**Development Services - Building Inspection Division**
450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471
E-Mail: permits@cedarparktexas.gov

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**Commercial Permit Submittal Checklist**
(New Ground-Up Construction Only)

Applicant Name: ____________________________________
*Signature: ____________________________________

* By signing this I am acknowledging all required documents are provided in this submittal

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>Owner, Applicant, and Contractor Information</td>
<td>Provided (applicant must check)</td>
</tr>
<tr>
<td>Type of Construction, Occupancy classification, Square footage of existing/new proposed, Occupant Load, Fire Sprinkler and/or Alarm</td>
<td></td>
</tr>
<tr>
<td>Site Development Permit Number Referenced</td>
<td></td>
</tr>
</tbody>
</table>

**PLANS**

- All plan sheets must be in pdf format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and shall be combined into one plan set. The plan set must include an index of all sheets in the plan set. For plan sets greater than 10 pages in length, each page shall be bookmarked with the title of the sheet name and page number.

- Cover Sheet
- Site Plan & Details
- Photometric Plan
- Foundation Plans
- Floor Plans
- Sections of Walls, Floors and Roof Structures
- Roof / Floor Truss Load Diagrams
- Elevations
- Electrical Plans
- Plumbing Plans
- Mechanical Plans

**Additional Documents**

- Proof of TDLR Registration (estimated construction cost of less than $50,000 may not be registered online)
- Proof of Energy Code Compliance / ComCheck
- Specifications Manual
- Soils Report – signed & dated
- Structural Calculations – signed & dated
- Asbestos Survey or Designer’s Asbestos Inspector’s Certification
- Industrial Pretreatment Survey (not applicable for shell buildings/mandatory for finish outs)