



## BUILDING INSPECTIONS DIVISION COMMERCIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION: **ZONE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **STAFF** \_\_\_\_\_ **TXDOT PERMIT** \_\_\_\_\_

Project Address \_\_\_\_\_ GEO ID# \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Description of Project \_\_\_\_\_  
(i.e. New office, new business, new restaurant, etc.)

Proposed use of Project \_\_\_\_\_

Building Square Footage Area \_\_\_\_\_ Type of Const. \_\_\_\_\_ Occ. Class \_\_\_\_\_

OWNER/CONTRACTOR INFORMATION:

General Contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone (if different from above): \_\_\_\_\_

Owner's Name & Address: \_\_\_\_\_

Owner's Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Total Construction Cost: \_\_\_\_\_ Total Site Work Cost: \$ \_\_\_\_\_

TDLR#: \_\_\_\_\_

### SUBMITTAL CHECKLIST

#### Complete

- ☐ Application for a commercial building permit (see above)
- (4) sets of 11 x 17 minimum or 24' x 36' construction drawings/plans, in compliance with the following City/State laws;
- (1) USB digital copy of construction drawings/plans

#### DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

- ☐ 2024 International Building Code
- ☐ 2024 International Residential Code
- ☐ 2024 International Fire Code
- ☐ 2024 International Plumbing Code
- ☐ 2024 International Mechanical Code
- ☐ 2024 International Fuel Gas Code
- ☐ 2024 International Energy Conservation Code
- ☐ 2024 International Swimming Pool and Spa Code
- ☐ 2024 International Property Maintenance Code
- ☐ 2023 National Electrical Code
- ☐ Current City Zoning Ordinance. Zoning Ordinance is available online at [www.missiontexas.us](http://www.missiontexas.us)
- ☐ Current City Subdivision Ordinance. Subdivision Ordinance is available online at [www.missiontexas.us](http://www.missiontexas.us)

\* All Commercial construction projects valued at \$50,000 or more Must include proof of project registration with the Texas Department of Licensing and Regulation (TDLR) for ADA compliance as part of their permit application.

<http://www.tdlr.texas.gov>

**SITE PLAN:**

- ☐ Is property zoned for intended use? City's Zoning Map is available online at [www.missiontexas.us](http://www.missiontexas.us)
- ☐ Is property subdivided or has a letter of exemption been processed?
- ☐ Title Block with the following information:
  - Name of Project
  - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
  - Sheet Title and Sheet Number
  - Date, and revision date (when applicable)
  - Scale
- ☐ North Arrow
- ☐ Site Data Table showing the following information:
  - Lot Area
  - Building(s) square footage, per use and total
  - Impervious/Pervious Area
  - Landscape Area
  - Lot coverage percentage
- ☐ Building layout
- ☐ Setback requirements (by plat, zoning ordinance and site triangle)
- ☐ Location of solid fence on the rear and dividing Zoning districts
- ☐ Parking Data Table showing the following information:
  - Number of parking spaces required and provided, per use and total
  - Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces
- ☐ Parking lot layout with angle, and width and length dimensions
- ☐ Loading area for all retail, commercial and industrial structures in excess of 3,000 square feet, and kindergartens, day schools and child training and care establishments
- ☐ Trash receptacle location
- ☐ Freestanding signs (location/height – if applicable). New signs require a Sign Permit
- ☐ Clear zones for driveways/site triangle
- ☐ 5-foot sidewalk required along each street Frontage
- ☐ Drainage plan with:
  - Gradient elevations
  - Flow rates
  - Retention / detention areas
  - Guttering or sloping details
- ☐ Storm water pollution prevention plan (SWP3) a.k.a. Erosion Control Plan
- ☐ Drainage report by licensed professional engineer

**LANDSCAPE PLAN:**

- ☐ Title Block with the following information:
  - Name of Project
  - Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
  - Sheet Title and Sheet Number
  - Date, and revision date (if applicable)
  - Scale
- ☐ North Arrow
- ☐ Landscape data table showing the following information:
  - Landscape area required and provided
  - Total number of trees required and provided
  - Name, species and size (height and caliper) of trees and other landscape materials
- ☐ Required landscaping (10% commercial/industrial; 15% multifamily, landscape islands on parking lots with 20 or more parking spaces)
- ☐ Proposed trees to be planted. Trees shall not be in utility easements or near power lines
- ☐ Existing trees to remain indicating caliper and any protected trees
- ☐ Water sources
- ☐ Protected trees (trees measuring +24 inches in circumference or with a +8-inch caliper) to be removed require a Tree Removal Permit

