



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.