



**COMMERCIAL PREREQUISITE CHECKLIST**

**INSTRUCTIONS:** Complete and attach this form to each plan set. Commercial plans must be submitted with this form in order for your plans to be considered as complete for the purpose of plan review. In, addition, incomplete plans will not be allowed to utilize the customer paid overtime service (See also Form CE-1251). Please note that these items are only required if the scope of work is applicable.

Please **check each box and indicate** if the item is included on the form the applicable sheet number or N/A if not applicable.

INCLUDED	PLAN REQUIREMENT	SHEET NO.
<input type="checkbox"/>	Plans Issued For Review Must Be Ready For Construction – Plans may “Not” be marked “ <i>Preliminary</i> or <i>Not for Construction</i> ”	N/A
<input type="checkbox"/>	<b>Building Permit Application</b> – A complete Application is required for each new structure, lease remodel or build-out proposed	Attach to Plans
<input type="checkbox"/>	<b>Plan Review Fee Valuation (Cost of Improvements)</b> – Permit fees are based on the total cost for all work proposed including labor and design costs, and must be provided for each separate permit. The cost shown on each application for multiple-numbered projects must reflect the cost associated with the scope of work for each separate project number at each separate address.	Reflect on Building Permit Application
<input type="checkbox"/>	<b>Energy Code Software</b> – Required for building projects. If exempt, indicate on the plans why exempt.	_____
<input type="checkbox"/>	<b>Letters of Availability</b> – Storm letters required for all new construction and site renovations. Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any proposed development. Photocopies of the availability letter must be attached to the front of each plan set when submitting. When short forms are allowed, photocopies of the short form must be attached to the front of each plan set.	Attach to plans
<input type="checkbox"/>	<b>Plan Sets</b> – Minimum 4 sets that match and are bound for all Hazardous, High Pile and New construction of buildings more than 2500 square feet in area; or remodel construction projects with a construction valuation between \$100K and \$5M.	N/A
<input type="checkbox"/>	<b>Site Plan</b> – Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)	_____
<input type="checkbox"/>	<b>Landscaping</b> – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Structural &amp; Nonstructural Drawings</b> 1. Labeled floor plan with drawing details for the proposed scope of work. 2. Structural plans 3. Architect and Engineer plans, each sheet sealed, signed and dated; as required by Texas Architectural and Engineering Practice Acts. 4. Code Analysis for new structures – construction type, occupancy classification and specific use proposed. 5. Soil Report for new buildings and additions, and soil classification listed on the foundation plan by the engineer. 6. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the walls shown in the plan	_____ _____ _____ _____ _____ _____
<input type="checkbox"/>	<b>Mechanical</b> – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	_____

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<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<b>Electrical</b> 1. 1-line Diagram – Required for new buildings, new services, added loads, or changes of occupancy. 2. Load Analysis – Required for new buildings, new services, added loads, or changes of occupancy. 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy	_____ _____ _____
	<b>Plumbing</b> 1. Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in occupancy. 2. Letters of Availability – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy.	_____ _____
	<input type="checkbox"/> <b>Storm Drainage / Civil Plans</b> – All new parking lots, new buildings, grading permits, and projects adding impervious cover.	_____
<input type="checkbox"/> <b>Fire Alarm Plans</b> – When required by code, included in the project, or for renovations where fire alarm systems exist.	_____	
<input type="checkbox"/> <b>HazMat Details or Exemption Form</b> – For labs, fabrication, storage facilities and retail occupancies involving hazardous materials.	_____	
<input type="checkbox"/> <b>High Piled Details or Exemption Form</b> – For all storage and some retail occupancies	_____	
<input type="checkbox"/> <b>Health Plans</b> – For all projects involving food and drink preparation; and food and drink establishments.	_____	
<input type="checkbox"/> <b>Airport Signatures</b> – For aviation projects.	_____	
<input type="checkbox"/> <b>A.R.A. Time Stamped Application</b> – Administration and Reg. Affairs approval for alcohol related businesses.	_____	

CODE ANALYSIS			
<b>Complete the below information for the specific project:</b>			<b>Code Ref.</b>
<b>CODE EDITIONS</b>	Building: _____ Electrical: _____ Fire: _____ Mechanical: _____ Plumbing: _____ Energy: _____		Chapter 1 IBC
<b>USE AND OCC. CLASSIFICATION</b>	Use (specific use of the proposed building or space): _____ Occupancy Classification: _____ <i>For remodel, is this the current use and occupancy of the building?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		Chapter 3 and 4 IBC
<b>HEIGHT /STORIES</b>	Height in feet _____ No. of Stories _____		Chapter 5
<b>TYPE OF CONSTRUCTION</b>	Type of Construction: _____ Sprinkled 100% <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial		Chapter 6 and 9
<b>Occ. Load &amp; Exiting Analysis</b>	_____		Chapter 10