



Electrical Plan Review Commercial Checklist

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
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This checklist is provided as a reference tool and it is not intended to be inclusive of all possible electrical requirements. Depending on the occupancy and/or scope of work plans may require addition drawings and/or information.

Referenced Codes:

- 2023 National Electrical Code (NEC)
- 20230831-105 City of Austin Electrical Ordinance (COA)
- 2021 IECC Compliance or 2019 ASHRAE
- Land Development Code - Chapter 25-2: Zoning: Subchapter E: Section 2.5 (LDC)
- Land Development Code – Chapter 25-12: Technical Codes: Article 4 and Article 7 (LDC)
- 2022 NFPA 20

*All Code Sections Are NEC Unless Otherwise Noted.

	Code Requirements	Code Section
A. Required Documents and Plan Submittals		
1.	Com-Check 2021 IECC or 2019 ASHRAE Lighting Compliance Certificate or Energy Model. Interior and/or Exterior as applicable per scope of work.	2021 IECC or 2019 ASHRAE
2.	Cut Sheets showing compliance for all outdoor luminaires to be fully cut-off or fully shielded.	LDC Subchapter E Section 2.5
3.	All sheets required to be sealed, dated and signed by an engineer or signed by a master electrician depending on the square footage scope of work.	Plan Set
4.	All sheets require State of Texas Professional Engineering Board Firm Number.	Plan Set
5.	Legends and symbols.	Plan Set
6.	Provide scalable lighting floor plan.	Plan Set
7.	Provide scalable power floor plan showing (locations) of: receptacles, switches, outlets, etc. Identify if new, existing, or relocated.	Plan Set
8.	Show the location and sizes of each new, relocated and existing disconnecting means.	Plan Set
9.	Show the location of electric panels and transformers (new and existing)	Plan Set
10.	Provide a one-line/riser diagram detail.	Plan Set
11.	Panel schedules for each panel with panel identification, bus rating, MCB ratings, circuits identifications and ratings, AIC rating and connected load and/or demand load amps.	Plan Set



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12.	Provide service/feeder load calculations. Provide all new loads and existing loads when upgrading. Show all load analysis for each panel, OCPD type with bus ratings, and AIC rating. Include all demand factors used to determine final loads.	Plan Set
13.	Conduit and conductor sizes (feeder schedules).	Plan Set
14.	Provide short circuit analysis.	Plan Set
B. City of Austin Electrical Ordinance		
15.	All buildings, structures, or tenant finish-outs in excess of 5,000 square feet shall require a drawing sealed by a State of Texas licensed professional engineer. Buildings, structures, or tenant finish-outs of 5,000 square feet or less shall require drawings with the signature and license number of the qualifying master electrician of record for a State of Texas licensed electrical contractor.	COA 80.19 (C) (1) (h)
16.	If project is within flood plain datum electrical wiring and equipment shall comply with City of Austin Electrical Ordinance.	COA 80.41
17.	NEC Section 230.70 (A) has been deleted as a whole.	Article 4 Section 25-12-111 (B)
18.	Remote disconnect not allowed for service main disconnect.	Deleted NEC 230.70 (A) (1-3)
19.	Service Equipment – Service main disconnecting means shall be installed either outside of a building or structure or inside nearest point of entrance of service conductors on a direct path at first floor accessibility from an exterior entrance/exit and no more than 25' in the building.	COA 230.70 (A) (1 and 2)
20.	Service main disconnect not allowed in bathrooms.	COA 230.70 (A) (3)
21.	City of Austin color coding for electrical conductors.	COA 310.110 (C) (1)
22.	Emergency shut-off for swimming pools.	COA 680.13 (1)
23.	Emergency shut –off for spas and hot tubs.	COA 680.41
C. Special Requirements		
24.	Electrical Service Planning Application (ESPA) from Austin Energy, if Austin Energy is the utility provider, before an electrical permit may be obtained. Will not prevent electrical plan review approval.	Austin Energy Requirement