



Commercial Permit Submittal Requirements

102 E. Main Street Pilot Point, TX 76258

(940) 686-2165

permits@cityofpilotpoint.org

A SITE PLAN APPROVAL IS REQUIRED PRIOR TO SUBMITTAL FOR ALL NEW COMMERCIAL CONSTRUCTION.

CONSTRUCTION DOCUMENT SUBMITTALS: One Electronic & One (1) paper copy (Minimum size 11" x 17"- Maximum size 30" x 42") are required for plan review. Construction documents must be submitted along with completed permit application form. More info

NOTE: Drawings containing a label such as "Not for Construction" or "For Pricing Only" will **NOT BE ACCEPTED FOR PERMIT APPLICATION.**

PROFESSIONAL LICENSE: Where applicable, as required by the State of Texas Engineering and Architect Practice Act, each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer.

1. **Site Plan.** Showing all property lines, easements, setbacks, existing and proposed building and appurtenance locations, utility lines, service lines, driveway entrances, sidewalks, parking spaces, etc.
2. **Building Plans**, including:
 - a. **Architectural Plans.** Show the extent and location of all windows, doors and other architectural features significant to exterior design. Building Height to be indicated as well as finished floor elevations.
 - b. **Foundation plans.** Dimensioned footing and foundation plans and details including soil bearing capacity information, dimensions, reinforcing information, typical elevations, lowest floor elevation relative to curb height and base flood elevation (where applicable), imbeds, concrete mix, etc.
 - c. **Floor Plans.** Dimensioned, showing the full extent and size of all partitions, walls, doors, windows and other openings. Individual spaces must be identified as to proposed use. Show the location of all fixed equipment, permanent appliances, fixtures and appurtenances, as well as any fixed seating. Identify existing and proposed fire-resistance rated elements.
 - d. **Structural Plans.** Floor and roof framing plans and structural sections/details necessary to properly inspect the installed work.
 - e. **Electrical Plans.** Plans should include outlets, lighting fixtures, equipment and all devices. Identify home runs, wiring methods, classified (hazardous) locations, and locations of emergency lighting, exit signs, GFCI's, smoke and heat detectors. Indicate service entrance location and size in amps. Provide a load analysis, panel schedule, and an electrical service equipment riser diagram.
 - f. **Mechanical Plans.** Plans should include Indicate layout, sizing and classification of ductwork and location of make-up air. Provide mechanical equipment schedules showing all equipment ratings in CFM, BTUH, KW, SEER, etc. Indicate method of automatic fan shutdown, where required.
 - g. **Plumbing Plans.** Plans should include Schematic floor plans with DWV, water distribution and gas pipe sizes and routing clearly indicated. DWV riser, plumbing fixture schedules, and minimum facility requirements as per the plumbing code. Gas venting, combustion air, pressure regulators and shut-offs shall be indicated for gas-fired appliances.
3. Provide proof of submittal to the Texas Department of Licensing and Regulation for Handicap review. (Required for all projects valued over \$50,000)
4. Provide Energy Code Compliance Reports (COMCheck or other approved compliance tool) for Envelope, Lighting and Mechanical



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5. Asbestos Survey (Only required for alterations/additions/finish-outs)
6. Applicant must utilize Rhino Removal services for all trash and debris.