



Job Information		
Property Address:	Suite #	Contractor:
<input type="checkbox"/> New Commercial	<input type="checkbox"/> Shell	<input type="checkbox"/> Finish-Out
<input type="checkbox"/> Addition	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Remodel
<input type="checkbox"/> Other		
Proposed Use In Building:		
<input type="checkbox"/> A-1 Assembly (Theater/ Concert Hall)	<input type="checkbox"/> M - Department Store / Drug Store	
<input type="checkbox"/> A-2 Assembly (Restaurant)	<input type="checkbox"/> M - Gas Station	
<input type="checkbox"/> A-3 Assembly (Worship/Amusement/ Community Hall)	<input type="checkbox"/> M - Retail/ Warehouse	
<input type="checkbox"/> B - Business	<input type="checkbox"/> S-1 Storage Mod. Hazard (Repair Garage)	
<input type="checkbox"/> D/E - Daycare & Educational		

**Submittal Requirements**

The following documents must be submitted with application:

- Building Permit Application
- Plan Review Checklist
- Construction Plans (*Prepared by a Registered Design Professional, Architect or Engineer*)
- Storm Water Pollution Prevention Form
- Grading and Drainage Affidavit
  
- Health Plan Review Checklist, including Menu (*Applicable for Food Service and Daycare Establishments*)
- Plan Review Fee (*Nonrefundable at time of submittal, permit fee is due at issuance of permit*)
- Erosion control Design Plan - Only if conducting any land disturbing or construction activities with the below requirements:
  - \*On property with an area of more than one (1) acre, or,
  - \*On property with an area less than one (1) acre that constitutes more than 50% of the site

Check which of the following have been included:

- Y / N
- Approved Site Plan
  - Occupancy type and type of construction
  - Structural framing
  - Floor plan/building plans shall be to scale
  - UL listing for fire rated assemblies and penetrations
  - Energy Compliance Report in accordance with requirements stated in IECC 2021
  - TDLR number (for projects over \$50,000)
  - Confirmation of Completion of Asbestos Survey
  - Site specific soils report (Commercial builds only)
  - Engineered foundation design based on site specific soils report (Commercial builds only)
  - Plumbing riser diagram and Under Slab Plumbing Drawing
  - Exit and emergency lighting plan
  - Lighting electrical power plan/electrical riser plan
  - Door schedule with hardware/window schedule
  - Finish schedule
  - Roof plan giving location of roof mounted equipment and drainage requiring screening per sec.7.03.3 ALDC
  - Elevations of all sides of building showing finishes and overall height
  - Erosion control Design Plans (qualification based on submittal requirements)
  - Fire suppression plan
  - Will serve letter from Texas New Mexico Power
  - Completed construction site waste consent form

Applicant's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this you have agreed that all boxes have been checked and all information has been submitted. Failure to submit all information may result in the delay of approving your permit.