



# COMMERCIAL PLAN REVIEW CHECKLIST

2015 IBC / IFC

\*\*\*Checklist is required at time of submittal\*\*\*

## Job Information

Property Address:	Suite #	Contractor:
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- New Commercial   
  Shell   
  Finish-Out   
  Addition   
  Multi-Family   
  Remodel   
  Other

Proposed Use of Building:

## Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (1 copy)
- Plan Review Checklist (1 copy)
- Construction Plans (2 hard copies, 1 digital copy) *(prepared by a Registered Design Professional, Architect or Engineer)*
- Development Permit Approved by Planning Department      Development Permit #: \_\_\_\_\_
- Plan Review Fee *(Nonrefundable permit fee is due when application submitted)*      Payment Amt: \_\_\_\_\_

- Correct Building Codes used for design / Approved Site Plan
- Floor plan/building plans shall be to scale and no smaller than 24" x 36" unless approved by the Fire Marshal's Office, the font shall be legible
- Engineer's seal, signature, and date on each sheet
- Cover sheet
- Fire Code Review Sheet (filled out as required by the fire code review sheet instructions)
- Fire Lane layout in accordance with Denton County Amendments (If Applicable)
  - Include a note indicating it meets 80,000 lbs. requirement
  - All portions of the structure are within 150' of the fire lane (measured from the centerline)
- Structural framing
- State UL listing, provide approved listing number(s) and construction details for fire rated assemblies and penetrations
- TDLR number (for projects over \$50,000)
- Fire Safety and floor plan
  - Include travel distances, extinguisher locations, and exit sign and emergency lighting unit locations.
- Foundation design
- Plumbing riser diagram
- Lighting plan
  - Include exit and emergency lighting
- Electrical power plan/electrical riser plan
- Mechanical plan/fresh air calculations
  - Include a note if any duct detectors will be tied into a fire alarm system or have a remote annunciator with audible and visual notification included
- Typical exterior wall cross section
- Door schedule with hardware/window schedule
  - Fire rated doors must have fire rated hardware
- Finish schedule
- Roof plan giving location of roof mounted equipment and roof drainage
- Elevations of all sides of building showing finishes

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may result in the delay of approving your permit.*