
























## Commercial Permit Submittal Checklist

Please go through the checklist and initial each line below indicating that you have provided the required information for your building permit application submittal. All plans must be to scale and plans must be 18 x 24 or larger.

Check	Page #	Detail
  <i>JSG</i>		<b>Site plan</b> – An approved Development Site Plan is required prior to requesting a building permit application for all site that are 0.5 acres or greater. The site plan must show the following: <ul style="list-style-type: none"> <li>• Distances from all sides of the proposed building to the property lines;</li> <li>• Utility easements and setbacks;</li> <li>• Sizes and locations of water and wastewater service connections;</li> <li>• the nearest fire hydrant location;</li> <li>•</li> <li>• New and existing sidewalk locations; and Sidewalks</li> </ul>
  <i>JSG</i>		<b>Drainage Plan</b> - Showing compliance with the State of Texas and the City of Kerrville requirements
  <i>JSG</i>		<b>Foundation Plan</b> - Showing the size & location of all grade beams, sizes, spacing of steel, beam detail, and layout of any drilled piers.
  <i>JSG</i>		<b>Floor Plan</b> - Showing and labeling the rooms of the building, window sizes; the locations of all electrical devices such as plugs, lights, switches ceiling fans, smoke detectors, sub-panels, service panel; locations of all plumbing fixtures, water distribution line details, building drain details, the location and size of heating & A/C unit and appliances (such as washers, dryers, and water heaters).
  <i>JSG</i>		<b>Elevations</b> - At least (5) two elevations (front and back) to be shown on residential plans and (5) four on commercial plans. NOTE: this may not be required on small jobs
  <i>JSG</i>		<b>Framing plan/material list</b> – Provide or describe sizes, spans, spacing, and material type and grade of all framing members including headers, ceiling joists, and rafters.
  <i>JSG</i>		<b>Roofing material</b> - Submit the type of roofing material to be used (wood roofing shingles and shakes are not allowed)
  <i>JSG</i>		<b>International Energy Conservation Code</b> - Paper work showing compliance with the 2015 International Energy Conservation Code. Must be submitted by an approved 3rd party rater.(Designer/Architect/ Engineer’s letter of Energy Review)
N/A <input type="checkbox"/>		<b>Asbestos survey</b> - If this is a commercial or public building remodel or demolition, an asbestos survey is required. A State of Texas licensed asbestos survey company must complete the survey. A copy of the survey must be included with your application.
  <i>JSG</i>		<b>Accessibility Standards</b> - If this a commercial job over \$50,000.00 your plans must be registered with the Texas Department of Licensing and Regulations (TDLR), for compliance with the Texas Accessibilities Standards (TAS). You must submit the registration number with your plans.

 <i>JSG</i>	<b>Retaining Walls</b> - If there is a retaining wall four feet (4'-0") or more in height being built as part of this project, an engineered design must be submitted. Shorter walls may require engineered plans depending on the type, location, and other factors.
 <i>JSG</i>	<b>TCEQ or EPA permits</b> - If the project is located on a site of one (1.00) acre or more, you must obtain a permit from the Texas Commission on Environmental Quality (TCEQ) or if five (5.00) acres or more you must obtain a permit from the Environmental Protection Agency (EPA). More information maybe found at the TCEQ website at <a href="http://www.tceq.state.tx.us">www.tceq.state.tx.us</a>
 <i>JSG</i>	<b>Number of plans required</b> – All commercial and multi-family building permit applications require a minimum of 1 electronic.
 <i>JSG</i>	<b>Code Summary Table</b> – All building plans (except single and two-family) shall include a code summary table. This table shall contain at a minimum, building area, building height, number of stories, building code use and occupancy classification, actual building use, building code construction type designation, design occupancy numbers, number of parking spaces provided, is a sprinkler system provided, is a fire detection system provided, and any other information the design professional feels would be useful or is required by the code official.
 <i>JSG</i>	<b>Water Restriction Information</b> --- Owner, Contractor and all other effected parties have read and understand the Water Restrictions that the City of Kerrville is currently under.
 <i>JSG</i>	Permit / Inspection boards with address <b>MUST</b> be on site for new construction. This provides a place for proper posting of permits as well as a place for city inspectors to leave inspection reports for the contractors.

This checklist is to help guide you through the plan submittal process. If you have not provided all the required information, action on your permit application will be delayed until that information is submitted and reviewed. Please note that although you have turned in everything on the checklist, the plans examiner may request additional information later. If there is other information about the project that you feel is important for the construction of your project, please submit that information at this time. If you have any questions, please feel free to ask the permit technician or the building official.