



**CITY OF BURNET
DEVELOPMENT SERVICES
COMMERCIAL BUILDING PERMIT**

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CHECKLIST FOR COMMERCIAL BUILDING PERMIT APPLICATIONS

A complete application requires the property address and property owner information. All plans must be submitted online at www.MGONConnect.org. Once application has been accepted, allow 10-14 days for initial review to be completed. After plans have been approved, all project fees are due. You must set up a utility account, with the Utility Billing Department, and pay deposits to ensure meters are installed after permit issuance.

PERMITS (as applicable)

- ☐ Texas Department of Licensing and Regulation TABS# (**Architectural Barriers No. is required if estimated construction cost stated on the application is \$50,000 or more**).
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Demolition projects exceeding 100 SF must have an Asbestos Containing Material report.

****This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments.****

PLANS & DOCUMENTS (as applicable)

- ☐ Completed application form, with a person's name legibly printed, signed, and dated on the application.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the 2021 International Residential Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and 2023 National Electrical Code.
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed**. Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

1. STANDARD PLAN FORMAT: All plan sheets shall be drawn to a standard Engineering or Architecture format, scaled, and dimensioned as follows:

- ☐ Site Plan: Base information including: proposed building footprints with elevations at each corner, parking and driveways, utilities, and existing structure(s) such as detention ponds, etc.
- ☐ Each page signed, sealed, and dated by a Texas Licensed Professional Engineer, Registered Land Surveyor, or Architect, as applicable.
- ☐ Contents of plan submittal:
 - Cover sheet with project location map and all pertinent project data
 - Civil Engineer's site plan
 - Civil Engineer's water and wastewater plan and details
 - Civil Engineer's grading, and utility plans and details
 - Architectural floor plans, elevations, and details

- Structural Engineer's plans, calculations, elevations, and details
- Mechanical, Electrical, and Plumbing Engineer's plans and details
- Energy Code compliance reports (COMchecks) written using one of the following as the Basis of Design for all reports: **current adopted International Energy Conservation Code (IECC) or ASHRAE 90.1**

2. CIVIL ENGINEER'S SITE PLAN: General:

- ☐ Civil Engineer's Site Plan approved by the City of Burnet Planning and Engineering Department

3. CIVIL ENGINEER'S SITE PLAN: Floodplain / Floodway & Report, if required:

- ☐ Boundaries of all FEMA designated flood plains affecting the project
- ☐ Indicate FIRM Base Flood Elevation and finished floor elevation for each structure and utility, if applicable
- ☐ Indicate whether structures and utilities will be elevated, or flood proofed, if applicable
- ☐ Initial Elevation Certificate based on construction drawings, if applicable

4. ARCHITECTURAL: Full sets must be drawn to scale with the following details:

- ☐ Code Matrix / Means of Egress / Life Safety Plan
- ☐ Floor Plan(s)
- ☐ Finish Schedule (floor, base, wall, and ceiling for each room and space)
- ☐ Wall and floor roof ceiling sections and details
- ☐ Wall partition type(s), including UL Listed design (or other appropriate agency's) numbers for all fire rated assemblies.
- ☐ Reflected ceiling plan(s), including ceiling height.
- ☐ Exterior elevations

3. STRUCTURAL PLANS: Full sets must be drawn to scale with the following details:

- ☐ Geotechnical Investigation Report, as applicable.
- ☐ Foundation plan(s) and details
- ☐ Design Loads: List of Combinations (IBC 1605.1)
- ☐ Live Loads: (IBC 1607.1) List Design floor Live Loads for each use category. State Live Load reductions, if any, and show basis (IBC 1607.9)
- ☐ Design Wind Load (ASCE 7 & IBC 1609.1.1)
 - Show basis of design wind mph for primary frames and systems (IBC 1609)
 - State Importance Factor I (IBC 1609.4)
- ☐ Superstructure: walls, roof cmu, etc.
- ☐ Wind brace, wall brace, and shear wall plans
- ☐ Pre-engineered Metal Building (FEMB) plans
- ☐ List of Special Inspections per IBC CH. 7
- ☐ Miscellaneous Site Structures: e.g., detention basins, retaining walls, fences, etc., and location on plans

4. MECHANICAL, ELECTRICAL & PLUMBING

- ☐ **MECHANICAL:** Provide sufficient plans, details, and specifications to comply with all applicable sections of IBC and IMC, including but not limited to: Duct Plan, Equipment Schedule, Heating and Cooling Load and Outdoor Ventilation Air calculations.
- ☐ **ELECTRICAL:** Provide sufficient plans, details, and specifications to comply with all applicable sections of the IBC and NEC, including but not limited to: Power and Lighting Plans, Light Fixture Schedule, Electrical Demand Load and Falt Current calculations, Riser and Feeder Diagram, Panelboard, Light Fixture Schedules, and Grounding and Bonding details.
- ☐ **PLUMBING:** Provide sufficient plans, details, and specifications to comply with all applicable sections of the IBC, IFGC and IPC, including but not limited to: Fixture Schedule (TCEQ flush volume and flow compliant for water conservation), Fixture Calculations based on Occupant

Load and Occupancy Group(s), Water Heater type, capacity, energy source and recirculating pump(s) as applicable, Water Demand calculations, Water Supply and Drain / Waste / Vent Riser diagrams, Gas demand calculations and Riser Diagram, Grease Interceptor sizing calculations, and Roof Drainage calculations for primary and secondary drains, as applicable.

PLANS CHECKLIST FOR OTHER PROJECT TYPES

ADDITIONS, ALTERATIONS, & REMODELS: Full sets must be drawn to scale with the following details:

- ☐ Demolition of 100SF or more requires Asbestos Containing Material Survey or letter from Architect per Texas Department of Health Services
- ☐ Architectural Existing Floor Plan and Proposed Floor Plan, Elevation drawings and Wall Section details where applicable
- ☐ TDLR Architectural Barriers Project Registration 'TABS' number
- ☐ Engineered Foundation Plans and Details where applicable
- ☐ Special Inspections Sheet, where applicable
- ☐ Framing Plans (Engineered for Groups A, E, and I)
- ☐ Code Matrix / Means of Egress / Life Safety Plan
- ☐ Finish Schedule
- ☐ Fire Rated construction details where applicable
- ☐ MEP Plans, Schedules, and Details
- ☐ COMcheck reports where applicable
- ☐ Heating and Cooling load calculations where applicable

TEMPORARY SALES OR CONSTRUCTION TRAILERS: Full sets must be drawn to scale with the following details:

- ☐ Site Plan* showing all existing structures and proposed Trailer location.
- ☐ Anchor / Tie-down and Pier Plans
- ☐ For Sales Trailers, an approved Parking Plan and Accessible Exterior Route, and Ramp Plans
- ☐ Manufacturer's Floor Plan and Elevation drawings
- ☐ Accessible Toilet Facilities within 500'

AWNING OR CANOPIES: Full sets must be drawn to scale with the following details:

- ☐ Site Plan* showing all existing structures and proposed Trailer location.
- ☐ Historic Board approval (in Historic District)
- ☐ Plans including Elevations and Details

*Site Plan must be scaled and dimensioned, indicate all setbacks and easements.