



DRIPPING SPRINGS  
Texas

## **NEW Commercial Plan Review Checklist**

Apply online via: [www.mygovernmentonline.org](http://www.mygovernmentonline.org) (MY PERMIT NOW)

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



<input type="checkbox"/>	<a href="#"><b>BILLING CONTACT FORM*</b></a>
<input type="checkbox"/>	<b>Asbestos Compliance Statement</b> (if renovation or demolition)

*\*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.**