

City of College Station
Planning & Development Services Dept.
Building Division
Submittal Checklist for Commercial/Multi-Family Building Plan Review

- I. Submit **Texas Department of Licensing & Regulation (TDLR)** Architectural Barriers Project Registration Number for projects valued at \$50,000 or more. Online Instructions: <https://www.tdlr.texas.gov/ab/abforms.htm>
- II. Submit a Permit Application on **eTRAKiT**, the City of College Station's online system for submitting permit applications (<https://etrakit.cstx.gov/etrakit3>). For submittal questions contact (979)-764-3570.
 1. For questions or to get registered to access eTRAKiT, email your *Company Name, Contact Name, Phone Number, Address and Email Address* to cspds@cstx.gov. Log-in information will be returned via email, enabling the application process to begin.
 2. Complete the **Building Permit Application** as prompted by the eTRAKiT site.
 - Application will require: Valuation of Work (total cost of labor and materials), Building Square Footage, TDLR #, contact information to deliver plan review comments, commercial information box, and Applicant's signature.
 3. **Attach** the complete set of building plans as one PDF file. Plans shall include the following:
 1. Floor Plan(s), (Comply with 2012 T.A.S. and ICC A117.1-2017 Accessibility Standards)
 2. Identify Construction Type, Occupancy Type, Occupant Load, & Fire Separation;
 3. Elevations – Interior and Exterior;
 4. Plumbing Plan & Details – Comply with 2021 IPC;
 5. Mechanical Plan & Details – Comply with 2021 IMC;
 6. Electrical Plan & Details (Power & Lighting Plans, include Emergency Lighting, Emergency Exit Discharge Lighting, & Exit Sign locations) – Comply with 2023 NEC;
 7. Structural Plans, include Foundation Plan with Details, Framing, & Shear Wall Bracing Locations with Details (Nailing Pattern, & Hold-downs) – 115mph Wind Design - 2021 IBC;
 8. Demolition Plan (Required for Partial Demo of structure & Remodels);
 9. Architectural Site Plan – Including accessible parking and accessible route from exit doors;
 10. Life Safety Code & Fire Code (2021 IFC) Compliance.
 - A **design professional** (an architect or engineer legally registered under the laws of Texas) 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 three (3) or more stories in height;
 3. Buildings & Structures 5,000 square feet or more in total area (including tenant spaces 5,000 square feet or greater).**Exception:** Group R-3 Buildings, Regardless of Size.
- III. 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>
- IV. Identify **Method of Termite Treatment** for wood structures:
 - Options: Chemical Termiticide Treatment (Soil Treatment), Chemical Termiticide Treatment (Field Applied Wood Treatment), Physical Termite Barriers or Other (Subject to approval by Building Official).
- V. Submit **COMcheck 2021 IECC** for Building Envelope, Lighting Loads, & Mechanical Loads. COMcheck software (free download) is located on the U.S. Department of Energy's website: <http://www.energycodes.gov/comcheck>
- VI. Submit a **Special Inspection Statement** that answers all the questions listed in Section 1704.3 of the 2021 IBC. Special Inspections are required as listed per Section 1705 of the 2021 IBC.
- VII. 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)