



**Development Services  
Department**  
200 W. Vulcan  
Brenham, TX 77833

Contact Us:  
979-337-7220  
cityofbrenham.org

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**COMMERCIAL PLAN REVIEW/PERMIT CHECKLIST**

- \_\_\_ I have completed the City of Brenham General Application for Plan Review.
- \_\_\_ Texas Accessibility Standard (TAS) Project Registration Number EABPR \_\_\_\_\_  
(For Commercial/Public Projects with a cost of \$50,000 or more)
- \_\_\_ Existing Commercial/Public buildings: Attach copy of Asbestos Survey. TDH Inspectors Name and License No.  
\_\_\_\_\_
- \_\_\_ I have complied with the City of Brenham Ordinances and State Law for Architect and Engineers requirements.
- \_\_\_ I have complied with the Texas Engineering Practice Act which requires (but not limited to) the following: and an Engineer's seal for heights over two stores, square footage in excess of 5,000 square feet of foundation, spans longer than 24 feet, and state requirements for engineering structural, mechanical, electrical, and plumbing systems.
- \_\_\_ I understand that all commercial projects require separate review by the City of Brenham Plan Review Committee before a building permit can be issued.
- \_\_\_ I have attached (or emailed to [Khodde@cityofbrenham.org](mailto:Khodde@cityofbrenham.org)) electronic drawings file of all construction drawings and accompanying data to this application.
- \_\_\_ I have attached two (2) complete sets of required scaled and dimensioned plans and accompanying data (requirements listed below) to this permit application. (Requirements are for new and existing buildings – please include existing floor plans(s) for additions and renovations.
- \_\_\_ I have read and have attached to this permit application all of the Commercial Plan Requirements listed below.
- \_\_\_ I will comply with TCEQ (Texas Commission on Environmental Quality) requirements for storm water permits. This includes submitting NOI/CSN per SWP3. Refer to <http://tceq.state.tx.us/> or call 512-239-1000

**COMMERCIAL PLAN REQUIREMENTS (2 paper copies + 1 digital):**

- Site plan or Civil plan and details
- Form survey prior to foundation inspection
- Foundation plan and details
- Structural plans and detail (framing, etc.)
- Mechanical plan and details
- Electrical plan and details
- Plumbing plan and details
- Exterior building elevations, roof plan
- Energy code compliance information, Comcheck or compliance by default tables of Chapter 8 (Commercial) of International Energy Conservation Code. Include square footages of gross wall areas and gross glazing areas on plans. [www.energycodes.gov](http://www.energycodes.gov)

Note: Please allow two full weeks for plan review and initial comments.

**CALL 811 BEFORE YOU DIG!** Free service

All applicants – please read:

1. Building permits become null and void if work or construction authorized by the permit is not commenced within six months of if construction work is suspended or abandoned for a period of one year at any time after work is commenced.
2. Revised construction plans to be submitted for city review and approval is required for any changes made after City of Brenham building permit issuance.
3. The Permittee or Applicant is responsible for compliance with Deed and/or HOA restrictions and the City of Brenham is not responsible for enforcement of Deed and/or HOA restrictions.

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_