



Commercial Plan Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Four (4) copies of the completed set of construction documents are required for plan review (2 full-size and 2 half-size) as well as a complete PDF set. Construction documents must be submitted along with completed permit application form.

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

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 Development Services Department may request additional information if necessary). Forms may be obtained on the City's website at: <http://www.portlandtx.com/index.aspx?nid=101>

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

1. Site plan and civil engineering plans. Include a copy of the recorded plat ^(a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, and 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^(b)
12. Asbestos Survey (for renovation or demolition permits)^(c)
13. Texas Department of Licensing and Regulation Architectural Barriers Project registration information^(d)
14. Windstorm ^(e)

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Department of Development Services and City Engineer before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.gov
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]
- e. Texas Department of Insurance [1-800-248-6032, www.tdi.texas.gov]