



City of University Park

COMMERCIAL & INDUSTRIAL STRUCTURES

General Outline for Plan Submittal

1. Two complete sets of legible, bound architectural plans drawn to scale are required for plan review. The reviewed plans shall include the following:
 - a. Site Plan drawn to scale
 - b. Floor Plan with all rooms labeled
 - c. Door and Window Schedules showing R-values and SHGC values
 - d. Stair detail (tread and riser heights and widths)
 - e. Exterior and interior elevations
 - f. Landscape Plan (include retaining walls, and raised beds)
 - g. Erosion Control Plan
2. Top of grade beam elevation survey for the adjacent properties, along with the proposed top of beam elevation for the new structure. **NEW CONSTRUCTION ONLY.**
3. Site Plan/Survey (drawn to scale) locating the structure on the property showing ALL of the following items:
 - a. The PD-approved site plan.
 - b. Legal Description of the Property (Lot, Block, & Subdivision).
 - c. Building location – Size & distance of all structures from all property lines
 - d. Drive approaches, off street parking analysis, & all driveways.
 - e. Location and distances from the property lines for all mechanical equipment. (air conditioners, pool pumps, pool heaters, etc.)
4. Four (4) sets of Right of Way plans (R.O.W.) must be drawn by an architect, surveyor, or other design professional. **NEW CONSTRUCTION ONLY.** The plan shall contain the following:
 - a. Existing water meter, gas meter, & sanitary sewer lateral locations.
 - b. Proposed water meter, gas meter, & sanitary sewer lateral locations.
 - c. Existing or proposed power poles & down guy wires.

- d. Plan MUST be properly dimensioned showing distances from side property line. Example: 12' W.O.E. (“west of east”)
 - e. Plan MUST indicate 3' separation on all new utilities.
 - f. Address of property.
 - g. Builder name & contact information.

5. Projects that are over 5,000 square feet, OR over one story, OR having a span of 24 feet or greater shall be designed by a licensed engineer, registered to work in the State of Texas. ALL Educational, Institutional, & Assembly Occupancies, regardless of size, MUST engage a licensed engineer. The following plans shall be properly sealed per the Texas Engineering Practice Act:
 - a. Foundation Plans
 - b. Floor Plans
 - c. Framing Plans
 - d. M.E.P.'s

6. Per the State of Texas Board of Architectural Examiners, plans for commercial buildings that are more than two stories, or over 20,000 sq. feet are required to be sealed by an Architect, licensed to work in the State of Texas. Other projects may require an architect seal. Please refer to the “[Architect Required Flowchart](http://www.tbae.state.tx.us/Content/documents/LawsEnforcement/ArchRequiredFlowChart.pdf)”
<http://www.tbae.state.tx.us/Content/documents/LawsEnforcement/ArchRequiredFlowChart.pdf>

7. An Energy Code compliance report is required on all new construction, additions, and remodels. A completed energy code compliance report based on the 2009 IECC is acceptable.

8. Fire Sprinkler Plans shall be submitted to the Fire Department for review. This applies to all NEW CONSTRUCTION.

9. Texas Accessibility Standards (TAS). Please provide the TDLR Project Number on the plans. Proof of plan submittal to the State of Texas is required for projects that have a total estimated cost that exceeds \$50,000.

10. Asbestos Survey required when remodeling or demolishing existing public or commercial building. For further information please contact the Texas Department of Health @ 1-800-572-5548 or 512-834-6610
<http://www.dshs.state.tx.us/asbestos/default.shtm>