



## Commercial Plan Review Checklist

Project Information	
Project Name:	
Project Address:	
Contact Name:	
Contact Number:	
Contact Email:	
<input type="checkbox"/>	Commercial Building Permit Application
<input type="checkbox"/>	2 Sets of Building Plans
	<ul style="list-style-type: none"> <li>▪ 1 Hard Copy</li> <li>▪ 1 PDF Copy (emailed to <a href="mailto:sholden@cityofdrippingsprings.com">sholden@cityofdrippingsprings.com</a>; or submitted on flash drive)</li> </ul>
<input type="checkbox"/>	Fire Plan Review Application
<input type="checkbox"/>	TDLR Confirmation Page (if over \$50,000 in project value)
<input type="checkbox"/>	Energy Compliance Report
	<ul style="list-style-type: none"> <li>▪ Envelope</li> <li>▪ Lighting</li> <li>▪ Mechanical</li> <li>▪ CommCheck energy compliance report software can be accessed on <a href="http://www.energycodes.gov">www.energycodes.gov</a></li> </ul>
<input type="checkbox"/>	Asbestos Report (if remodel or demo)
<input type="checkbox"/>	Lighting Submittal Package – Refer to Outdoor Lighting Checklist
<input type="checkbox"/>	Make sure your contractors are registered! (i.e. Mechanical, Electrical, Plumbing)

*Revised: 03.16.18*