

COMMERCIAL CONSTRUCTION - PERMIT CHECKLIST

N/A **General Requirements**

- A completed application.
- Three complete, BOUND sets of plans with specifications & drawn to scale, fully dimensioned, indicating the scale used. These plans must include:
Construction drawings - foundation, wall section, roof section, floor plan, elevations (four sides), electrical, mechanical (HVAC), plumbing, & specifications. Provide Engineer & Architect drawing(s) as required¹.

- & -

A vicinity map showing the location of the building & the surrounding streets.

- Three BOUND sets of civil plans - site, utility, drainage/detention², details, grading. Provide Engineer & Architect drawing(s) as required.³
- One set of the prepared Storm Water Pollution Prevention Plan (SWP3) document(s) specific to the site(s) in question, as deemed applicable on the Stormwater Quality Requirements for Construction Sites.⁴
- One set of all of the above documents, in .pdf format, on CD. (Note: this will not be returned)

The site plan must include:

- North arrow & graphic scale, & page numbering (ex: 1 of 5).
- All existing & proposed buildings on the same site with their uses, & square footage clearly articulated. Also, include distances between buildings, & between buildings & property lines. If the site is a campus, contact the Development Services Technician at 657-4210, #5.
- All property lines & platted building setback lines &/or setback lines prescribed by the zoning district.⁵
- Location of all refuse collection facilities. (N/A only if there are no such facilities)
- All existing public & private easements, & any proposed easements, with dimensions.
- Driveway approaches & parking (both existing & proposed) & drive lanes, all with dimensions. Also include a parking requirements table, including spaces for ADA requirements.⁶ If shared parking arrangement is desired, include shared parking analysis.⁷
- Fire lanes/access⁸, & hose lays⁹, with dimensions, the location of the two nearest fire hydrants & fire department connection locations, as well as remote secondary connection.
- Show names of streets adjacent to property, as well as adjacent street & alley widths (both pavement & right-of-way width). Also include location & width of all existing & proposed sidewalks.
- Show 30' vision clearance triangle¹⁰ at corners of intersections, as well as any obstructions within that area. (N/A only if site is not at an intersection)
- Show location, height, & type of existing & proposed fencing. (N/A only if no existing or proposed)
- Show height & location of freestanding signs, existing & proposed. (N/A only if no existing or proposed)
- Show legal description & building(s) address(es), & indication of the entrance for each building. If part of a shopping center or complex, include a location map of where the subject project is located within it.
- Indication of landscaping, to include all planting strips, trees, retaining walls & other improvements or alterations to the land that are proposed. (N/A only if none of these are proposed)
- Show flood plain boundaries and flood plain designations. (N/A if none exist on site)

- Label pavement types¹¹ of both existing & proposed pavement.

The utility plan must include:

- All existing public & private easements, & any proposed easements, with dimensions.
- The size & location of any existing public & private utility lines & facilities.
- The size & location of any proposed utility lines, with dimensions.
- Any existing & proposed water meters (with sizes), existing & proposed water/sewer mains (with sizes), fire hydrants, valves, manholes (with sizes), cleanouts, existing utility poles, gas meters, pad mounted transformers, power pedestals, curb inlets (with sizes), dumpster pads, & light poles.

The floor plan must include:

- Proposed building use(s).
- Floor area devoted to each use. Include aisles, offices, restrooms, etc. If storage is included, the height of storage.
- Fixture layouts. (N/A only if no shelving/cabinets exist or are proposed)
- Seating diagrams, for assembly occupancies¹² only. (N/A only if occupancy is not an assembly.)
- Emergency & exit lighting. (N/A only if no interior work is being performed/proposed.)
- Fire extinguisher location(s) and type(s).
- Room finish schedule (floor, walls, ceilings).
- Plumbing fixture schedule. (N/A only if no plumbing work is involved)
- Door / door hardware schedule.¹³ (N/A only if doors exist or are proposed)
- Window schedule, if required.¹⁴ (N/A only if windows are not required as per footnote)

The construction drawings must include:

- Foundation detail.
- Typical wall (framing) detail.
- Elevation drawings.

The specifications must include information on the following:

- Structural.
- Mechanical. (N/A only if no mechanical work is proposed)
- Electrical. (N/A only if no electrical work is proposed)
- Plumbing. (N/A only if no plumbing work is proposed)
- Energy Code Compliance Forms¹⁵. (N/A only if space does not have a/c)
- Kitchen equipment, if applicable. (N/A only if no kitchen equipment is proposed)
- TDLR application with the review number, if required¹⁶. (N/A if project cost is under \$50,000)
- Asbestos survey, if required¹⁷. (N/A if project is not an existing building with alterations)
- Required signage for building address, Fire Department Connections (FDC), & required signage for chemicals, flammable/combustible materials, fuel, etc. (N/A if already existing or if materials not stored)
- If applicable, protection detail for hot work¹⁸. (N/A if no hot work is taking place)

The final public infrastructure design provided must include:

- 1 Mylar copy of plans, with signature blocks¹⁹ for any required public improvement. (All public improvements shall be designed by a Texas Registered Professional Engineer.) (N/A if none required)

I certify that all items above have been provided as required. I understand that not providing all of this information will result in an incomplete application, which will not be reviewed or approved until all minimum requirements have been addressed.

