



Intake Checklist for Commercial Building Permit

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

To ensure a smooth review process, please perform a pre-completeness check prior to meeting with a Commercial Review Planner. This list is by no means exhaustive. If necessary, your Planner may ask for additional information. The review process expects that applicants will submit an application and all related plans that resemble what will be constructed to the City.

Pre-completeness Check at Intake

- Commercial Building Application/Checklist required for all submittals filled out completely for each building.
- Quick Turnaround QT's and Small Commercial Remodel 7 Business Day Review require the Eligible Projects/Checklist to be completed and signed prior to submittals.
- Please reference the applicable Site Plan, Site Plan Correction, or Site Plan Exemption number on the Commercial Building Application. If you would like to request a [Concurrent Review](#), please fill out the form.
- Complete Architectural Plans, including key floor plan
- Phasing Plan
- [*Statement of Special Inspections*](#)
- Texas Department of Health (TDH) Demolition/Renovation Form or Asbestos letter, if applicable with MSDS Sheets
- [Request for Deferred Submittal](#) (if applicable)
- Revisions only: Original approved-stamped plans (archive set – requested from DAC), scope-of-work narrative, and revised clouded set of plans
- Applicable Austin Public Health Application and Health plans
 - [Fixed Food Establishments](#)
 - [Pools, Spas, Interactive Water Features, and Fountains](#)
- Industrial Waste Plans

Prerequisite Reviews, as Applicable

- Texas Accessibility Standards (TAS) registration confirmation (exempt: residential projects, multi-family projects, and commercial projects less than \$50,000)
- *If Electrical services are provided by Austin Energy, provide Electrical Services Planning Application (ESPA) form signed by the Austin Energy Utility Official for all projects required new services or changes to the existing service*
- *Austin Energy Green Building Program (AEGBP) letter of conditional approval*
- Historic Landmark Commission letter of approval with set of approved architectural plans

Discipline Specific Items, as Applicable

- Alternate Method of Compliance or Modification Qty: ____
- Complete Structural Plans including a site-specific geotechnical report for new construction
- Complete Mechanical Plans including HVAC, stove-hoods, walk-in coolers/freezers, and Condensate recovery riser illustration for AC systems with a combined cooling capacity greater than or equal to 200 tons.
- Complete Electrical Plans including riser diagrams, panelboard schedule, conductor sizes, etc.
- Complete Plumbing/Med Gas Plans and, if applicable, Auxiliary Water plans approved by Austin Water
- Complete Subchapter E Documentation including façade glazing calculations, building design calculation worksheet, and exterior lighting manufacturer specifications
- Complete Commercial Solar Ready requirement in compliance with IECC C402.6 for New Construction/Additions
Exception claimed _____
- *Complete Energy Documentation*
 - a. *Lighting Envelope, and/or Mechanical ComChecks signed, dated, and sealed. Provide narratives describing how the project intends to comply with Section C406 of the 2015 IECC*
 - b. Commissioning form 2015 IECC Section C408
 - c. HVAC Sizing Calculations
- Complete Storage Rack Documentation, if applicable. Design drawings shall be sealed by a Texas Registered Engineer and shall include rack height, layout, anchorage, etc.