

**COMMERCIAL REMODELS OR TENANT IMPROVEMENTS**  
**SUBMITTAL REQUIREMENT CHECK SHEET****INCOMPLETE APPLICATIONS/SUBMITTALS WILL NOT BE ACCEPTED FOR PROCESSING**

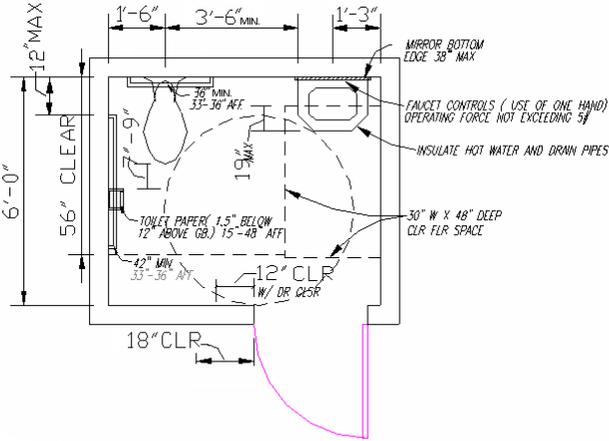
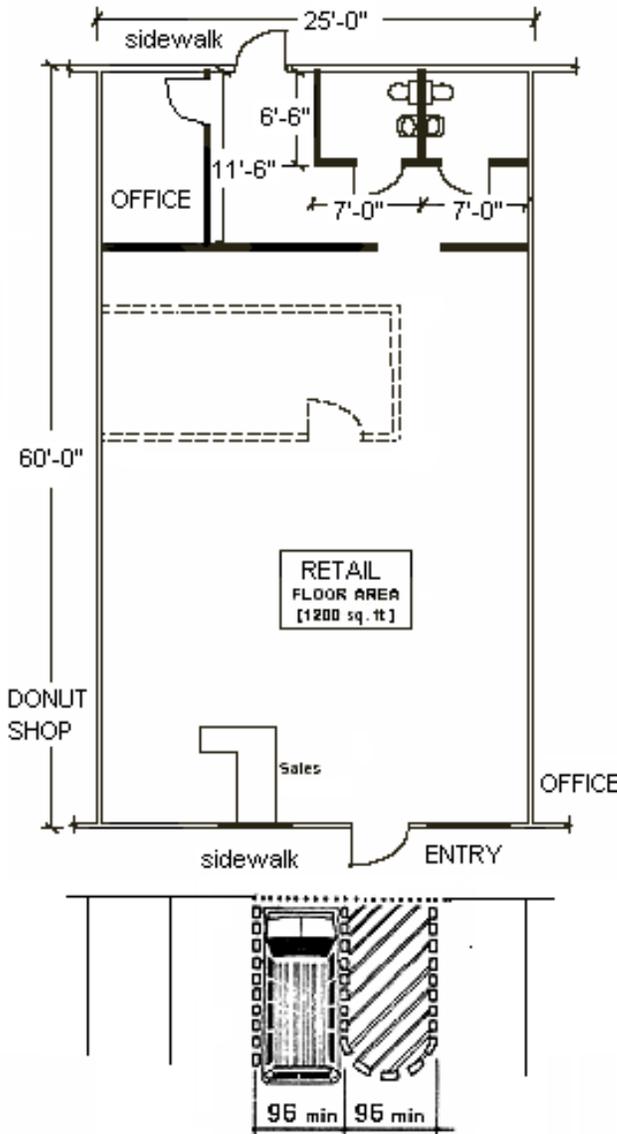
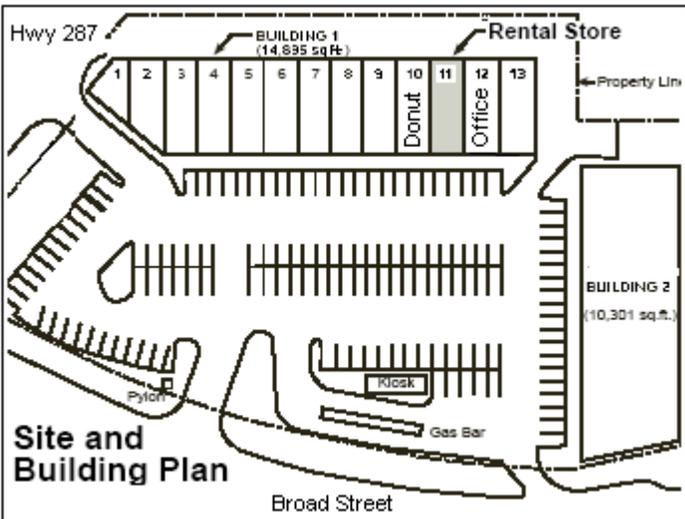
Below is the minimum information required for commercial remodels and/or renovations:

