

## NEW CONSTRUCTION AND ADDITIONS FOR COMMERCIAL BUILDINGS APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

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1. These plans comply with the Dallas Energy Conservation Code and the Green Building Ordinance.
  - ☐ Commercial Green Building Program Plan Review Compliance Affidavit & Application Checklist from a Registered Third-Party Green Building Provider.
  - ☐ *Energy Code Compliance Path* form with the permit application, and an *Energy Code Compliance Certificate* must be provided prior to final inspection (*effective on November 1, 2016*).
2. Certified copies of any instrument that contains a restriction on the use of or on construction on the affected property.
3. An asbestos survey in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being renovated and/or demolished.
4. Proof that plans and specifications were submitted to the Texas Department of Licensing and Regulation that comply with the Texas Accessibility Standards (TAS) by a Registered Accessibility Specialist (Independent contract provider) must be presented along with the building permit application.
5. Completed permit and CO applications, site plan review form and commercial permit processing information sheet for each separate building on site.
6. **If this project is for the construction of any of the following: *hotel or motel; multifamily housing; college dormitory; fraternity or sorority house***, and it, will produce a ***net increase*** in dwelling units, sleeping rooms or guest rooms on the property from its existing conditions please see the attached example of the fee worksheet. Visit the Park Land Dedication webpage for more information about completing the worksheet to submit with your building permit application.
7. Copy of information sheets to include:
  - ☐ Detailed scope of work
  - ☐ Total area in square feet of buildings with each building identified by occupancy or use.
  - ☐ Occupancy classification, if known
  - ☐ Number of dwelling units (apartments) or guest rooms (hotel or motel).
  - ☐ Fire sprinkler status and intentions
  - ☐ Parking requirements calculations
  - ☐ Texas Department of Transportation (TXDOT) approval, if applicable.
8. Copy of a site plan to include:
  - ☐ All property lines.
  - ☐ Footprint (outline) of all structures, including all projections beyond the foundation line, showing location on the property, and front, side, and rear yard setbacks.
  - ☐ Location of all easements and platted building lines.
  - ☐ Location of gas, water, and sewer lines and underground electrical (if applicable).
  - ☐ Location of proposed driveway, drive approach, city sidewalks and fire lanes.
  - ☐ Location of all fire hydrants.
  - ☐ Location of permanent fences and gates.
  - ☐ Parking lot layout including striping and location of accessible parking
  - ☐ Foundation plans and other engineered structural plans.
  - ☐ **Complete** set of architectural plans to include, but not limited to; floor plans, means of egress, elevations, wall sections, area separation wall locations and fire ratings, occupancy separation locations and fire ratings, equipment, and furniture layout plan (if applicable), door and window schedules, shaft locations and fire rating.
  - ☐ Mechanical, electrical, and plumbing plans (refer to specific permit type for additional information).

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9. Landscape plans, as applicable to the zoning designation for the property.
- ☐ Locations and dimensions of all proposed landscape areas.
  - ☐ Complete description of plant materials shown on the plan, including names, locations, quantities and sizes.
  - ☐ An indication of which protected trees will be removed and which will be retained.
  - ☐ A description of proposed watering method.
10. Tree protection plans.
- ☐ **Complete** tree survey identifying all trees within 50 feet of any construction related activity.
  - ☐ Detailed drawings of tree protection measures including, but not limited to, tree protection fencing and erosion control fencing.
11. ☐ If you are disturbing one (1) or more acres of land you are **required** to submit a copy of the Storm Water Pollution Prevention Plan (SWPPP) to Public Works & Transportation / Storm Water Management
12. ☐ If the project includes construction of areas where food/ice or beverages are manufactured, packaged, stored, distributed, sold, or prepared excluding vending machines, then provide:
- ☐ Scaled floor plans showing equipment and plumbing fixtures layout including floor drains.
  - ☐ Scaled plans showing finish schedules for floors, walls, and ceilings.
  - ☐ Menus and cut sheets of equipment being installed, if available.
13. ☐ Civil plans including:
- ☐ Site grading plan
  - ☐ Public infrastructure as applicable:
  - ☐ Domestic water and sanitary sewer
  - ☐ Storm water
  - ☐ Drive approaches and sidewalks
  - ☐ Turn lanes, decel lanes, and median cuts
14. ☐ All aspects of the construction project comply with the Environmental Protection Agency (EPA) Lead Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

### **SPECIAL SECTION: REQUIRED DOCUMENTS ONLY FOR COMMUNICATIONS TOWER ON PRIVATE PROPERTY**

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15. ☐ Copy of the foundation design, sealed and signed by a Registered Professional Engineer (Certification not required for a small (less than 5,000 ft. accessory building)
16. ☐ Copy of structural plans for the tower, including any attachments, sealed and signed by a Registered Professional Engineer. Actual height of the tower must be clearly indicated.