



COMMERCIAL BUILDING FINISH-OUT AND REMODELS

APPLICATION CHECKLIST AND REQUIRED DOCUMENTATION



Before submitting for a Construction Building Permit please indicate the following has been performed.

PLANNING AND ZONING APPROVED?: YES NO CURRENTLY IN REVIEW N/A

BUILDING PERMIT SUBMITTAL CHECKLIST:

- Submittal complies with the 2012 International Building Code.
- Submittal complies with the 2014 National Electrical Code.
- Submittal complies with the 2015 International Energy Code.
- Energy Calculation sheet(s) showing the building meets all the requirements of the currently adopted IECC (COM CHECK attached)
- Documented proof from the Texas Accessibility Standard (TAS) by a Registered Accessibility Specialist submitted to the Texas Department of Licensing and Regulation is enclosed. (Required for work over \$50,000 in valuation)
- 2 Sets of Plans:** Minimum size of 24x36 or larger and **1 pdf version.**
(Note: Stamp Seal must be Signed and Dated in accordance to State Law.)
- Completed Town of Addison Building Permit Application.
Submittal must include a LEGIBLE email, name and contact phone number.
(Note: General Contractor and Sub-contractors are REQUIRED to be listed prior to issuance of permit)
- Completed Mechanical Plans or Not applicable
- Completed Electrical Plans. or Not applicable
- Completed Plumbing Plans. or Not applicable
- An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being renovated and/or demolished. Documentation attached. or Not applicable.

NOTE: PAYMENT IS DUE UPON APPROVAL, **DO NOT** SUBMIT PAYMENT PRIOR TO APPROVAL.

Certificate of Occupancy Application is to be **SUBMITTED 2 WEEKS** prior to requesting final inspections.

By checking each requirement, you are stating that you have supplied correct and complete information. In the event the required information is not contained in submitted documents You will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed. The re-submittals will be processed in the order of receipt.

THIS FORM **MUST** BE SUBMITTED WITH YOUR PERMIT APPLICATION FOR REVIEW.



Building Inspection
P.O. Box 9010
Addison, TX 75001
972.450.2880

TOWN OF ADDISON FINISH OUT / REMODEL BUILDING PERMIT APPLICATION

Permit # _____

FOR OFFICE USE ONLY:
ZONING:
OCCUPANCY:
CONSTRUCTION:

Date : _____

E-mail:

Construction Address:		Suite Number:	
Subdivision:	Lot	Block	
Building Owner:	Phone		
Mailing Address:	City:	State:	Zip:
General Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Plumbing Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Mechanical Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Electrical Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Irrigation Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:

NOTES:
 An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. **YES** _____ **NO** _____
 * If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the Town.
 T.A.S.# _____ By: _____

PERMIT FEE DUE: \$ _____

DATE ISSUED: Work Being Done: <input type="checkbox"/> New Build <input type="checkbox"/> Ext. Remodel <input type="checkbox"/> Int. Completion <input type="checkbox"/> Pool <input type="checkbox"/> Addition <input type="checkbox"/> Irrigation <input type="checkbox"/> Repair <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Int. Remodel	Area in Square Feet:	Use of Building:
	Estimated Evaluation:	
	Utility Information Size Number Gas In Water Meter _____ _____ Building Sewer Tap _____ _____ []Y []N	Name of Tenant:

Signature : _____ **Date of Application :** _____

NOTICE TO APPLICANT This permit is issued on the basis of information furnished in this application and on any submitted plans, and is to the provisions and requirements of the Town of Addison Code of Ordinances and any other applicable ordinance. This permit is issued only for the purpose of allowing construction conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted.

Office Use Only:		
Payment Type:	Date:	Receipt:
Registration Invoice:	Permit Invoice:	