



## **NEW Commercial Plan Review Checklist**

<input type="checkbox"/>	Apply online via: <a href="http://www.mygovernmentonline.org">www.mygovernmentonline.org</a> (MY PERMIT NOW)
<input type="checkbox"/>	Commercial Building Permit Application – See forms page, upload to the online application via MY PERMIT NOW
<input type="checkbox"/>	1 Sets of Building Plans: <ul style="list-style-type: none"> <li>▪ 1 PDF Copy uploaded to the online application via MY PERMIT NOW</li> <li>▪ Lighting Package (if applicable) – Reference Lighting Submittal Checklist</li> <li>▪ Landscape Package (if applicable) – Reference Landscape Submittal Checklist</li> </ul>
<input type="checkbox"/>	TDLR Confirmation Page (if over \$50,000 in project value) uploaded to the online application via MY PERMIT NOW
<input type="checkbox"/>	Energy Compliance Report: <ul style="list-style-type: none"> <li>▪ Envelope</li> <li>▪ Lighting</li> <li>▪ Mechanical</li> <li>▪ Electrical</li> </ul> <p>CommCheck energy compliance report software can be accessed on <a href="http://www.energycodes.gov">www.energycodes.gov</a>  Uploaded to the online application via MY PERMIT NOW</p>

*\*Once permit is issued all licensed subcontractors (Mechanical, Electrical, & Plumbing) MUST apply for their own permit under General Contractor's permit number via MY PERMIT NOW. Inspection privileges will not begin until subcontractor permits are pulled. \**

*Revised: 01.22.2019*