

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT - 817.222.7730**  
**PLAN REVIEW CHECK LIST – COMMERCIAL/RESIDENTIAL**

**COMMERCIAL**

- Plan Review / Building Permit Fees
- Square footage
- Construction type (I, II, III, IV, V)
- All sections stamped and signed – Architect/Engineer
- Correct address on plans
- Elevation views – indicating masonry requirements
- Verify correct codes being utilized
- Survey plat -
  - Stamped and signed by licensed surveyor
  - Street address, lot #, block # and addition
  - Building lines and easements
  - Elevations
  - Drainage grading plan
- Energy calculations – correct address
- TDLR letter (\$50,000 or more in construction costs)
- Material Safety Data Sheets for all building products
- Renovation or Demolition requires asbestos survey, or certification
  - by an engineer, architect or licensed TDH inspector, and an “abatement certificate” if necessary
- Soil reports by design professional
- Foundation, Framing & Roof plans
  - Detailed
    - Engineer’s stamp and signature
- Form board survey – before foundation inspections
- Mechanical, Electrical and Plumbing plans
- Confirm if the property is located within the FEMA Floodplain or Floodway

**Note: Food establishments require verification of submittal to Tarrant County Health Department.**

**RESIDENTIAL**

- Plan Review / Building Permit Fees
- Square footage
- Survey plat -
  - Stamped and signed by licensed surveyor
  - Street address, lot #, block # and addition
  - Building lines and easements
  - Elevations
  - Drainage grading plan
- Soil reports by design professional
- Foundation, Framing & Roof plans –
  - Detailed
    - Engineer’s stamp and signature
- Energy calculations – correct address
- Form board survey – before foundation inspections
- Mechanical, Electrical and Plumbing plans
- Confirm if the property is located within the FEMA Floodplain or Floodway

**CODES**

2024 IBC Building  
2024 IPC Plumbing  
2024 IMC Mechanical  
2024 IECC Energy

2018 IFC Fire  
2024 IRC Residential  
2023 NEC Electrical  
2024 IEBC Existing  
2024 IFGC Fuel