

# MINIMUM SUBMITTAL REQUIREMENTS FOR COMMERCIAL PERMIT APPLICATION

Updated December 31, 2009



	All New Construction	All Additions	Remodels & Interior Finish Outs <sup>1</sup>	Parking Lot Only	Drive Approach Only	Fence Only	Demolition	Retaining Wall	Application Submittal
<b>"Commercial Site Plan"</b>	X	X		X					X
Architectural Type Plans	X	X	X						X
Civil Plans for Private Improvements	X	X		X	X	X			X
Structural & MEPs	X	X	X						X
Energy Compliance Plans	X	X	X						
Specifics of construction	X	X	X	X	X	X			X
TDLR Registration Number	X	X	X	X					
Proof of Asbestos Survey			X	X				X	
Impact Fee Payment	X	X							
Plan Review Fee Payment	X	X	X	X		X			X
SWPPP Plans							X		

1 Stamped **"Accepted for Permit" Commercial Site Plans**

3 Sets Required

3 Sets Required

3 Sets Required

3 Sets Required

3 Sets Required

If value is \$50,000 or more

3 Sets Required

<sup>1</sup> Provide key location plans for projects w/ multi-tenant spaces

**NOTE:** Effective January 1, 2010, before the permit may be issued, 1 electronic copy of approved plans and 1 paper copy of approved plans must be submitted. For additional details refer to Tech Bulletin entitled "Document Management"

**NOTE:** Any public improvements (fire hydrant, turn lane, decel lane, public water/sewer/storm drainage must have plans accepted by Engineering before a building permit may be issued

**NOTE:** The 2 "Accepted for Permit" Commercial Site Plans must be rolled & separated from the other plans. The other plans must be rolled as 3 separate sets of plan.

**Commercial Site Plan Approval** = Please visit [http://www.arlingtontx.gov/planning/engineering\\_forms.html](http://www.arlingtontx.gov/planning/engineering_forms.html) for information regarding the **"Site Plan Approval"** process. The review of these plans is a multi-disciplinary function and includes staff with expertise in landscaping, fire, streetlights, zoning and engineering.

**Architectural Type Plans** = Scaled & dimensioned drawings showing floor plan (label all rooms), wall details, roof details, floor/ceiling details, exiting system, door & window schedules, exterior elevations, stair details and accessibility details.

**Civil Plans for Private Improvements** = Plans for private water, sewer, electric, gas and storm drainage as applicable. Plans should include footprints of building, parking, drive approach, fences, etc. Demolition permits only require a site plan with the foot print of the buildings.

**Structural & MEPs** = All foundations are required to be engineered. Structural plans (for other than conventional wood frame construction), must be designed and sealed by registered professional engineer as applicable.

**Energy Compliance Plans** = Plans must demonstrate compliance w/ energy codes, plans must include R-values, U-factors, SHGC values, glazing percentages, envelope construction, mechanical loads and equipment schedules, lighting loads and worksheet.

**Specifics of construction** = Any additional details to clearly show the construction and compliance w/ code

**TDLR Registration Number** = Projects with a construction value of \$50,000 or more must provide a TDLR registration number upon submittal of application.

**Proof of Asbestos Survey** = All remodel, renovation and demolition applications must provide evidence of asbestos survey for the building area affected by the application before the permit may be issued.

**Impact Fee Payment** = Impact fees for water, sewer, roadway and park as applicable must be paid before permit may be issued

**Plan Review Fee Payment** = Plan review fee must be paid before application is accepted for review

**SWPPP Plans** = For details on the type of Storm Water Prevention Plan and the information required see [http://www.arlingtontx.gov/planning/engineering\\_forms.html](http://www.arlingtontx.gov/planning/engineering_forms.html)