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## **Commercial: Finish Out/Remodel Permit Submittal**

### **Definitions:**

- ***Commercial Finish Out:*** The interior customization of a commercial space for an anticipated tenant occupancy after a building's base or shell construction is complete.
- ***Commercial Remodel:*** The modifying of the interior and/or exterior to an existing commercial space so the space will be better suited to current needs.

Please submit the following documentation through our [online permitting portal](#) to apply for a Commercial Finish Out/Remodel Project:

### **Required Submittal Documents (per building):**

#### **ENERGOV SUBMITTAL TYPE: COMMERCIAL**

1. **Architectural Plans**, including the coversheet
2. **Life Safety Plan** (egress)
3. **Energy Code Compliance Reports & Worksheets** (ComChecks, for example)
4. **MEP Plans – Combined Set** (mechanical, electrical, plumbing)
5. **Health Plans** (for Food Establishments)
6. **Architectural Barrier Registration from the Texas Department of Licensing & Regulation** (TDLR#) required for projects valued at \$50,000 or greater
7. **Suite Layout**
8. **Asbestos Survey or Certification Letter**  
required for all renovations, remodels and demolitions as per State law.
9. **Non-Refundable Deposit of \$300**

### **Specific Requirements:**

1. **Planning Requirements:** approval is required prior to submitting a building permit:
  - a. The Planning Division must approve the Addressed Suite LayoutApplications that do not have this approval shall not be accepted for permitting as the document shall be incorporated into the building plan sets.
2. **Fire Requirements:** All fire related reviews shall be approved and performed by Bureau Veritas. **(All related expenses are the responsibility of the contractor, owner, or designated agent).** Please contact Bureau Veritas at 817-335-8111 for all submittal requirements.

Fire suppression systems and fire alarm systems require a separate permit from the Fire Department. Contact the Fire Marshal's Office at 972-346-9469 regarding these requirements.

For vertical construction to begin, the Fire Marshal's Office must have stamped and approved plans, and all submittal documentation in .pdf format for both the fire suppression system and fire alarm system.

3. **Building Requirements:** It is the contractor's responsibility to have the final approved construction plans printed and on-site before work begins.

**Reference Documents (as applicable):**

Submittals shall be compliant with the following codes and amendments:

- 2021 International Building Code & Local Amendments
- 2021 International Energy Conservation Code & Local Amendments
- 2021 International Fire Code & Local Amendments
- 2021 International Mechanical Code & Local Amendments
- 2021 International Plumbing Code & Local Amendments
- 2023 National Electrical Code & Local Amendments
- Americans with Disabilities (ADA) Requirements
- Texas Accessibility Standards (TAS) Requirements

**Plan Review Timelines:**

It is the goal of staff to provide plan review comments or permit approval within the listed timeline. Simultaneous reviews are conducted from multiple departments. Upon the completion of all departmental reviews, comments will be made accessible through the online portal. Please note, no email notification will be sent.

- ❖ First Round: Twenty (20) business days
- ❖ Second Round: Ten (10) business days
- ❖ Third (& subsequent) Round: Five (5) business days