

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

# COMMERCIAL CONSTRUCTION - PERMIT CHECKLIST

## **N/A General Requirements**

A completed application.

One complete digital set of plans with specifications & drawn to scale, fully dimensioned, indicating the scale used. These plans must include:

Construction drawings - foundation, wall section, roof section, floor plan, elevations (four sides), electrical, mechanical (HVAC), plumbing, & specifications. Provide Engineer & Architect drawing(s) as required<sup>1</sup>.

### **The floor plan must include:**

- Proposed building use(s).
- Floor area devoted to each use. Include aisles, offices, restrooms, etc. If storage is included, the height of storage.
- Fixture layouts. (N/A only if no shelving/cabinets exist or are proposed)
- Seating diagrams, for assembly occupancies<sup>12</sup> only. (N/A only if occupancy is not an assembly.)
- Emergency & exit lighting. (N/A only if no interior work is being performed/proposed.)
- Fire extinguisher location(s) and type(s).
- Room finish schedule (floor, walls, ceilings).
- Plumbing fixture schedule. (N/A only if no plumbing work is involved)
- Door / door hardware schedule.<sup>13</sup> (N/A only if doors exist or are proposed)
- Window schedule, if required.<sup>14</sup> (N/A only if windows are not required as per footnote)

### **The construction drawings must include:**

- Foundation detail.
- Typical wall (framing) detail.
- Elevation drawings.

### **The specifications must include information on the following:**

- Structural.
- Mechanical. (N/A only if no mechanical work is proposed)
- Electrical. (N/A only if no electrical work is proposed)
- Plumbing. (N/A only if no plumbing work is proposed)
- Energy Code Compliance Forms<sup>15</sup>. (N/A only if space does not have a/c)
- Kitchen equipment, if applicable. (N/A only if no kitchen equipment is proposed)
- TDLR application with the review number, if required<sup>16</sup>. (N/A if project cost is under \$50,000)
- Asbestos survey, if required<sup>17</sup>. (N/A if project is not an existing building with alterations)
- Required signage for building address, Fire Department Connections (FDC), & required signage for chemicals, flammable/combustible materials, fuel, etc. (N/A if already existing or if materials not stored)
- If applicable, protection detail for hot work<sup>18</sup>. (N/A if no hot work is taking place)

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I certify that all items above have been provided as required. I understand that not providing all of this information will result in an incomplete application, which will not be reviewed or approved until all minimum requirements have been addressed.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Reviewed/Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified Complete       Verified Incomplete (action needed: \_\_\_\_\_)

- 1 Texas Engineering Practice Act Sec. [1001.053](#), [1001.056](#) & [1001.407](#), Texas Board of Architectural Examiners Regulation of the Practice of Architecture (<http://engineers.texas.gov/>) (<http://www.tbae.state.tx.us/>)
- 2 City of San Angelo [Stormwater Ordinance, Ch. 12, Art. 12.05.004 & 12.05.005](#)
- 3 Texas Engineering Practice Act Sec. [1001.053](#), [1001.056](#) & [1001.407](#), Texas Board of Architectural Examiners Regulation of the Practice of Architecture (<http://www.tbae.state.tx.us/>) (<http://www.tbae.state.tx.us/>)
- 4 Check Stormwater Quality Requirements [Flowchart](#) or at [www.cosatx.us/permits](http://www.cosatx.us/permits)
- 5 City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 501.A](#) & [Sec. 502.B](#)
- 6 City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 511](#); ADA parking requirements are located in [Table 1106.1](#) of the [2015 International Building Code](#) and are based upon the number of total parking provided.
- 7 Zoning Ordinance, Art. 5, [Sec. 511.E](#).
- 8 Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. At a minimum, roads shall be designed with improved two-course penetration or reinforced concrete. Other special surfaces may be accepted upon approval of the fire code official, the fire chief or his designee and are based on existing fire department access conditions, fire protection systems in buildings being served, manageable topography and use of the building being proposed. Any request for a special surface must be submitted in writing with a specified reason for the alternative surface, engineering specifications and maintenance plan for continued all weather driving capabilities.
- 9 Any building or portion of a building shall be no more than 400 feet (122m) from a hydrant on a fire apparatus road, as measured by an approved route around the exterior of the facility or building. Additional distances may be accepted upon approval of the fire code official, the fire chief or his designee and will be based on the fire protection features of the building. Specifically the presence of automatic sprinkler systems and available water sources other than fire hydrants. Any request for additional distances beyond the minimum requirements must be submitted in writing detailing the reason for the request and how the existing distances meet the intent of the code.
- 10 City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 510](#)
- 11 City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 804](#), "Paved Surface or Paving"
- 12 Assembly occupancies include those for viewing of performing arts/motion pictures, food/drink consumption, worship, recreation, entertainment, spectator seating, and viewing of outdoor activities. Full descriptions outlined in [Section 303](#) of the 2015 International Building Code.
- 13 Required for all doors.
- 14 Required if windows are considered as emergency exits in a residential occupancy, or the width exceeds 36".
- 15 <http://www.energycodes.gov/comcheck>
- 16 [TDLR](#) Review required subject to provisions of [Title 4, Subtitle E, Chapter 469](#) of the Local Government Code, including projects with an estimated construction cost of at least \$50,000. Please visit <https://www.tdlr.texas.gov/> or [www.statutes.legis.state.tx.us/Docs/GV/htm/GV.469.htm](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.469.htm) for additional information.
- 17 Required if project is an existing building with alterations.
- 18 Hot work generally refers to welding activities.