Commercial Remodel/Tenant Finish-Out
Submittal Requirements List

The following are the minimum submittal requirements for commercial remodel/tenant finish-outs. Any required item not included in the submittal will be charged additional fees. Plan reviews expire after one year from date of application. Forms may be found at http://www.austintexas.gov/page/building-applications

- **Commercial Building Application and Checklist**: completed for each structure.

- **Construction Plans (3 sets)**: Three (3) complete sets to scale (structural, architectural, mechanical, electrical, plumbing, utility, site plan, fire safety improvements, etc.) See commercial building plan review information online for specifics.

- **Statement of Special Inspections**: Three (3) copies signed and dated by design professional

- **Approved Site Plans (3 sets)**: Three (3) sets of red-stamped approved site plans, or an approved Site Determination Exemption form with plot plan.

- **Asbestos Documentation**: Texas Department of Health Demolition/Renovation Notification Form or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation or demolition do not contain asbestos.

- **Energy Compliance Calculations**: Three (3) copies each of Lighting, Envelope and/or Mechanical COMcheck: www.energycodes.gov

- **Electric Service Planning Application**: Three (3) copies signed by Austin Energy are required for new service and service alterations.

- **Austin Public Health approval letter and stamped approval** on two (2) of the construction plans (Required for food establishments where food is prepared, processed, packaged, stored, or served; nursing home or child care facility, taverns, swimming pools, spas, restaurants, bars, and nightclubs).

- **Industrial Waste Division approval letter and stamped approval** on construction plans (same plans that have been stamped by Austin Public Health) that include grease traps for establishments such as carwashes, restaurants, and bars.

- **TAS (Texas Accessibility Standards) Proof of Registration Form**
  Note: residential projects, multi-family projects, and commercial projects less than $50,000 are exempted from project registration, however, all projects are subject to plan review requirements.