

**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
PLAN REVIEW CHECK LIST – COMMERCIAL/RESIDENTIAL**

**COMMERCIAL**

- \_\_\_\_\_ Plan Review Fee submitted with plans
- \_\_\_\_\_ Square footage
- \_\_\_\_\_ Construction type (I, II, III, IV, V)
- \_\_\_\_\_ All sections stamped and signed – Architect/Engineer
- \_\_\_\_\_ Correct address on plans
- \_\_\_\_\_ Elevation views – indicating masonry requirements
- \_\_\_\_\_ Verify correct codes being utilized
- \_\_\_\_\_ Survey plat -
  - \_\_\_\_\_ Stamped and signed by licensed surveyor
  - \_\_\_\_\_ Street address, lot #, block # and addition
  - \_\_\_\_\_ Building lines and easements
- \_\_\_\_\_ Energy calculations – correct address
- \_\_\_\_\_ TDLR letter (\$50,000 or more in construction costs)
- \_\_\_\_\_ Material Safety Data Sheets for all building products
- \_\_\_\_\_ Renovation or Demolition requires asbestos survey, or certification by an engineer, architect or licensed TDH inspector, and an “abatement certificate” if necessary
- \_\_\_\_\_ Soil reports by design professional
- \_\_\_\_\_ Foundation, Framing & Roof plans –
  - \_\_\_\_\_ Detailed
  - \_\_\_\_\_ Elevations
  - \_\_\_\_\_ Drainage arrows
  - \_\_\_\_\_ Engineer’s stamp and signature
- \_\_\_\_\_ Form board survey – before foundation/plumbing rough-in inspection
- \_\_\_\_\_ Mechanical, Electrical and Plumbing plans
- \_\_\_\_\_ Confirm if the property is located within FEMA Floodplain

**RESIDENTIAL**

- \_\_\_\_\_ Plan Review Fee submitted with plans
- \_\_\_\_\_ Square footage
- \_\_\_\_\_ Survey plat -
  - \_\_\_\_\_ Street address
  - \_\_\_\_\_ Lot #, block # and addition
  - \_\_\_\_\_ Setback – building line
  - \_\_\_\_\_ Easements
- \_\_\_\_\_ Soil reports by design professional
- \_\_\_\_\_ Foundation, Framing, Roof plans –
  - \_\_\_\_\_ Detailed
  - \_\_\_\_\_ Elevations
  - \_\_\_\_\_ Drainage arrows
  - \_\_\_\_\_ Stamped and signed by surveyor
  - \_\_\_\_\_ Engineer’s stamp and signature
- \_\_\_\_\_ Energy calculations – correct address
- \_\_\_\_\_ Form board survey – have on-site or submit before foundation inspection
- \_\_\_\_\_ Mechanical, Electrical and Plumbing plans
- \_\_\_\_\_ Confirm if the property is located within FEMA Floodplain

**CODES**

- 2012 IBC --- Building
- 2012 IPC --- Plumbing
- 2012 IMC --- Mechanical
- 2012 IECC – Energy
- 2012 IFC --- Fire
- 2012 IRC --- Residential
- 2011 NEC --- Electrical

**MASONRY - COMMERCIAL – 80%\***

**MASONRY – RESIDENTIAL – 75%**

- Stone, Stucco, Brick Materials
- Concrete Masonry Units
- Concrete Panel Construction
- \* Along corridors designated on Masonry Map

**Call 817-834-9036 for Pre-Construction Meeting**