



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE · RICHLAND HILLS, TX 76118
PHONE: (817) 616-3770 FAX: (817) 616-3802

New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

Permit Application with an original signature must be complete and submitted with the following information:

_____ **(6) Site Plans to include:**

- Legal Description (lot, block, subdivision)
- Property lines and lot dimensions
- Proposed structure and all existing buildings
- All easements
- Building setback lines
- North area and scale of 1" = 10' or a multiple thereof with date prepared
- Existing and proposed location of utility poles, pad mounted transformers

_____ **(3) Parking lot layout plans** – Location and dimensions of all existing and proposed off street parking areas Including:

_____ **(3) Grading plans**

- Location and elevation of 100 year flood plain if applicable (Check official FIRM Maps published by FEMA)
- Surface drainage plan

_____ **(3) Commercial Energy Code Compliance Certificate- (2003 IECC)**

To include Lighting Compliance, Mechanical Compliance and Building Envelope Compliance, if applicable.

_____ **(3) Sets of plans** to include cover sheet, floor plan, exterior elevations, roof design, foundation plan, MEP design, construction details, window/door schedule.

_____ **(3) Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**

_____ **TDLR #** - Architectural Barriers Registration Certificate (if \$50,000.00 or over)

_____ **Asbestos Survey or Compliance Statement** (if demo or remodel)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester

All drawings must contain sufficient detail for the plans examiner to determine conformity with all applicable codes, ordinances, and regulations.