- Completed Commercial Building Permit Application (print legibly),**
- Job address as assigned by the Planning Department.
  - Owner and contractor information including: address with city, zip code, phone and fax number. If the applicant is other than the owner or contractor and will be the contact during the permit process note on top of application permit contact name, address, phone and fax number.
  - TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided.
  - Make sure to complete all other information: Job Valuation, type of building, work, building area, etc.
- Energy Compliance report prepared by an independent third party (registered with the City of Mansfield) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.**
- Note:** No work shall be concealed without prior inspection approval from the code-certified inspector and approval from the City of Mansfield. Certification paperwork from the code-certified inspector verifying final compliance must be available to the inspector at building final inspection.
- Renovation or demolition to any public or commercial building requires an asbestos survey conducted by a person licensed by the Texas Department of Health. Note on the permit application if an asbestos survey has been conducted.**
- Five (5) complete sets of building plans, plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act. (Min. sheet size 18" x 24", Max. sheet size 24" x 36")**
- Code Data:** Include on plans type of construction, area, occupant load, and occupant group.
  - Site Plan:** Scaled and dimensioned site plan indicating location of tenant space, adjacent tenants, parking spaces, accessible parking and route.
  - Floor Plan:** Scaled and dimensioned tenant floor plan indicating the area of the tenant space, existing walls to remain, walls to be demolished, walls to be constructed, new wall construction detail or description, each area labeled and use noted, restroom(s) layout, accessible restrooms, exits/egress doors, exit lights and emergency lights.
  - Structural and/or MEP plans:** If applicable, structural and/or MEP (electrical, mechanical and electrical) plans are required to be signed and sealed by a Licensed Professional Engineer.
  - Fixture plan and equipment layout:** If the proposed use will utilize equipment and/or fixtures that are critical to the operation applicant shall provide a seating, fixture and/or equipment layout. Food/drinking establishment shall provide a seating and equipment layout.
  - Exterior Elevation:** if modifications are to be made to the building exterior, roof, or roof top equipment such as vents, and HVAC equipment.

**Note:**

- Other Building Code requirements may be applicable depending on the circumstances.
- Installations or modifications to the sprinkler system, fire alarms, and kitchen hoods are permitted through the Fire Department.
- Signs are permitted through the Planning Department and are not part of the building permit.
- Food-related and day care establishments must obtain approvals through Tarrant County Health Department.
- If medical gas and vacuum system will be installed a floor plan and a riser prepared by a Texas Licensed Professional Engineer must be submitted.
- Record retention laws require us to maintain plans for the life of the building. A PDF file of the final complete set of plans must be submitted prior to permit issuance to be maintained as the permanent record.
- Prior to permit issuance one set with the original professional seal and stamps must be submitted and identified as an original by a cover letter or marked and rolled separately. **Note:** The remaining sets can be copies.

**EXAMPLES FOR REFERENCE ONLY:**



- GRAB BARS SHALL BE 1 1/4" TO 1 1/2" DIA. WITH 1 1/2" CLEARANCE TO WALL BAR FASTENERS AND MOUNTING SUPPORT SHALL BE ABLE TO WITHSTAND 250#/FT. IN BENDING, SHEAR AND TENSION
- 5# MAX. FORCE REQ. TO ACTIVATE FLUSH VALVE
- INSULATE HOT WATER AND DRAIN PIPES

**FLOOR PLAN** Scale: 1' = 1/4"

- KEY:**
- Walls to be constructed
  - ≡≡≡ Walls to be removed
  - Existing walls

- NOTE:**
1. At least one principal entrance is required to be accessible.
  2. All doors must have a minimum of 44" landing measured perpendicular to the door. Landing shall be at the same elevation on both sides of the door, not more than 1/2" lower than the threshold of the doorway.
  3. An approved backflow prevention device shall be installed on the domestic water line to the building and/or suite. Carbonated beverage dispensers shall be protected against backflow by a stainless steel RPZ.
  4. A main service disconnect shall be installed on the exterior of the building by the meter and be permanently labeled.