

**PLANS SPECIFICATIONS AND CHECKLIST FOR COMMERCIAL
REMODEL, ALTERATION OR CHANGE OF OCCUPANCY**

1. Plans to scale will be required along with mechanical, electrical and plumbing designs signed by the master of the profession or in some cases stamped by an Engineer of the profession. Plans shall be uploaded to the goPost portal for review.
2. Total building square feet. Plans shall reflect existing and finished floor plan.
3. If multi-tenant, show each tenant area & square feet of each area.
4. Specify proposed use of each tenant area.
5. Identify each room as to use (rest room, storage room, mechanical room, office, sales area, kitchen, etc. Also identify adjacent tenant space on either side in multi tenant buildings.)
6. Indicate all plumbing fixtures and complete diagrams indicating size and placement of (water heater, furnace, sink, commodes, lavatories, sand traps, grease traps, etc.)
7. Identify components of accessibility for the disabled (ramps, rest room facilities). Provide details of such installations as per code and the Texas Accessibility Standards.
8. Provide door & window information, including clear opening width of door ways, direction of door swing, location of windows & doors, latching or locking hardware & fire rating & classification if located in a fire rated wall, barrier or partition.
9. Indicate location of glazed openings relative to doors & walking surfaces.
10. Indicate corridors, passage ways, steps & stairs, landings and stairway details.
11. Indicate fire extinguisher location & type.
12. Indicate exit light location & type.
13. Indicate interior finish for walls, ceilings and floors.
14. If over one story above or below grade, show exterior elevations.
15. If interior or exterior demolition is proposed, provide detailed information and drawings.
16. Provide outdoor advertising sign location, height and area on the site plan.
17. If increasing space due to an addition, refer to the "New Construction Plan Guideline".
18. Any electrical changes, upgrades or additions will require a riser diagram, load calculations and panel locations specified on the plans.
19. Landscaping shall meet the landscaping ordinance if meeting the requirements set forth by Planning and Zoning. Speak to Planning and Zoning at 940-761-7451.
20. Building shall meet all Building Codes that apply to the specific Occupancy.
21. An Architect and/or Engineer shall be required if all needed information cannot be supplied in detailed form.
22. **Required Architectural and/or Engineering drawings.**
 1. If occupancy is classified Assembly, Educational, Institutional 2500 sq. feet or more.
 2. If the building is 5000 square ft. or more.
 3. A building that has 3 or more stories in height.
 4. A detention study will be required for new construction permits when the lot is one acre or more. Speak to the Engineering Division at 940-761-7477.

Code references are as followed: **1. 2015 International Building Code/2006 I.E.C.C Energy Code**
2. 2015 Mechanical/Plumbing
3. 2015 International Plumbing Code

4. 2017 National Electric Code