



NEW Commercial Plan Review Checklist

Apply online via: www.mygovernmentonline.org (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"/>	APPROVED SITE PLAN – if applicable. (disregard for Tenant Finish Outs)
	1 SET OF BUILDING PLANS:
<input type="checkbox"/>	<ul style="list-style-type: none">▪ 1 PDF Copy uploaded to the online application via MY PERMIT NOW▪ Lighting Package (if applicable) – Reference Lighting Submittal Checklist
<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">▪ Envelope▪ Lighting▪ Mechanical▪ Electrical <p>CommCheck energy compliance report software can be accessed on www.energycodes.gov Uploaded to the online application via MY PERMIT NOW</p>
<input type="checkbox"/>	<u>BILLING CONTACT FORM</u>

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.

**IF APPLICABLE – this project may be subject to additional professional fees billed at a later date separate from your permit fees. If you have questions if this applies to your project please ask our Building Permit Technician; mchamberlain@cityofdrippingsprings.com*

Revised: 3.28.2019