

## Building Plan-Plan Review Checklist

Project Name: \_\_\_\_\_  
 Project Contact Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Submission of this completed form is a part of the Building Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		<b>Coversheet Information:</b>				
		Type of Use / Occupancy				
		Square footage per occupancy type				
		Square footage per floor				
		Total square footage of building				
		Design Load Information (i.e. roof, dead)				
		<b>Maximum Occupant Load for:</b>				
		▣ Each Floor				
		▣ Each Occupancy Type				
		▣ Each Tenant Space divided by a Fire Wall or Fire Barrier				
		Allowable Height & Area (Table 503) calculations				
		Proposed Height & Area for each floor				
		Type of Construction (I, II, III, IV or V / A or B)				
		Number of Stories (Existing & Proposed)				
		Valid Street Address				
		Proposed Fire Sprinkler System type				
		Legal Description (Lot, Block, Subdivision)				
		Primary person the city can contact regarding questions about the project and their phone and email address				
		Architect's Name, Email, Address and Phone				
		Engineer's Name, Email, Address and Phone				
		Owner's Name, Email, Address and Phone				
		Each Contractor's Name, Address and Phone				
		List any special Inspections that will be performed by a 3 rd party company (i.e. elevator, tilt wall, steel elements, welding, etc.)				

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		Description of Work to be performed				
		Plan Number				
		Identify # of bathrooms proposed				
		Identify # of bedrooms proposed				
		If a percentage of masonry is required, identify what percentage of masonry is provided. Show calculations.				
		<b>Certificate of Occupancy Information:</b>				
		▯ Business Name				
		<b>Water Meter Size and Quantity Requested for:</b>				
		▯ Domestic Line(s)				
		▯ Irrigation Line(s)				
		<b>Site Plan Information</b>				
		Must have City stamped approved site plan				
		<b>Life Safety Plan</b>				
		Floor plan prepared to a minimum of 1/16" actual scale (1/8" preferred)				
		Code summary of occupancy, construction type, ratings, allowable areas, control areas, fire ratings, etc.				
		Site address and/or key map of location				
		Show all fire rated and smoke protected barriers/walls/partitions indicating rated openings including doors and dampers				
		Show occupant loads and exit calculations, travel routes, travel distances, and emergency lighting and exit sign locations				
		Indicate all doors proposed to be equipped with panic hardware and any to have access control devices and description of devices (All access control devices shall be permitted separately through the fire department)				
		Indicate type of fire alarm system including system design criteria, panel locations, and detection devices. (Fire Alarm shall be permitted separately through the fire department)				
		Indicate type of fire suppression systems including system design criteria, riser locations, kitchen hood suppression system and FDC location. (Fire Suppression and Kitchen Hood Suppression Systems shall be permitted separately through the fire department)				
		<b>Architectural Information</b>				
		Plans must be stamped and signed by an Architect licensed in Texas				
		<b>Rooms</b>				
		▯ Dimensions				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		▣ Overall room square footage				
		▣ Identify room use (kitchen, etc)				
		▣ Floor layout with proposed equipment (Commercial only)				
		<b>Windows</b>				
		▣ Location and square footage				
		▣ Distance from floor to sill plate				
		<b>Doors</b>				
		▣ Location and width				
		<b>Restrooms</b>				
		▣ Identify ADA requirements are met				
		▣ Identify if provided with windows or artificial ventilation - Mechanical ventilation is required for Commercial applications				
		<b>Occupancies</b>				
		▣ Separation Areas				
		▣ Type of occupancy in room and in adjoining suites				
		Location of means of egress systems & their components (corridors, stairs, doors, etc.)				
		Number and width of exits required & number and width of exits provided				
		Exterior and Interior Lighting and Outlet Locations (if not provided on electrical plan)				
		Exterior and Interior Plumbing Fixture (if not provided on plumbing plan)				
		Locations (water heater, meter, faucets, etc)				
		Wall and Ceiling Material Detail (Flame Retardant Information – Section 803 IBC)				
		Floor Detail				
		Complete door & window schedules with hardware schedule				
		Wall Schedule that identifies walls to be demolished, new/existing, bearing/nonbearing, and different height walls				
		Identify fire barriers and fire walls providing UL Listed assembly details for walls and penetrations				
		<b>Building Elevations</b>				
		Approved building elevations from Planning and Zoning Site Plan Process				
		<b>Structural Plans &amp; Details</b>				
		Plans must be stamped and signed by an Engineer licensed in Texas				
		Details of provisions for lateral bracing				

