



CHECKLIST FOR COMMERCIAL CONSTRUCTION

(multifamily projects in excess of two units are considered commercial for permitting purposes)
This checklist is intended as a guideline, not a tool for design and is subject to change and additional requirements as needed to ensure the health, safety and welfare of the citizens of Harlingen.

- DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:
- * 2000 International Building Code
 - * 2000 International Mechanical Code
 - * 2000 International Gas Code
 - * 2000 International Fire Prevention Code
 - * 1998 Texas Food Establishment Regulations
 - * 2000 International Plumbing Code
 - * 2002 NEC
 - * 2003 Life Safety 101 Code
 - * Current City Zoning Ordinance
 - * Current City Subdivision Ordinance

All applicable items below must be submitted on FOUR sets of construction plans to make 10 business day permitting time possible. (This allows all departments to begin plan review immediately upon receipt. A minimum of TWO sets will be required, but may not allow the 10 day permit time window.)

10 Day Permit is not guaranteed, but should be accomplished if all submittals as laid out below are submitted and the project is not extraordinarily large.

SITE PLAN:

- _____ Property Legal Description (Lot # Block #, Subdivision Name)
- _____ Property Address
- _____ Is Property Zoned for Intended Use?
- _____ Is Property Subdivided? Or has Letter of Exemption been Processed?
- _____ Vicinity Map Showing Scale and North Arrow
- _____ Removing Trees > 8" Caliper Requires Tree Removal Permit
- _____ 5' Sidewalk Required Along Each Street Frontage
- _____ Zoning District Dividing Line Fence Requirement (if applicable)
- _____ Setback Requirements (by plat, zoning ordinance and site triangle)
- _____ Building Layout with Square Footage
- _____ Parking Lot Layout 9' X 20' with Adequate Backing Room
- _____ If Retail, Show Truck Loading Dock
- _____ Required Landscaping and Trees (8% Commercial /Industrial; 15% Apartments)
- _____ Trash Receptacle Location
- _____ Drainage Plan With:
 - _____ a. Gradient Elevations
 - _____ b. Flow Rates
 - _____ c. Retention/Detention Areas
 - _____ d. Guttering/sloping details
- _____ Any Monument Signs (location/height – if applicable)
- _____ Clear Zones for Driveways/Site Triangle

FLOOR PLAN:

- _____ Asbestos survey and TDOH clearance letter (if applicable)
- _____ Registration Letter from T.D.L.R. for A.D.A. Compliance
- _____ Engineering Required on Buildings 5,000 S.F. or Over
- _____ On All A, I, OR E Occupancies, Engineers' or Architect's Seal Required
- _____ All Areas/Rooms Denoted or Labeled

- _____ All Pertinent Dimensions Shown
- _____ All Door & Window Sizes Shown or Referenced to Schedules
- _____ All Accessory Details and Drawings
 - a. Wall Section Details
 - b. Framing Details (Roof & Wall)
 - c. Engineered Metal Building Drawings (if applicable)
- _____ Energy Conservation Report

IF RETAIL FOOD ESTABLISHMENT ALSO NEED:

- _____ Type of Finish Floor Surface
- _____ Type of Wall Surface
- _____ Type of Food Contact Surface
- _____ Kitchen Equipment Layout Including Storage Areas
- _____ Location of 3-Compartment Sink
- _____ Location of Mop Sink
- _____ Location of Employee Hand Lavatories
- _____ Paper Towel and Soap Dispenser(s) Above All Employee Hand Sinks
- _____ Self-Closing Device on all Bathroom Doors
- _____ In-Direct Drain Connections for 3-Compartment Sink and Ice Machine
- _____ Hot and Cold Water Supply to all Sinks
- _____ Location of Outside Trash Dumpster
- _____ Sneeze Guard Protection (if applicable)
- _____ Food Protection During Display
- _____ Location of Storage Area

FOUNDATION PLAN:

- _____ Dimensions & Details for Construction
- _____ Engineers Seal Required if Building > 5,000 S.F.

ELECTRICAL PLAN:

- _____ Provide Electrical Fixture Plan
- _____ Provide Electrical Panel Schedule
- _____ Engineers Seal Required if Building is > 5,000 S.F.
- _____ Energy Conservation Report on Air-Conditioned Areas

MECHANICAL PLAN:

- _____ A/C Duct Layout
- _____ A/C Equipment Schedule with Size Designation
- _____ Details on Dampers if Required
- _____ Engineers Seal Required if Building is > 5,000 S.F.

PLUMBING PLAN:

- _____ Layout of all Fixtures
- _____ Schematic of Drain/Waste System Layout
- _____ Engineers Seal Required if Building is > 5,000 S.F.

FIRE PROTECTION:

- _____ Designation of all Firewalls or Partitions
- _____ Fire Rating Designation on Doors & Window Assemblies in Fire Rated Walls or Partitions
- _____ Fire Alarm Layout (if required)
- _____ Fire Suppression System Layout (if applicable - sprinklers, stand pipes, aerosol systems, CO2 systems, etc)
- _____ Fire Department Accessibility

