

**CITY OF ALTON**  
**COMMERCIAL BUILDING PROJECT APPLICATION CHECKLIST**  
**REQUIREMENTS FOR INITIAL REVIEW**

[www.alton-tx.gov](http://www.alton-tx.gov)

\*Note: This list is made available to assist and expedite your permit, but may not include all required documents.

**I. Application**

- \_\_\_\_\_ I. Recorded Plat, Site Plan Approval and Conditional Use Permits
- \_\_\_\_\_ II. Complete application / Plan Review Fee (if applicable)

**II. Submittal Documents**

- \_\_\_\_\_ I. Construction Documents (Three sets or more of construction documents/plans, 24" x 36")
- \_\_\_\_\_ II. Registered Design Professional (required at time of application, if applicable) Original Seal.
  - \_\_\_\_\_ a. Engineer, if exceeding 5000 sq. ft., spans >24' or over one story ([www.tbpe.state.tx.us](http://www.tbpe.state.tx.us) or 512-440-7723)(Please provide complete set of **MEP's & Structural** on an (11"X 17")
  - \_\_\_\_\_ b. Architect, if exceeding 20,000 sq. ft. ([www.tbae.state.tx.us](http://www.tbae.state.tx.us) or 512-305-9000)
- \_\_\_\_\_ III. Reduced Site Plan, Floor Plan & Plumbing Plans (11" X 17")  
Site plan to Include:
  - a. Proper scale, north arrow, street names, proposed & existing structures on site
  - b. Location and type of Signs (sign permits only)
  - c. Setbacks from property lines and back of curb (back of curb setbacks for signs only)
  - d. Landscaping and off-street parking
  - e. Location of streets, roads, alleys, driveways, entrances and exits to parking areas.

**III. Texas Accessibility Standards** ([www.license.state.tx.us/ab/ab.htm](http://www.license.state.tx.us/ab/ab.htm) or 800-803-9202)

- \_\_\_\_\_ I. EABPRJ # \_\_\_\_\_ ( If project construction cost = \$50,000 or more.)

**IV. Texas Building Energy Performance Standards** ([www.energycodes.gov](http://www.energycodes.gov) - COMCHECK)

- \_\_\_\_\_ I. 2012 IECC Energy Compliance Report (if applicable)
  - \_\_\_\_\_ a. Envelope
  - \_\_\_\_\_ b. Mechanical
  - \_\_\_\_\_ c. Lighting

**V. Environmental Health Asbestos Program**

([www.dshs.state.tx.us/asbestos/default.shtm](http://www.dshs.state.tx.us/asbestos/default.shtm) or 800-572-5548)

- \_\_\_\_\_ I. Asbestos Survey

**VI. Other Required Documents** (if applicable)

- \_\_\_\_\_ I. Labeled Kitchen Layout (enlarged) / Bar layout (Plumbing Fixtures)
- \_\_\_\_\_ II. Commercial Kitchen Hood (designed by a Professional Engineer when applicable) and cooking equipment specifications.
- \_\_\_\_\_ III. Grease Trap- contact City of McAllen- Pretreatment Department Staff: 956-681-1760
- \_\_\_\_\_ IV. Seating Arrangement (Restaurants, Bars, etc.)
- \_\_\_\_\_ V. Detention Plan (design by an engineer) \_\_\_\_\_ VII. Is the structure located in a flood plain?
- \_\_\_\_\_ VI. Fire Suppression/Sprinkler System \_\_\_\_\_ VIII. Fire Rated Assembly Details (Ref. UL # or IBC)
- \_\_\_\_\_ IX. Driveway Approach and width \_\_\_\_\_ X. Hidalgo County Health Dept. 956-383-0111

**For Fire Department Requirements call (956) 432-0740**

**Current Codes Commercial**

International Building Code 2012  
International Plumbing Code 2012  
International Mechanical Code 2012  
International Energy Code 2012  
International Fire Code 2012  
National Electrical Code 2011

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
New/Rem/Add: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_