



Development Department

Inspections Division

2000 Forest Ridge Drive, Bedford, Texas 76021

Office 817-952-2140, Fax 817-952-2211

COMMERCIAL PLAN REVIEW

The following is a checklist of items required to be identified on commercial plans. The list is not an all-exhaustive list and does not take the place of the Bedford Code of Ordinances or the International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package.

CONSTRUCTION PLANS

Five (5) sets of drawings are required for submittal			
	Copies	<input type="checkbox"/>	Documents
1.	1	<input type="checkbox"/>	Provide a complete and accurate permit application
2.	5	<input type="checkbox"/>	Provide Architectural / Engineer drawings (stamped and sealed by Texas licensed professional)
3.	5	<input type="checkbox"/>	Provide civil drawings where applicable
4.	With Drawings	<input type="checkbox"/>	Show site plan
5.	1	<input type="checkbox"/>	Provide a CD of architectural drawings / .pdf
6.	1	<input type="checkbox"/>	Provide a copy of the property survey
7.	1	<input type="checkbox"/>	Provide a CD of civil drawings / .pdf where applicable
8.	1	<input type="checkbox"/>	Provide a copy of civil/utilities contract for services and pricing
9.	With Drawings	<input type="checkbox"/>	Show drainage plan (site) where applicable
10.	With Drawings	<input type="checkbox"/>	Show grading plan where applicable
11.	With Drawings	<input type="checkbox"/>	Provide tree preservation survey where applicable
12.	With Drawings	<input type="checkbox"/>	Show landscaping plan
13.	With Drawings	<input type="checkbox"/>	Show zoning classification for proposed building
14.	1	<input type="checkbox"/>	Does the use require a Specific Use Permit (SUP) per Zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No
15.	1	<input type="checkbox"/>	Provide Texas Department of Licensing and Regulation document (projects over \$50,000)
16.	1	<input type="checkbox"/>	If project requires demolition, provide an asbestos survey
17.	1	<input type="checkbox"/>	Provide Grease/Grit Interceptor registration application where applicable
18.	With Drawings	<input type="checkbox"/>	Show location of proposed work on site and/or in structure
19.	With Drawings	<input type="checkbox"/>	Show required parking
20.	With Drawings	<input type="checkbox"/>	Show required handicapped parking spaces
21.	With Drawings	<input type="checkbox"/>	Show proposed parking lot lighting
22.	With Drawings	<input type="checkbox"/>	Show masonry enclosure for waste container (dumpster)

23.	With Drawings	<input type="checkbox"/>	Show use and occupancy classification
24.	With Drawings	<input type="checkbox"/>	Show type of construction
25.	With Drawings	<input type="checkbox"/>	Show height and area calculations including open perimeter
26.	With Drawings	<input type="checkbox"/>	Show square footage total area of building or tenant space
27.	With Drawings	<input type="checkbox"/>	Show occupant Load
28.	With Drawings	<input type="checkbox"/>	Show method used to determine means of egress requirements including exit signs and emergency lighting
29.	With Drawings	<input type="checkbox"/>	Show automatic fire protection systems, fire alarm, suppression type (Separate permits from the Fire Department are required)
30.	With Drawings	<input type="checkbox"/>	Show elevations of all sides of building showing finishes
31.	With Drawings	<input type="checkbox"/>	Show exterior veneer / % masonry requirements
32.	With Drawings	<input type="checkbox"/>	Show foundation plan
33.	With Drawings	<input type="checkbox"/>	Show termite treatment method being used prior to foundation installation
34.	With Drawings	<input type="checkbox"/>	Show demolition plan indicating existing layout and existing occupancy use
35.	With Drawings	<input type="checkbox"/>	Show floor plan with full dimensions and square footage of all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures
36.	With Drawings	<input type="checkbox"/>	Show the use of all proposed rooms and spaces
37.	With Drawings	<input type="checkbox"/>	Show location and rating of all fire doors, fire dampers and fire windows
38.	With Drawings	<input type="checkbox"/>	Show location and rating of all fire/smoke walls and partitions
39.	With Drawings	<input type="checkbox"/>	Show room finish schedule with flame spread and smoke development specifications for all materials
40.	With Drawings	<input type="checkbox"/>	Show door, window and hardware schedule
41.	With Drawings	<input type="checkbox"/>	Show fixture/furniture plan
42.	With Drawings	<input type="checkbox"/>	Show reflective ceiling plan
43.	With Drawings	<input type="checkbox"/>	Show stairway section details with construction materials including guardrails and handrails
44.	With Drawings	<input type="checkbox"/>	Show type and rating of all safety glazing where required
45.	With Drawings	<input type="checkbox"/>	Show roof plan giving location of roof mounted equipment
46.	With Drawings	<input type="checkbox"/>	Show structural plan and details
47.	With Drawings	<input type="checkbox"/>	Show accessibility plans with details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes, accessible routes interior/exterior and toilet facilities
48.	With Drawings	<input type="checkbox"/>	Show compliance with International Energy Conservation Code
49.	With Drawings	<input type="checkbox"/>	Show screening and fence requirements

