The following are the minimum submittal requirements for commercial remodel/tenant finish-outs. 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](http://www.austintexas.gov/page/building-applications)

- **Commercial Building Application and Checklist**: completed for each structure.

- **Construction Plans**: Complete set to scale (structural, architectural, mechanical, electrical, plumbing, utility, site plan, fire safety improvements, etc.) See [commercial building plan review information](http://www.austintexas.gov/page/building-applications) online for specifics.

- **Statement of Special Inspections**: Signed and dated by design professional

- **Approved Site Plans**: Set of red-stamped approved site plans, or an approved Site Determination Exemption form with plot 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**: Each of Lighting, Envelope and/or Mechanical from COMcheck: [www.energycodes.gov](http://www.energycodes.gov)

- **Electric Service Planning Application**: Signed by Austin Energy are required for new service and service alterations.

- **Austin Public Health Application(s) and 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** construction plans that include grease traps for establishments such as carwashes, restaurants, and bars.

- **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.