

## **Commercial Submittal Requirements**

*City of Ferris*  
100 Town Plaza  
Ferris, Texas 75125

Phone: (972) 544-2110  
Fax: (972) 544-8259  
[www.cityofferris.org](http://www.cityofferris.org)

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. Additional sets of plans may be required for fire sprinklered buildings and/or for projects which require a health review

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

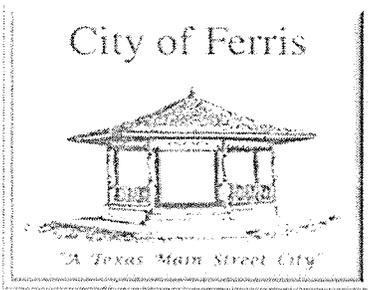
**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan <sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report <sup>(b)</sup>
12. Asbestos Survey (for renovation or demolition permits) <sup>(c)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information <sup>(d)</sup>

### **NOTE:**

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



## **New/Remodel Commercial Checklist**

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Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

**Permit Application with an original signature must be complete and submitted with the following information:**

- \_\_\_\_\_ **(3) Site Plans to include:**
  - \_\_\_\_\_ Legal Description (lot, block, subdivision)
  - \_\_\_\_\_ Property lines and lot dimensions
  - \_\_\_\_\_ Proposed structure and all existing buildings
  - \_\_\_\_\_ All easements
  - \_\_\_\_\_ Existing and proposed location of utility poles, pad mounted transformers
- \_\_\_\_\_ **(3) Parking lot layout plans**
- \_\_\_\_\_ **(3) Grading plans**
- \_\_\_\_\_ **(2) Commercial Energy Code Compliance - (2006 IECC)**  
 To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- \_\_\_\_\_ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, mep design, construction details, window/door schedule.
- \_\_\_\_\_ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**
- \_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require TXDOT permit)
- \_\_\_\_\_ **TDLR # - Architectural Barriers Registration** (if \$50,000.00 or over)
- \_\_\_\_\_ **Asbestos Survey or Compliance Statement** (if demo or remodel)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester*