



New Construction and Addition Building Plan Submittal Requirements List

The following are the minimum submittal requirements for new construction and/or addition building plans. Any required item not included in the submittal will be charged additional fees. Plan reviews expire after one year from date of application.

Forms may be found at <http://www.austintexas.gov/page/building-applications>

- Commercial Building Application and Checklist:** completed for *each* structure.
- Construction Plans (3 sets):**
Three (3) complete sets to scale (structural, architectural, mechanical, electrical, plumbing, utility, site plan, fire safety improvements, etc.) See [commercial building plan review information](#) online for specifics.
- Statement of Special Inspections:**
Three (3) copies signed and dated by design professional
- Approved Site Plans (3 sets):**
Three (3) sets of red-stamped approved site plans, or an approved Site Determination Exemption form with plot plan. *Concurrent reviews* require a completed concurrent form signed by GIS Addressing Division with three (3) copies of the submitted site plan.
- Asbestos Documentation:**
Texas Department of Health Demolition/Renovation Notification Form or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation or demolition do not contain asbestos.
- Energy Compliance Calculations:**
Three (3) copies each of Lighting, Envelope and/or Mechanical COMcheck: www.energycodes.gov
- Electric Service Planning Application:**
Three (3) copies signed by Austin Energy are required for new service and service alterations.
- Austin Public Health approval letter and stamped approval** on two (2) of the construction plans
(*Required* for food establishments where food is prepared, processed, packaged, stored, or served; nursing home or child care facility, taverns, swimming pools, spas, restaurants, bars, and nightclubs).
- Industrial Waste Division approval letter and stamped approval** on construction plans that include grease traps for establishments such as carwashes, for all food oriented and/or drinking establishments, and filter systems for swimming pools and spas.
- TAS (Texas Accessibility Standards) Proof of Registration Form**
Note: residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted from project registration, however, all projects are subject to plan review requirements.