

**New/Remodel Commercial & Residential  
Plan Review Checklist**

**Submittal of this Checklist is Required with All Building Permit Applications  
(Plan Review Will NOT be performed until All Applicable Items are Submitted)**

Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

\_\_\_\_\_ Plan Review Checklist

\_\_\_\_\_ Building Permit Application

\_\_\_\_\_ For NEW Commercial Builds (value \$1,000,000+), 50% of the Permit Fees will be  
Required at the Time of Submittal

\_\_\_\_\_ For ALL NEW Commercial Projects, an Engineering Acceptance Letter is  
Required at the Time of Submittal

\_\_\_\_\_ Asbestos Survey (ALL COMMERCIAL REMODELS IF ANY DEMOLITION IS  
BEING DONE)

\_\_\_\_\_ TDLR# - Texas Accessibility Standards (for Commercial if value over \$50,000)

\_\_\_\_\_ A RES-Check Energy or a COM-Check Compliance Report (for New Commercial or  
Residential)

\_\_\_\_\_ Site Plan to include:

Legal Description (Lot, Block, Subdivision)  
Property Lines and Lot Dimensions  
Proposed Structure and Existing Buildings  
Proposed Flatwork  
All Easements and Proposed Location of Utilities  
North Arrow and Scale

\_\_\_\_\_ Engineered foundation plans

\_\_\_\_\_ For Septic Systems Provide Documents showing Designated Rep (DR) from Dallas county

\_\_\_\_\_ (2) Separately BOUND Hardcopies of Full Sets of Plans \*To Scale\*

\_\_\_\_\_ (1) Electronic copy of ALL of the above on a CD

Signature: \_\_\_\_\_ Date: \_\_\_\_\_