

PERMITTING PROCESS TIME

All permits take **4-6 weeks** to process. Expedited plan review is not provided. Incomplete applications, out-of-order items, or skipping steps within the process will cause *delays* in issuing your permit. *Please read the following information carefully.*

PERMITTING PROCESS SEQUENCE (NEW)

- The Applicant submits related plans to Planning, Engineering, and Fire departments.
 - We *cannot* process permits until a property has been assigned an address.
 - Contact Jonathan Hausler, Senior GIS Analyst, (jhausler@annatexas.gov) to request addresses if needed.
- After the first round of comments for Civils is completed, then the building plans can be submitted.
- The City sends the Applicant the plan review invoice.
- The Applicant submits payment for the permit **with the invoice**. The payment must match the invoice.
- The City reviews the plans and provides any comments if necessary.
- The City sends the Applicant the final permit and Utility Billing invoices.
- The Applicant submits the final payment for the permit with the invoice. The payment must match the invoice.
- If reviews have been completed by Planning, Engineering, and Fire, and all related contractors are registered, the Applicant may request a preconstruction meeting.
- The City issues the *stamped, approved permit* to the Applicant.
- The Utility Billing Department schedules the installation of meters.**
- The applicant requests inspections by emailing inspections@annatexas.gov. Do not request an inspection before the permit is paid and issued.

REQUIRED ITEMS SPECIFICATIONS

- Submitted plans requirements:
 - Hard copy - 24" x 36"
 - Digital copy - Single PDFs by category (Architectural, Structural, MEP, etc.) via thumb drive or cloud link
- Do **not** submit secured files.

PERMIT APPLICATION REQUIRED ITEMS

- Commercial Permit Application**, completed and signed
 - Physical address is required on application.
 - If needed, the address can be obtained from the GIS Analyst Jonathan Hausler at jhausler@annatexas.gov.
- Signed **Utility Agreement**
- Building Plans**
 - General plans
 - Architectural plans

- Structural plans
- Mechanical, electrical, and plumbing plans
- Schedules (doors, windows, etc.)
- Third-party Building Envelope design (Interior and Exterior Lighting and Mechanical Energy Analysis)
- Asbestos Documentation (if applicable)
- TDLR TABS application or documentation of exemption (projects over \$50,000)
- Geotechnical Engineering Report (Soil Report)
- Life Safety plans
- Photometric plans
- Civil Utility Site plan
- Utility agreement

SEPARATE PERMITS

- Fire Alarm and Suppression System Permit – Fire Department
- Right of Way Permit – Public Works / Engineering
- Signage Permits – Building Department