



City of Kaufman
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Commercial Plans Submittal Checklist

Building Guide for New Development

Address: _____ PID: _____

All items are required to be submitted at the same time, with a copy of this check list. If you are missing anyone of the items below, we will return the sets to you without reviewing the plans.

A check payable to the City of Kaufman will be required for us to review the plans. Your plan review fee will be credited towards the total amount due, when the permit is issued. If the project is cancelled, changed, or do not complete the permit process, you will not be issued a refund or have the money credited to another project. Since there is not a set plan review fee, please contact us with the total amount of the job, type of use and square footage of the project.

We need 3 sets of construction plans on 24"x 36" paper. They must be legible and easy to read with a cover page listing each additional page with its description. We also need a USB drive with all of the following items loaded on to it. Those items will be downloaded and the USB drive will be returned to you before you leave the office.

Once the plans have been reviewed and approved, we will keep 1 sets, 1 set is to be kept on the job site, and 1 set is for your office.

Building Permit Application must be completely filled out, including:

Contractor's name, phone number and email address

Owner's name, address and phone number

Sub-contractor's name, phone numbers, email address and license number (for MEP)

Project address with the Kaufman County Appraisal Districts Property Identification Number (PID)

The estimated value of the project (including all materials and labor), Market value subject to standard valuation data by Building Official.

The total square footage of the structure

The heat/cool square footage of the structure

Title Page: must contain all of the following information:

Building Occupancy classification

Building Construction Type

Building square footage (gross and each individual occupancy classification)

Building height

Occupant load

Sprinklered or Unsprinklered

Allowable building area

Area increases used

Parking required vs Parking Provided

Plot Plan: must have an approved Site Plan

Scale used must be noted on the plans

Dimensions of lot

Total square footage of lot

North arrow

All easements
Front, side, and rear setbacks
Building footprint with all projections & dimensions to all property lines and/or other buildings
All sidewalks
All parking
Location of handicapped parking space with access aisles, curb ramps, and other ramps on site
Handicapped access to the buildings from the public way
Location of any and all retaining walls
Location of dumpsters
Parking lot lighting
Signage location
Fire lane

Architectural Details:

Scale used must be noted on the plans
Roof, to include eaves, overhangs, rake and gables
Floor changes (i.e. slab to wood frame)
Handrails, guardrails, and support details
Structural framing details
Fire wall, fire barrier and fire partition details
Suspended ceiling plan with support details
Structural section with details at foundation, floor and roof levels
Typical cross section in each direction
Special inspections required

Elevator Details:**Energy Compliance Report:**

Must be done by a licensed professional
Project Information sheet
Estimated Annual Energy Usage sheet
You will be required to submit an Energy Compliance Competition letter prior to your final inspection.

Exterior Elevations:

Scale used must be noted on the plans
Identify finish materials to be used
All four elevation views are to be shown
Note percentage of masonry on each elevation

Electrical Details:

Scale used must be noted on the plans
Service meter location and main breaker size in amps
Sub-panel locations(s)
Location of all smoke detectors (must be interconnected)

Fire Lane:

Must be shown on the plot plan
Must be 6" thick

Fire Suppression & Alarm Systems:

Scale used must be noted on the plans

Fire suppression and fire alarm systems required separate plans, approvals and permits.

Floor Plan:

Scale used must be noted on the plans

Full architectural plans, fully dimensioned and labeled

Include adjoining rooms, labeled as to their use with all window and door locations

All wall-to-wall dimensions

All room finish ceiling heights

All window sizes and operations to be on the plans (slider, single hung, fixed, casement, etc.)

Exit Plan for each level

Foundation Plan:

Scale used must be noted on the plans

Soils report or letter by an engineer

Structural and architectural details

Footings, foundation, piers, and grade beams, with details must be designed and stamped by an engineer

Reinforcing spacing and size

Post and girder intersections

Fireplaces masonry or gas

You will be required to submit a pre pour and a post pour letter prior to your final inspection.

HVAC Details:

Scale used must be noted on the plans

Location of HVAC equipment

Duct location and layout for supply and return air

Smoke and/or fire damper locations

CFMs of all HVAC units

Gas line drawing, including input rating in BTU's of all equipment

Plumbing Details:

Scale used must be noted on the plans

Show all plumbing fixtures

Show location of water heater (if located in the attic, note it on the plans)

Note water meter size needed labeling them as domestic or irrigation

Note number of water meters needed

Complete a water application for each water meter

Sewer connection location

Sewer size

All sewer lines are required to have a clean out installed at the property line

Grease, oil, sand interceptors and sizing calculations

Location and type of back flow prevention devices

Stair Details:

Scale used must be noted on the plans

Stairway width, rise, run, landing length, and headroom height

Handrail, guardrail, and baluster details

Miscellaneous:

1. **Asbestos** Survey for any project that is remodeling or repairing the premises.
2. Projects valued over \$50,000 are required to register with **TDLR** and provide the registration number
3. Approved **Landscape Plan** that was approved at the time of the Site Plan
4. **TxDOT** permits for driveways
5. **Floodplain** - Proof of not being in the floodplain.

Additional Information:

TOPO
Civil plans
Utility Plans
Elevators