



## INTERIOR FINISH-OUT/ REMODELING PROJECTS CHECKLIST

(Check all that are applicable)

- Completed permit application
- Three (3) identical sets of construction documents; i.e., plans, specifications, etc.
- Plan Review/Permit Fee (with print out of calculator)
  - Checks/Credit Cards accepted (*Do not accept American Express*)
  - 3% fee on all cc payments (*contact Permitting Dept. to request CC payment form*)
- Architectural Drawings: 2018 IBC and the locally adopted amendments.
  - Occupancy Classification Worksheet (commodities letter) for warehouses, etc.
  - Life safety plan indicating intended uses, occupant load calcs, means of egress system, etc.
  - Health Drawings should include finish schedules, utensil washing sink, dishwashing machines, lavatories and hand washing sinks, janitorial sink (mop sink), dumpster enclosure etc.
- Structural Drawings: the Engineer's seal shall be affix to said drawings, specifications, and accompanying data.
- Fire Protection Drawings: 2018 IFC and the locally adopted amendments.
- Mechanical Drawings: 2018 IMC and the locally adopted amendments
- Electrical Drawings: 2017 NEC and the locally adopted amendments.
- Plumbing Drawings: 2018 IPC and the locally adopted amendments.
- Energy compliance reports: 2018 International Energy Conservation Code (IECC)
- Texas Department of Licensing and Regulation (EAB # confirmation sheet) if valuation is more than \$50,000
- Determination of Required Special Inspections
- Asbestos survey or Certification
- Two copies of any approved Code Modification Requests, if design is based on a CMR