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		Type, thickness & rating of floor, roof & structural wall sheathing				
		Details of stairs, handrails & guardrails				
		Locations & dimensions of exterior decks, stairs & canopies				
		Dimensioned floor framing plans & details				
		Dimensioned roof framing plans & details				
		Details & certifications for manufactured trusses & joists				
		Details of bearing wall construction				
		<b>Mechanical Plan</b>				
		Plans must be stamped and signed by a Mechanical Engineer licensed in Texas				
		Location and size of combustion air ducts and/or openings				
		Details and equipment information on product conveying ventilation systems				
		Location of ventilation systems				
		Location and rating of fire dampers in ductwork and other openings				
		Location, size and material of air distribution ducts and exhaust air ducts				
		Details and equipment information on commercial kitchen exhaust hood systems Must be Engineered stamped and sealed.				
		<b>Plumbing / Med Gas Plan</b>				
		Plans must be stamped and signed by a Engineer licensed in Texas				
		Location and size of all plumbing fixtures and drains				
		Drain, waste, and vent sizing isometrics				
		Water pipe and meter sizing calculations				
		Location and type of backflow devices (as required)				
		Location and input rating of all fuel fired appliances				
		Specify size and material of all piping				
		Identify location of proposed and existing water meter(s) with sizes noted				
		Layout and material of hydronic piping systems				
		Boiler, furnace, and fan room layouts				
		Location and elevation information of all water heaters				
		Location and details on grease traps, sand/oil interceptors, ejectors, etc.				
		Layout of roof drainage				

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		Indicate type and location of backflow prevention devices				
		Indicated location of water fountains				
		<b>Electrical Plan</b>				
		Plans must be stamped and signed by an Electrical Engineer licensed in Texas				
		Power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)				
		Lighting floor plan including fixture types, wattage , and wiring configuration				
		Show panel location				
		Exit and emergency lighting locations (interior and exterior)				
		Label all rooms and areas on floor plans				
		<b>Fire Resistive Construction Plans &amp; Details</b>				
		Details of fire resistive wall, floor/ceiling & roof/ceiling assemblies				
		Details of fire resistive protection assemblies for structural frame members				
		Details of fire resistive exit corridor & stairway enclosure construction				
		Details of fire resistive shaft enclosure construction				
		Specify materials & reference applicable listing designation for assemblies				
		Details of penetration and through penetration firestop assemblies				
		<b>Additional Documents Required: (Provide 1 copy of the following unless noted otherwise)</b>				
		Asbestos Survey Report, for any demo on commercial structures				
		Energy Compliance Reports (and worksheets) Res-check not acceptable				
		Accessibility (TAS) Review Number (If project costs \$50,000 or more)				
		Geotechnical Report (Soils Report)				
		Stamped Engineered foundation plan with letter (provide 2 copies)				
		Grease Trap (Manufacturer's Information) with plan showing location proposed. Show a detail of the sample well				
		Erosion Control Plan				
		<b>Food Service Requirements</b>				
		Kitchen floor plan and equipment schedule ( to include specs on equipment)				
		Plans shall indicate location and type of exhaust hoods				

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		Plans shall indicate casters on all equipment located below Type 1 Hoods				
		Plans shall indicate that caster channels are provide for all equipment located below Type 1 Hoods				
		Lighting and interior finish schedule and ventilation equipment schedule				
		Dry storage, cooler/freezer, clean dish /dirty dish and chemical storage shelving footage in linear feet to be provided				
		Location of pest control devices to include electronic bug boxes and air curtains				
		Plumbing flow diagram to show sizing and location of hot water heater and grease trap and plumbing fixtures to be used at hand sinks and three compartment sinks				
		Trash can and dumpster sizing and enclosure location				
		Menu , number of deliveries from vendors per week, and number of meals to be served				
		Provide information on proper cooling of hot foods: technique/equipment				
		Provide samples of required signage (hand washing, consumer advisory etc...)				
		If serving sushi, please provide proper HACCP plan information and parasite destruction information.				

**\*\*\*\*\*End of Checklist for Building\*\*\*\*\***