

COMMERCIAL BUILDING PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Commercial Building Permit or Revised Commercial Building Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Building Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Site Plan or Revised Site Plan applications shall be accompanied by the following materials:

- A fully completed Commercial Building Permit Application.
- A title report.
- Payment of all applicable fees (see Schedule of Fees).
- A hard copy of all documents requested by the application.
- A compact disc (CD) or usb drive with electronic copies of the required exhibits in PDF format consolidated into one document in the same order as the hard copy.
- Design must comply with City of League City Building Codes. ICC and NEC Codes as adopted.

Resubmittals of Site Plan applications shall be accompanied by the following materials:

- A compact disc (CD) or usb drive with electronic copies of the required exhibits in PDF format consolidated into one document in the same order as the hard copy.
- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- Two rolled copies (24” x 36”) of the plans (with a Texas Registered Architectural or Engineering signature, seal, and date).
- A compact disc (CD) or usb drive with electronic copies of the required exhibits in PDF format consolidated into one document in the same order as the hard copy.

ATTACHMENT A – LEGAL DESCRIPTION	
Included	Cover Page
<input type="checkbox"/>	Project title
<input type="checkbox"/>	Project address
<input type="checkbox"/>	Sheet index listing all sheets within the commercial building permit
<input type="checkbox"/>	Signature block
<input type="checkbox"/>	Design firm’s logo and name, phone number, fax number, email address, physical address and mailing address and an Engineers Seal pending review status.
<input type="checkbox"/>	Clearly state the proposed use on the title page.
ATTACHMENT B – Civil Plans	
Included	Item Description
<input type="checkbox"/>	See Civil Submittal Package checklist for full details on all items needed on each page listed below (pg. 53)
<input type="checkbox"/>	General Construction Notes
<input type="checkbox"/>	Survey and Plat
<input type="checkbox"/>	Overall Site Plan

ATTACHMENT B – Civil Plans (continued)	
<input type="checkbox"/>	Drainage Plan
<input type="checkbox"/>	Utility Plan
<input type="checkbox"/>	Photometric Plan
<input type="checkbox"/>	SWPPP
<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	Fire Management Plan
ATTACHMENT C – Architectural Plans	
Included	Item Description
<input type="checkbox"/>	Building Floorplans
<input type="checkbox"/>	Cross Sectional Drawings and Details
<input type="checkbox"/>	Interior Elevations
<input type="checkbox"/>	Roof Plans
<input type="checkbox"/>	Wall Details
<input type="checkbox"/>	Reflected Ceiling Plan
<input type="checkbox"/>	Fire Rated Construction Details
<input type="checkbox"/>	Smoke Detector Locations and Carbon Monoxide Detectors
ATTACHMENT D – Mechanical Plans	
Included	Item Description
<input type="checkbox"/>	Layout for HVAC and Ducts
<input type="checkbox"/>	Equipment Schedule
<input type="checkbox"/>	Structural Support and Attachment Details
<input type="checkbox"/>	Roof Plan
<input type="checkbox"/>	Roof Access Detail
<input type="checkbox"/>	Fire/Smoke Damper Locations
<input type="checkbox"/>	Mechanical Room Details
<input type="checkbox"/>	Fuel Gas Piping Plan
<input type="checkbox"/>	Refrigeration Equipment and Piping Plan
<input type="checkbox"/>	Fume/Vapor Hood Plan
<input type="checkbox"/>	Kitchen Equipment Plan
<input type="checkbox"/>	Kitchen Equipment and Hood Elevations
<input type="checkbox"/>	Shaft and Wall Construction
<input type="checkbox"/>	Cross Sections through Hoods, Ducts, and Shafts
<input type="checkbox"/>	Hood/Grease Extractor Listing Documentation
ATTACHMENT E – Structural Plans	
Included	Item Description
<input type="checkbox"/>	Foundation Plan
<input type="checkbox"/>	Floor/Roof Framing Plan
<input type="checkbox"/>	Wall Plan
<input type="checkbox"/>	Structural Details and Cross Sections
ATTACHMENT F – Plumbing Plans	
Included	Item Description
<input type="checkbox"/>	Piping and Material Schedule
<input type="checkbox"/>	Riser Diagram
<input type="checkbox"/>	Fixture Schedule

ATTACHMENT F – Plumbing Plans (continued)	
<input type="checkbox"/>	Equipment Layout Plan
<input type="checkbox"/>	Roof Plan
<input type="checkbox"/>	Condensation Details
ATTACHMENT G – Electrical Plans	
Included	Item Description
<input type="checkbox"/>	Electrical Load Calculations
<input type="checkbox"/>	One Line Diagram
<input type="checkbox"/>	Panel Schedules
<input type="checkbox"/>	Electrical Layout
ATTACHMENT H – Other Documents (if applicable)	
Included	Item Description
<input type="checkbox"/>	Traffic Impact Analysis (TIA)
<input type="checkbox"/>	Availability of Service Request
<input type="checkbox"/>	Small Construction Site Notice OR Notice of Intent
<input type="checkbox"/>	SWQMP
<input type="checkbox"/>	TxDOT permits for drainage, driveways, and utility work.
<input type="checkbox"/>	Army Corp of Engineers permit
<input type="checkbox"/>	Historic District approval
<input type="checkbox"/>	Parks Board approval
<input type="checkbox"/>	Stamp Comcheck Report
<input type="checkbox"/>	Copy of TDLR
<input type="checkbox"/>	Asbestos Report for any Remodel

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____ *Date:* _____

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Professional License Certification: _____ *Date:* _____
(Engineer Stamp)