



COMMERCIAL PERMIT SUBMITTAL

ADDRESS: (new?) _____ ZONING: _____

OCCUPANCY GROUP: _____ TYPE OF CONSTRUCTION: _____

IS THE LOT PLATTED? Y / N TREE PROTECTION PERMIT _____

SWPPP APPROVED? _____ WATER METER SIZE (specify if meter is existing): _____

BUILDING PLANS (3 sets or 2 if interior only) FIRE SPRINKLERS _____

_____ Cover Sheet – include site location, key plan, 2018 I Codes and 2020 NEC codes, building information, etc.

_____ SOUTHLAKE TOWN SQUARE Stamp

_____ Upload for all plans and documents in pdf – (verify all plans are uploaded into Laserfiche -Office use)

_____ Verify plans are not marked “not for construction” or “preliminary”

_____ Site Plan approved by council (shell only)

_____ Foundation Plans with Texas Engineer seal (if applicable)

_____ Floor Plans to scale - Architect Seal required -*Including Furniture Layout w/Egress plan; Door Schedule*

_____ Structural framing and roof – Engineer Seal required (if applicable)

_____ MEP Plans - Engineer Seal required (Photometrics for shell buildings)

_____ FOG Worksheet - Engineer Seal required (Food service only)

_____ Life Safety Plan (Egress & Occ. Load) Code Analysis on the Cover Sheet for Occupant Load

_____ Landscape Plans (shell only)

_____ Special Inspections Report (required prior to issuance)

_____ Civil Plans in new building for reference (Eng. review submitted separately to Public Works/shell or addition only)

_____ Comchecks - Envelope, Exterior Lighting, Interior Lighting and Mechanical
Verify 2018 IECC or ASHRAE 2013 (Env & Ex Light for Shell only; Int Light & Mech for FO & remodels)

_____ TDLR Detail Page Confirmation (If value over \$50,000) _____ Asbestos survey – Signature only

Missing Information: _____

Checklist Reviewed By: _____ Date _____

Called/emailed – Name Date, etc.: _____

Submittal is incomplete and will not be accepted if any of the checklist items are missing.

BUILDING INSPECTIONS, 1400 Main St., Ste. 250, Southlake, TX 76092

Phone: 817-748-8237 or 8236

www.cityofsouthlake.com

Sept 2020