

MINIMUM SUBMITTAL REQUIREMENTS FOR COMMERCIAL PERMIT APPLICATION

Updated For 2009 Codes - Effective May 24, 2012



	All New Construction	All Additions	Remodels & Interior Finish Outs ¹	Demolition ²	Retaining Wall	Application Submittal
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"Commercial Site Plan"	X	X				X
Architectural Type Plans	X	X	X			X
Structural & MEPs	X	X	X			X
Energy Compliance Plans	X	X	X			
Specifics of construction	X	X	X			X
TDLR Registration Number	X	X	X			
Proof of Asbestos Survey		X	X	X		
Impact Fee Payment	X	X				
Plan Review Fee Payment	X	X	X			X
SWPPP Plans				X		

1 Stamped **"Accepted for Permit" Commercial Site Plans**
 2 Sets initially required w/ application
 If value is \$50,000 or more
 1 Template required

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

² Provide site plan showing any protected trees and limits of demolition

NOTE: 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 (public 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 1 "Accepted for Permit" Commercial Site Plans must be rolled & separated from the other plans. The other plans must be rolled as 2 separate sets of plan.

Commercial Site Plan Approval = Please visit http://www.arlingtontx.gov/planning/engineering_forms.html for information regarding the **"Site Plan Approval"** process. The review 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. For remodels detail existing and proposed.

Structural & MEPs = All foundations are required to be designed and sealed by an engineer. 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/ '09 energy codes, plans must include R-values, U-factors, SHGC values, glazing percentages, envelope construction, mechanical loads and equipment schedules, indoor and outdoor lighting loads, worksheets and all compliance certificates.

Specifics of construction = Any additional details to clearly show the construction and compliance w/ code. This may include product evaluation reports and other technical data.

TDLR Registration Number = Projects with a construction value of \$50,000 or more must provide a TDLR registration number upon submittal of application. For additional info: <http://www.license.state.tx.us/ab/ab.htm>

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

Current Adopted Codes

2009 International Building Code
 2009 International Residential Code
 2009 International Fire Code
 2009 International Energy Conservation Code

2009 International Plumbing Code
 2009 International Mechanical Code
 2009 International Fuel Gas Code
 2008 National Electric Code

