requires an interior Comcheck if the lighting system is altered.

- Mechanical Comcheck
 - Shell only buildings that do not include the HVAC system will not require this.
 - Interior finish-out that includes the HVAC system will require this.
- Cover Sheet
 1. Permit application submitted cover sheets must include the following:
 - a. Design criteria used such as 2021 ICC code standards and, 2023 NEC.
 - b. Occupancy classification based on the IBC chapter 3
 - c. Construction type (based on chapter 6)
 - d. Any fire resistive requirements. (required and provided)
 - e. Allowable area (based on section 506) If increase is applicable please provide calculations
 - f. Allowable height (based on section 504) If increase is applicable please provide calculations
 - g. Some larger projects will require a life safety plan
 - h. Square footage calculations
 - i. Fire protection. (fire sprinklers, fire alarm) (required and provided)
 - j. Occupancy load based on chapter 10
 - k. Egress information
 - vii. Max access travel distance (required and provided)
 - viii. Exit door size (based on section 1005) (required and provided)
 - ix. Number of exits (required and provided)
- Professional Engineered Design - All **projects 5,000 SF or greater** (new construction or area of renovation) must be stamped, signed and dated by a Professional Engineer (PE). This stamp must be on all MEP and structural pages.

COMMERCIAL ROOF REPLACEMENT:

Reviews: Comm

- Scope of work should include the following. (This type of permit may be applied for in TRAKit)
 1. Extent of material removal
 2. If above roof insulation, include the "R" value of insulation being replaced. (R-25ci minimum)
 3. Material used in roof replacement with manufacturer specs.

COMMERCIAL POOLS:

Reviews: Comm, Health, Fire

- Plans should include:
 1. Accurate site plan.
 2. The fence/barrier (minimum of 6' in height).
 3. Electrical details including the location of the pool equipment.
- ❖ **Health department review should be included on all commercial pool permits!**

IRRIGATION:

Reviews: Comm

- Permits are applied for in TRAKIT only.
- Plans should include the following
 1. All plans must include a licensed Texas irrigator's seal, signed and dated.
 2. Plumbing devices including backflow device, wye strainer, cutoff valve, and water meter.
 3. All water emitting devices.
 4. Control panel location.
 5. Rain sensor location.

6. Site plan.
7. North arrow.
8. Legend.
9. Zone flow measurements.
10. Main line and lateral piping.

SIGNS:

Reviews: Comm, Planning

- Permit are applied for in TRAKIT only.
- Plans should include the following for commercial sign permit
 1. All monument signs 8' or greater in height must include a Professional Engineered design stamp dated and signed. Signs lesser in height may require a footing detail.
 2. All pole signs 10' or greater in height must include a Professional Engineered design stamp dated and signed. Signs lesser in height may require a footing detail.
 3. Site plan indicating the exact location of the proposed sign with setback dimensions.
- ❖ **Planning department may have additional requirements.**