



# City of Pilot Point Building & Permits

## New Commercial Plan Submittal Requirements

A formal Site Plan submittal is required for all non-residential development, multi-family development, townhome developments, manufactured home parks, and any addition greater than 30% of the existing building's square footage. The Site Plan Checklist and Application is located at [this link](#) under the Planning & Zoning Division.

**Please submit your complete set of plans following the order below.**

### □ Site Plan

- ◇ Property Lines and dimensions
- ◇ Easements
- ◇ Building locations
- ◇ Separation distance from all structures and property lines
- ◇ Street and Streets fronting property
- ◇ North arrow and scale
- ◇ Fence, Irrigation, and Sign permits shall be permitted separately

### □ Architectural Plans\*

- ◇ Code Compliance Statement
- ◇ Listed Assembly specifications or code reference for any required fire separation assemblies and details on the type of fire stop system used
- ◇ Building Floor Plan
- ◇ Building Elevation Plan
- ◇ Egress Plan
- ◇ Kitchen and equipment layout

### □ Structural Plans\*

- ◇ Types of materials used
- ◇ Size & Spacing of framing members
- ◇ Ceiling joists/truss layout
- ◇ Engineered plan for foundation design
- ◇ Wind bracing/Shear Wall plans

### □ Plumbing Plans\*

- ◇ Underground Plumbing layout for water, sewer and gas
- ◇ Plumbing Riser diagram for water, sewer and gas
- ◇ Sizing of meters & supply lines for water, sewer and gas
- ◇ Demand calculations for water and gas
- ◇ For establishments serving food or drinks, grease trap specifications, location, and calculations
- ◇ Plumbing Fixture Floor Plan

### □ Mechanical Plans\*

- ◇ Duct & Equipment layout
- ◇ Exhaust/Ventilation/Outside Air calculations and specifications for each piece of mechanical equipment, including CFM

### □ Electric Plans\*

- ◇ Electrical layout
- ◇ Light fixtures layout
- ◇ Panel & Riser diagram
- ◇ Electrical load calculations

### □ Energy Plans

- ◇ 2015 Energy Code Compliance Reports for Envelope, Interior and Exterior Lighting, & Mechanical
- ◇ Completed 2015 IECC Commercial Compliance Path Form

**\*All plans must comply with the Texas Engineering Practice Act and Rules, Texas Board of Architectural Examiners, and Texas Department of Licensing and Regulation.**

**Projects Valued over \$50,000 must include registration number from the Texas Department of Licensing and Regulation**

Scan the QR Code  
or click [this link](#) for  
details on setting up  
utility services



SCAN ME