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[www.kaufmantx.org](http://www.kaufmantx.org) & [www.mygov.us](http://www.mygov.us)

# Commercial Plans Submittal Checklist

## Building Guide for New Development

Address: \_\_\_\_\_ PID: \_\_\_\_\_

All items are required to be submitted at the same time, with a copy of this check list. If you are missing any of the items below, we will return the sets to you without reviewing the plans.

A check payable to the City of Kaufman for \$620.00. This is your plan review fee and will be credited towards the total amount due, when the permit is issued. If the project is cancelled, change house plans, or do not complete the permit process, you will not be issued a refund or have the money credited to another project.

We need 3 sets of construction plans on 11"x 17" paper. They must be legible and easy to read with a cover page listing each additional page with its description. We also need a USB drive with all of the following items loaded on to it. Those items will be downloaded and the USB drive will be returned to you before you leave the office.

Once the plans have been reviewed and approved, we will keep 1 sets, 1 set is to be kept on the job site, and 1 set is for your office.

**Building Permit Application must be completely filled out, including:**

Contractor's name, phone number and email address

Owner's name, address and phone number

Sub-contractor's name, phone numbers, email address and license number (for MEP)

Project address with the Kaufman County Appraisal Districts Property Identification Number (PID)

The estimated value of the project (including all materials and labor), Market value subject to standard valuation data by Building Official.

The total square footage of the structure

The heat/cool square footage of the structure

**Title Page: must contain all of the following information:**

Building Occupancy classification

Building Construction Type

Building square footage (gross and each individual occupancy classification)

Building height

Occupant load

Sprinklered or Unsprinklered

Allowable building area

Area increases used

Parking required vs Parking Provided

**Plot Plan: must have an approved Site Plan**

Scale used must be noted on the plans

Dimensions of lot

Total square footage of lot

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North arrow  
All easements  
Front, side, and rear setbacks  
Building footprint with all projections & dimensions to all property lines and/or other buildings  
All sidewalks  
All parking  
Location of handicapped parking space with access aisles, curb ramps, and other ramps on site  
Handicapped access to the buildings from the public way  
Location of any and all retaining walls  
Location of dumpsters  
Parking lot lighting  
Signage location  
Fire lane

**Architectural Details:**

Scale used must be noted on the plans  
Roof, to include eaves, overhangs, rake and gables  
Floor changes (i.e. slab to wood frame)  
Handrails, guardrails, and support details  
Structural framing details  
Fire wall, fire barrier and fire partition details  
Suspended ceiling plan with support details  
Structural section with details at foundation, floor and roof levels  
Typical cross section in each direction  
Special inspections required

**Elevator Details:**

**Energy Compliance Report:**

Must be done by a licensed professional  
Project Information sheet  
Estimated Annual Energy Usage sheet  
*You will be required to submit an Energy Compliance Competition letter prior to your final inspection.*

**Exterior Elevations:**

Scale used must be noted on the plans  
Identify finish materials to be used  
All four elevation views are to be shown  
Note percentage of masonry on each elevation

**Electrical Details:**

Scale used must be noted on the plans  
Service meter location and main breaker size in amps  
Sub-panel location(s)  
Location of all smoke detectors (must be interconnected)

**Fire Lane:**

Must be shown on the plot plan  
Must be 6" thick

**Fire Suppression & Alarm Systems:**

Scale used must be noted on the plans

Fire suppression and fire alarm systems required separate plans, approvals and permits.

**Floor Plan:**

Scale used must be noted on the plans

Full architectural plans, fully dimensioned and labeled

Include adjoining rooms, labeled as to their use with all window and door locations

All wall-to-wall dimensions

All room finish ceiling heights

All window sizes and operations to be on the plans (slider, single hung, fixed, casement, etc.)

Exit Plan for each level

**Foundation Plan:**

Scale used must be noted on the plans

Soils report or letter by an engineer

Structural and architectural details

Footings, foundation, piers, and grade beams, with details must be designed and stamped by an engineer

Reinforcing spacing and size

Post and girder intersections

Fireplaces masonry or gas

*You will be required to submit a pre pour and a post pour letter prior to your final inspection.*

**HVAC Details:**

Scale used must be noted on the plans

Location of HVAC equipment

Duct location and layout for supply and return air

Smoke and/or fire damper locations

CFMs of all HVAC units

Gas line drawing, including input rating in BTU's of all equipment

**Plumbing Details:**

Scale used must be noted on the plans

Show all plumbing fixtures

Show location of water heater (if located in the attic, note it on the plans)

Note water meter size needed labeling them as domestic or irrigation

Note number of water meters needed

Complete a water application for each water meter

Sewer connection location

Sewer size

All sewer lines are required to have a clean out installed at the property line

Grease, oil, sand interceptors and sizing calculations

Location and type of back flow prevention devices

**Stair Details:**

Scale used must be noted on the plans

Stairway width, rise, run, landing length, and headroom height

Handrail, guardrail, and baluster details

**Miscellaneous:**

**Asbestos Survey** for any project that is remodeling

Projects valued over \$50,000 are required to register with **TDLR** and provide the registration number

Approved **Landscape Plan** that was approved at the time of the Site Plan

**TxDOT permits** for driveways

**Additional Information:**

TOPO

Civil plans

Utility Plans

Elevators