



DRIPPING SPRINGS
Texas

NEW Commercial Plan Review Checklist

Apply online via: www.mygovernmentonline.org (MY PERMIT NOW)

<input type="checkbox"/>	COMMERCIAL BUILDING PERMIT APPLICATION – See forms page <i>upload to the online application via MY PERMIT NOW</i>
<input type="checkbox"/>	APPROVED SITE PLAN* – if applicable. (<i>disregard for Tenant Finish Outs</i>)
<input type="checkbox"/>	1 SET OF BUILDING PLANS:
	<ul style="list-style-type: none">▪ 1 PDF Copy construction plans – MUST BE A COMBINED SET, APPLICATION WILL BE RETRUNED IF SHEETS ARE ALL SEPARATE <i>uploaded to the online application via MY PERMIT NOW including:</i><ul style="list-style-type: none">○ Approved Site Plan – New Buildings or Additions (must be reviewed and approved by City's Planning Department)*○ Finish Outs must have a key plan indicating the building & location of tenant space within building○ Floor Plans & Roof Plans○ Exterior Elevations○ Door, Window, & Hardware Schedules○ Construction Details; interior elevations, and interior finish schedules○ Structural plans must include: foundation plans, roof & framing plans, wall sections & details○ Mechanical, Electrical, & Plumbing plans & schedules○ Plumbing Plans (include riser diagrams)○ Mechanical Plans○ Electrical Plans (include riser diagrams)▪ Lighting Package (<i>if applicable</i>) – Reference Lighting Submittal Checklist
<input type="checkbox"/>	TDLR Confirmation Page (if over \$50,000 in project value) <i>uploaded to the online application via MY PERMIT NOW</i>
<input type="checkbox"/>	CERTIFIED ENERGY COMPLIANCE REPORT:
	<ul style="list-style-type: none">▪ Envelope (<i>disregard for Tenant Finsih Outs</i>)▪ Lighting/Electrical▪ Mechanical <p>CommCheck energy compliance report software can be accessed on www.energycodes.gov <i>Uploaded to the online application via MY PERMIT NOW</i></p>



<input type="checkbox"/>	<u>BILLING CONTACT FORM</u> *
<input type="checkbox"/>	Asbestos Compliance Statement <i>(if renovation or demolition)</i>

**Plat must be approved & recorded, or Site Plan must be approved and release by the Planning/Engineering department before a building permit can be released.*

**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 a Building Permit Technician*

**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 be released until subcontractor permits are pulled.*

***BELTERRA COMMERCIAL/MULTIFAMILY PROJECTS ONLY – PLANS MUST BE SUBMITTED TO THE DISTRICT OPERATOR (INFRAMARK) AND APPROVAL MUST BE GRANTED PRIOR TO THE CITY BUILDING ISSUING THE BUILDING PERMIT.**