

CITY OF ALLEN 305 Century Parkway Allen, Texas 75013 214-509-4130

PROJECT NAME
PROJECT ADDRESS

COMMERCIAL SHELL PERMIT CHECKLIST

Forms available online www.cityofallen.org

1. APPLICATION – Four (4) copies (Five (5) copies if application includes food handling preparation, day care or pubic / semi-public pool facilities). Copy of application form is available in the Commercial Construction Packet. Photocopies may be made.
2. NON-REFUNDABLE PLAN REVIEW FEE – Applications will not be processed, or reviewed, until the exact amount for plan review is collected. See Fee Schedule for proper calculation. <i>The permit fee is separate and due at issuance.</i>
3. CONTRACTOR – Needs to fill out a General Contractor Registration Form and list the project name.
4. SUBCONTRACTOR VOUCHER FORMS – Vouchers must be submitted for electrical, plumbing and HVAC work. The permit will not be issued until all vouchers are received and approved. Subcontractors must complete all necessary city registration and licensing before vouchers will be considered valid. Voucher forms are available online. Photocopies may be made.
5. CONSTRUCTION PLANS – Four (4) sets (Five (5) sets if application includes food handling or preparation, day care, or public / semi-public pool facilities). One (1) set will be returned to you and must be displayed on the project site for all inspections.
*Note: Plans must be prepared by a design professional as required by Texas State Law.
Please check all that apply to the project submittal:
Site Plan Approval-See further information in Commercial Construction Packet in regards to the site plan approval process
TRC- (Technical Review Committee) Call Planning and Zoning about submittals (214) 509-4161
Foundation Plans
Exterior and Interior Elevation
Structure Plans
Landscape Plans
COM Check Report (IECC)
Floor Plan (identifying all rooms)
Door and Window Schedules
TDLR (Texas Department of License & Regulations) Letter on State Accessibility \$50,000 or over, (512) 463-6599
RPZD (Reduced Pressure Zone Devices) where required
Plumbing, Mechanical, and Electrical, & Riser Plans
Plumbing & Electrical Riser Diagram
Asbestos Certification Survey for all renovations or demolitions
RTU's (Roof Top Units) showing parapet or other screening
Site of Disposal Construction Debris
Enclosure Details
Completed Construction Site Waste Consent Form

_ Completed Commercial Project Receipt of Information Form