

COMMERCIAL PLAN CHECKLIST

PROJECT ADDRESS : _____

REVIEWED BY: _____

PROJECT NAME: _____

DATE REVIEWED: _____

ARE ALL ITEMS LISTED BELOW INCLUDED IN THE SUBMITTAL PACKAGE?

- YES NO N/A **COMPLETED PERMIT APPLICATION**
- YES NO N/A **COM CHECK**
- YES NO N/A **TDLR REGISTRATION CONFIRMATION PAGE WITH EAB/TABS NUMBER (FOR PROJECTS OF \$ 50,000 OR MORE)**
- YES NO N/A **ASBESTOS SURVEY (FOR REMODELS ONLY)**

- YES NO N/A **PLANNING & COMMUNITY DEVELOPMENT DEPT. PLATTING CERTIFICATION MEMO**
- YES NO N/A **IS THIS ADDRESS IN THE HISTORIC DISTRICT?**
IF YES, THEN A DOCUMENT CONFIRMING DESIGN APPROVED BY THE HISTORIC LANDMARK COMMISSION MUST BE SUBMITTED.
- YES NO N/A **TREE REMOVAL PERMIT**
- YES NO N/A **TREE PRESERVATION PLAN**
- YES NO N/A **OPEN SPACE SYSTEM PLAN (Must be included in both sets of construction plans.)**
- YES NO N/A **RECORDED PLAT**

FOR INFORMATION REGARDING ITEMS IN THE SECTION ABOVE, PLEASE EMAIL [SSERRA@BOERNE-TX.GOV](mailto:sserra@boerne-tx.gov)

- YES NO N/A **CITY OF BOERNE DEVELOPMENT SERVICES MEMO CONFIRMING PUBLIC INFRASTRUCTURE FOR THIS PROJECT IS COMPLETE OR NOT REQUIRED**
- YES NO N/A **DRAINAGE STUDY IN COMPLIANCE WITH SUBDIVISION ORDINANCE 6.02.001**
IF THE DRAINAGE STUDY WAS PREVIOUSLY APPROVED BY THE CITY OF BOERNE, PLEASE SUBMIT A COPY OF THE APPROVED DRAINAGE STUDY AND A CONFORMANCE LETTER. IF A DRAINAGE STUDY IS NOT REQUIRED, PLEASE PROVIDE PROOF OF A VARIANCE OR WAIVER.
- YES NO N/A **ENGINEER'S DESIGN COMPLIANCE LETTER (FOR PUBLIC INFRASTRUCTURE ONLY, PER SUBDIVISION ORDINANCE 8.01.003 A)**
- YES NO N/A **IS THIS PROJECT ADDING MORE THAN 100 SQUARE FEET OF IMPERVIOUS COVER?**
IF YES, PLEASE PROVIDE A LOW IMPACT DEVELOPMENT REPORT IN COMPLIANCE WITH SUBDIVISION ORDINANCE 3.06.001
- YES NO N/A **TRAFFIC IMPACT ANALYSIS (TIA) PER CITY RULES; OR THE TIA WORKSHEET IF THE TIA IS NOT REQUIRED; OR A COPY OF A PREVIOUSLY APPROVED TIA WITH A CONFORMANCE LETTER SIGNED AND SEALED BY A PROFESSIONAL ENGINEER**
- YES NO N/A **IS ANY PORTION OF THIS PROPERTY IN THE FEMA 100-YEAR FLOODPLAIN OR CITY OF BOERNE LOCAL FLOODPLAIN?**
- YES NO N/A **ELEVATION CERTIFICATE (IF APPLICABLE)**
- YES NO N/A **ELECTRIC PLAN (PRIMARY AND SECONDARY ELECTRIC OUTSIDE THE BUILDING) (CITY OF BOERNE ELECTRIC ONLY)**
(Two copies of these electric plans must be included in the construction plans)

FOR INFORMATION REGARDING ITEMS IN THE SECTION ABOVE, PLEASE EMAIL [DEVSERVICES@BOERNE-TX.GOV](mailto:devservices@boerne-tx.gov)

ARE THESE ITEMS INCLUDED IN BOTH SETS OF CONSTRUCTION PLANS?

- | | |
|--|---|
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> FOUNDATION PLAN | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> SITE PLAN & DIMENSIONAL CONTROL PLAN
(WITH DIMENSIONS, SETBACKS AND OTHER RESTRICTIONS) |
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> MECHANICAL | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> FRAMING PLAN |
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> ELECTRICAL | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> LANDSCAPING PLAN |
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> PLUMBING | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> ILLUMINATION PLAN & SPECIFICATIONS |
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> ARCHITECTURAL PLAN/ELEVATIONS | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> PARKING PLAN |
| YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> CIVIL PLAN | |