

Building Division
Submittal Checklist For Commercial Building Plan Review

- I. **Building Permit Application:** Complete entire application, including: Valuation of Project, TDLR #, contact information to deliver plan review comments, commercial information box, and Applicant's signature.
- II. Submit **Texas Department of Licensing & Regulation**, TDLR, Architectural Barriers Project Registration Number for project valued at \$50,000 or more. Online Instructions: www.license.state.tx.us/abprojectregistration/
- III. Submit (3) three complete sets of building plans include the following:
 - a. Floor Plan(s), (**City of College Station Requires Additional Accessibility Standards of the ICC/ ANSI A117.1-2003**)
 - b. Identify Construction Type, Occupancy Type, Occupant Load, & Fire Separation
 - c. Elevations
 - d. Plumbing Plan & Details
 - e. Mechanical Plan & Details
 - f. Electrical Plan & Details (Power & Lighting Plans, include Emergency Lighting, Emergency Exit Discharge Lighting, & Exit Sign locations)
 - g. Structural Plans, include Foundation Plan with Details, Framing, & Shear Wall Bracing Locations with Details (Nailing Pattern, & Hold-downs)
 - h. Demolition Plan (Required for Partial Demo of structure & Remodels)
 - i. Site Plan: with dimensions showing all buildings on the property, the driveway location, property boundaries, building setback lines, and all existing easements
 - j. Life Safety Code & Fire Code Compliance

A **design professional** shall be an architect or engineer legally registered under the laws of Texas and shall affix their official seal to the construction documents for the following:

 1. All Group A, E, and I occupancies (as defined in current building code)
 2. Buildings & Structures (3) three or more stories in height
 3. Buildings & Structures 5,000 square feet or more in total area (including tenant spaces 5,000 sq ft or greater)

Exception: Group A-3 Buildings, Regardless of Size.
- IV. Submit an **Asbestos Survey** for all demolition & remodel projects. For more information visit Texas Department of State Health Services <http://www.dshs.state.tx.us/asbestos/default.shtm>
- V. Identify **Method of Termite Treatment** for wood structures:
 1. Chemical Termiticide Treatment (Soil Treatment)
 2. Chemical Termiticide Treatment (Field Applied Wood Treatment)
 3. Physical Termite Barriers
 4. Other (Subject to approval by Building Official)
- VI. Submit a **ComCheck 2006 IECC** for Building Envelope, Lighting Loads, & Mechanical Loads. ComCheck software (free download) at U.S. Department of Energy website: http://www.energycodes.gov/comcheck/ez_download.stm
- VII. Submit **Special Inspection Statement** that answers all the questions listed in Section 1705.2 of the 2006 IBC. Special Inspections are required as listed per Section 1704 of the 2006 IBC.
- VIII. Provide the following information for new utility connections:
 1. **Sewer Tap** (Number of Taps & their Sizes)
 2. **Water Meter** (Number of Meters, Irrigation Only Meter, & their Sizes)