

Building Department

Submittal Checklist For Commercial Building Plan Review

- I. **Building Permit Application**: Complete entire application, including: Valuation of Project, TDLR #, contact information including phone number and Applicant's signature.
- II. A **Plan Review Fee** will be collected at the time the Building Permit Application is submitted and the balance of the Building Permit Fee will be collected when plans are approved and the permit is processed and picked up by the Contractor.
- III. **Planning and Zoning Approval**: City Planner (281) 290-1491. Approved plans and survey from the City Planner should be included in the Building Application Submittal.
- IV. Submit (2) two complete sets of **Building Plans** and include the following:
 - a. Floor Plan(s)
 - b. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
 - c. Elevations
 - d. Plumbing, Mechanical and Electrical Plan and Details
 - e. Structural Plans: Include Foundation Plan with Details, Framing and Shear Wall Bracing locations with Details (Nailing Pattern, and Hold-downs)
 - f. Site Plan: with dimensions showing all buildings on the property, the driveway location, property boundaries, building setback lines, and all existing easements.
- V. Submit an **Asbestos Survey** for all demolition and remodel projects. A licensed Asbestos Surveyor or an Architect can do this.
- VI. Submit an **Energy Analysis Report** for Building Envelope, Lighting Loads and Mechanical Loads. Your Engineer can do this for you or you may use **ComCheck 2003 IECC** which is a free download software at U.S. Department of Energy website.
- VII. Provide the following information for **new utility connections**:
 1. Sewer Tap (Number of taps and their Sizes)
 2. Water Tap (Number of taps and their Sizes)
 3. Gas Tap (A List of Gas Fixtures including BTU Loads)
- VIII. Contractor must provide **Liability Insurance** with a minimum bodily injury limit of \$100,000, \$300,000 per occurrence and a property damage limit of \$400,000 or a property damage limit equal to or exceeding the amount of the contract amount, whichever is greater. The City of Tomball must be listed as the "Certificate Holder" on the policy.