

Commercial Application Checklist

- Commercial Application filled out completely for each building (copies at City Hall or on city website)
- Structural plans or structural verification, sealed by Engineer if required, 2 copies required/ 1 electronic copy
- Complete Architectural Plans, including key floor plan, 2 copies required/ 1 electronic copy
- Complete Mechanical Plans, 2 copies required/ 1 electronic copy
 - a). HVAC
 - b). Stove Hood(s)
 - c). Walk-in Cooler(s) and/or Freezer(s)
- Complete Plumbing Plans, 2 copies required/ 1 electronic copy
- Complete Electrical Plans, 2 copies required/ 1 electronic copy
- Complete Lighting, Envelope and/or Mechanical, include energy calculations or COM-check-EZ, 2 sets required/ 1 electronic copy

C103.2 Information on construction documents.

1. Insulation materials and their *R*-values.
2. Fenestration *U*-factors and solar heat gain coefficients (SHGCs).
3. Area-weighted *U*-factor and solar heat gain coefficient (SHGC) calculations.
4. Mechanical system design criteria.
5. Mechanical and service water heating system and equipment types, sizes and efficiencies.
6. Economizer description.
7. Equipment and system controls.
8. Fan motor horsepower (hp) and controls.
9. Duct sealing, duct and pipe insulation and location.
10. Lighting fixture schedule with wattage and control narrative.
11. Location of *daylight* zones on floor plans.
12. Air sealing details

C103.2.1 Building thermal envelope depiction. The *building's thermal envelope* shall be represented on the construction drawings.

- Medical Gas Plans, 2 separate sets of plans required/ 1 electronic copy/ 1 electronic copy
- Health Department letter with stamped plans, 2 sets and 2 copies required/ 1 electronic copy
- WWW Industrial Waste letter with stamped plans, 2 sets and 2 copies required/ 1 electronic copy
- Site Plan, red stamp approved, if required showing location of new construction, existing structures, proposed finished grades, applicable floodways, lot lines, easements, and street grades shall be drawn in accordance with an accurate boundary line survey, 2 sets required/ 1 electronic copy
- Fire Protection System Plans, 2 copies required/ 1 electronic copy
- State Permit to construct driveway access, if required
- Texas Accessibility Standards (TAS) required (residential projects, multi-family projects, and commercial projects less than \$50,000.00 are exempt)
- Texas Department of Health (TDH) demolition/renovation notifications form required or asbestos letter (see submittal requirements)
- Where special conditions exist, the building official may require additional documents