SIGN(S)

***Sign(s) package shall be submitted separately from the construction plans**

	Copies	<input type="checkbox"/>	Documents
1.	2	<input type="checkbox"/>	Site plan, sign type, sign elevations, sign measurements and sign height

ELECTRICAL PLANS

	Copies	<input type="checkbox"/>	Documents
1.	With Drawings	<input type="checkbox"/>	Show interior / exterior lighting plan
2.	With Drawings	<input type="checkbox"/>	Show electrical power plan
3.	With Drawings	<input type="checkbox"/>	Show electrical riser diagram
4.	With Drawings	<input type="checkbox"/>	Show panel schedule with loads
5.	With Drawings	<input type="checkbox"/>	Show fire and smoke alarms
6.	With Drawings	<input type="checkbox"/>	Show exit and emergency lighting
7.	With Drawings	<input type="checkbox"/>	Show stand-by generator where applicable
8.	With Drawings	<input type="checkbox"/>	Show available fault current at the service point
9.	With Drawings	<input type="checkbox"/>	Show grounding
10.	With Drawings	<input type="checkbox"/>	Show fixture schedule

PLUMBING PLANS

	Copies	<input type="checkbox"/>	Documents
1.	With Drawings	<input type="checkbox"/>	Show plumbing riser diagram
2.	With Drawings	<input type="checkbox"/>	Show water service information and location
3.	With Drawings	<input type="checkbox"/>	Show water line size
4.	With Drawings	<input type="checkbox"/>	Show back-flow prevention
5.	With Drawings	<input type="checkbox"/>	Show sanitary and venting layout
6.	With Drawings	<input type="checkbox"/>	Show water heater expansion tank
7.	With Drawings	<input type="checkbox"/>	Grease Trap/Interceptor with test well

MECHANICAL PLANS

	Copies	<input type="checkbox"/>	Documents
1.	With Drawings	<input type="checkbox"/>	Show distribution plan
2.	With Drawings	<input type="checkbox"/>	Show unit(s) size
3.	With Drawings	<input type="checkbox"/>	Show duct layout and sizes
4.	With Drawings	<input type="checkbox"/>	Show diffuser locations
5.	With Drawings	<input type="checkbox"/>	Show gas meter location and line size
6.	With Drawings	<input type="checkbox"/>	Provide air balance with fresh air calculations
7.	With Drawings	<input type="checkbox"/>	Show exhaust system size and outlet locations
8.	With Drawings	<input type="checkbox"/>	Show duct smoke detector(s) (if required by equipment size), location of unit and enunciator (horn and strobe)
9.	With Drawings	<input type="checkbox"/>	Show hood and system design
10.	With Drawings	<input type="checkbox"/>	Show routing of gas lines

The building official may request additional information if necessary. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

Drawings and documents shall be sealed, signed, dated and designed by a State of Texas registered architect, registered engineer or registered interior designer where applicable as required by the State of Texas Engineering and Architect Practice Act. Foundation plan, details and engineer's letter shall include: address; subdivision; lot; block; and plan number. A form survey sealed by a State of Texas licensed surveyor will be required to be on site for the plumbing rough inspection. One set of plans must be on job site at all times.

All drawings for projects shall be submitted in electronic form with plans. Electronic files for as-built's shall be submitted at completion of project. Electronic submittals shall be in .PDF format and shall require each file to be named by sheet and description.

Commercial projects valued over \$50,000 shall require a Texas Department of Licensing & Regulation (TDLR) project number.

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted.

For all construction projects, a copy of an asbestos survey for the area(s) to be renovated or demolished shall be included with the permit application. This survey shall be done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emissions standards for Hazardous Air Pollutants (NESHAP). This is a requirement of Senate Bill 509.