**FLOOR PLAN AND ELEVATIONS:**

- ☐ Engineering required on buildings 5,000 sq. ft. or over.
- ☐ On all A, I, or E occupancies, engineers' or architect's seal required- (**Assembly** (ex: church/restaurant) **Institutional** (ex: hospital/jails) **Educational** (ex: schools/day care center)
- ☐ All areas / rooms denoted or labeled
- ☐ All pertinent dimensions shown
- ☐ All door & window sizes shown or referenced to schedules
- ☐ All accessory details and drawings
  - Wall section details
  - Framing details (roof & wall)
  - Engineered metal building drawing (if applicable)
- ☐ Elevations shall be labeled as north, south, east and west elevations
- ☐ Roof overhang dimensions on all elevations

**ACCESSORY DOCUMENTS:**

- ☐ Energy Conservation Report (Com. Check)
- ☐ Registration letter from T.D.L.R. for A.D.A. project registration
- ☐ Asbestos survey and TDOH clearance letter (if work is to be done in existing commercial buildings)
- ☐ Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction noting proposal finished, flood elevation, and once construction is completed noting the actual finished floor elevations.

**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 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 & detail for construction
- ☐ Engineer's seal required

**ELECTRICAL PLAN:**

- ☐ Provide electrical fixture plan
- ☐ Provide electrical panel schedule
- ☐ Engineers seal required if building is > 5,000 sq. ft.
- ☐ Energy conservation report on air-conditioned areas

**MECHANICAL PLAN:**

- ☐ A/C duct layout
- ☐ A/C equipment schedule size designation
- ☐ Details on dampers if required
- ☐ Engineers seal required if building is > 5,000 sq. ft.

**PLUMBING PLAN:**

- ☐ Layout of all fixtures
- ☐ Schematic of drain / waste system layout
- ☐ Engineers seal required if building is > 5,000 sq. ft.

**FIRE PROTECTION:**

- ☐ Designation of all firewalls or partitions
- ☐ Fire rating designation on doors & windows 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

**It is the responsibility of the general contractor and/or project manager to request of the City the following required inspections at (956) 584-5161 (reviewed blue prints must be on-site for ALL inspections):**

**INSPECTION SUMMARY**

- **Erosion Control/Storm Water Inspection:** Secure Portable Toilet Facility & Silt Fence must be on-site prior to commencement of construction
- **Temporary Pole (T-Pole)** Optional
- **Plumbing Rough-In** (Water test with 5ft. stack) \* Tar is not permitted on any plumbing lines. String lines shall be set for all property pins upon inspection
- **Sewer Tap**
- **Foundation** - (Steel)
- **Nail Pattern** - (Must follow Engineered Windstorm)
- **Framing, Rough-In Mechanical, Rough-In Electrical, Waterlines & Vents, and Poly Seal**
- House Wrap (WRB), Windowsill flashing and windows shall be installed at this phase for inspection
- **Insulation** - Walls & Ceilings (Must provide the home's Energy Certificate for the Final Inspection)
- **Infiltration** - Building envelope to be sealed. Seal around any openings and penetrations. This includes around any and electrical outlet boxes, water lines, A/C Ducts to sheetrock, exhaust fans, recessed can lights, etc.
- **Driveway/Sidewalk**
- **Temporary Clearance** - (T-Clear) Need to provide ESID#
- **Final Inspection** - Home shall be open and ready for inspection by all building trades
- Lot shall be graded and clean of any debris

**ISSUANCE OF CERTIFICATE OF OCCUPANCY IS UPON \$50 PAYMENT AND REQUEST WITH A 24 TO 48 HOUR WINDOW**

- A \$50 re-inspection fee (per trade) is due prior to any re-inspection being conducted.
- Alterations, changes, and/or deviations from any plans submitted to and approved by the City shall be re-submitted to and approved by the City prior to the commencement of any such work.
- Construction work (including sub-trades) requiring City permits that is initiated without such permits shall be subject to a double permit fee and the possibility of citations to the municipal court and/or the revocation of his/her City registration.

The foregoing is a true and correct description of the improvements contemplated by the undersigned applicant, and the applicant states that he will have full authority over the construction of same, and hereby agrees to comply with all ordinances of the City of Mission and assumes all responsibility for such compliance. It is understood that the improvements shall not be used until Certificate of Occupancy has been issued.

Authorized  
Agent/Owner \_\_\_\_\_

Date \_\_\_\_\_