I understand that there is a non-refundable submittal fee of ten percent (10%) of the overall permit fee that will be applied toward the overall permit fee²⁰.

Applicant

Date

FOR OFFICE USE ONLY:

Reviewed/Accepted by: _____ Date: _____

Verified Complete Verified Incomplete (action needed: _____)

¹ Texas Engineering Practice Act Sec. [1001.053](#), [1001.056](#) & [1001.407](#), Texas Board of Architectural Examiners Regulation of the Practice of Architecture (<http://engineers.texas.gov/>) (<http://www.tbae.state.tx.us/>)

² City of San Angelo [Stormwater Ordinance, Ch. 12, Art. 12.05.004 & 12.05.005](#)

³ Texas Engineering Practice Act Sec. [1001.053](#), [1001.056](#) & [1001.407](#), Texas Board of Architectural Examiners Regulation of the Practice of Architecture (<http://www.tbae.state.tx.us/>) (<http://www.tbae.state.tx.us/>)

⁴ Check Stormwater Quality Requirements [Flowchart](#) or at www.cosatx.us/permits

⁵ City of San Angelo [Zoning Ordinance, Ch. 12, Exhibit "A", Sec. 501.A & Sec. 502.B](#)

⁶ City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 511](#); ADA parking requirements are located in [Table 1106.1](#) of the [2015 International Building Code](#) and are based upon the number of total parking provided.

⁷ Zoning Ordinance, Art. 5, [Sec. 511.E](#).

⁸ Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. At a minimum, roads shall be designed with improved two-course penetration or reinforced concrete. Other special surfaces may be accepted upon approval of the fire code official, the fire chief or his designee and are based on existing fire department access conditions, fire protection systems in buildings being served, manageable topography and use of the building being proposed. Any request for a special surface must be submitted in writing with a specified reason for the alternative surface, engineering specifications and maintenance plan for continued all weather driving capabilities.

⁹ Any building or portion of a building shall be no more than 400 feet (122m) from a hydrant on a fire apparatus road, as measured by an approved route around the exterior of the facility or building. Additional distances may be accepted upon approval of the fire code official, the fire chief or his designee and will be based on the fire protection features of the building. Specifically the presence of automatic sprinkler systems and available water sources other than fire hydrants. Any request for additional distances beyond the minimum requirements must be submitted in writing detailing the reason for the request and how the existing distances meet the intent of the code.

¹⁰ City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 510](#)

¹¹ City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 804](#), "Paved Surface or Paving"

¹² Assembly occupancies include those for viewing of performing arts/motion pictures, food/drink consumption, worship, recreation, entertainment, spectator seating, and viewing of outdoor activities. Full descriptions outlined in [Section 303](#) of the 2015 International Building Code.

¹³ Required for all doors.

¹⁴ Required if windows are considered as emergency exits in a residential occupancy, or the width exceeds 36".

¹⁵ <http://www.energycodes.gov/comcheck>

¹⁶ [TDLR](#) Review required subject to provisions of [Title 4, Subtitle E, Chapter 469](#) of the Local Government Code, including projects with an estimated construction cost of at least \$50,000. Please visit <https://www.tdlr.texas.gov/> or www.statutes.legis.state.tx.us/Docs/GV/htm/GV.469.htm for additional information.

¹⁷ Required if project is an existing building with alterations.

¹⁸ Hot work generally refers to welding activities.

²⁰ The submittal fee is ten percent (10%) of the permit fee. The fee schedule can be viewed here: <http://www.cosatx.us/departments-services/building-permits-inspections/information-handouts-forms> **Fee Schedule**.

CITY OF SAN ANGELO
DEPARTMENT OF PUBLIC WORKS

- ACCEPTED
- ACCEPTED AS NOTED

Drawing as to design only. Dimensions and location are not verified, contractor to verify as to plans and/or installation requirements.

CITY OF SAN ANGELO
FIRE MARSHAL'S OFFICE

- ACCEPTED
- ACCEPTED AS NOTED

See IFC Section 508.5.1 for applicable distances of 400' or 600'.
Drawing as to design only. Dimensions and location are not verified, contractor to verify as to plans and/or installation requirements.