



## **New Commercial Submittal Process**

- Prior to applying for a building permit, the associated Site Plan must be approved by Planning/Development and Zoning. Additional items may be required such as a Tree Removal Permit or a Plat. Make sure all approvals are complete before applying for a Building Permit. Plats are a separate application.
- Complete the Permit Application on line. The Civil Construction Plans and Building Permit plans are 2 separate application processes. You must submit the civil plans prior to the building plans. This will prevent unforeseen changes to the building after the permit review.
- The Civil Construction Plan shall include a grading plan, erosion control plan, utility plan, paving plan, impervious surface area exhibit, irrigation plan, site plan, and landscape plan to be reviewed and approved during the Site Plan process.
- The Building Permit shall include Architectural, structural, mechanical, electrical, plumbing, life safety plan, photometric plan, site plan, and color architectural elevations reviewed and approved during the site plan process. In addition to the following:
  1. Code summary sheet to include design codes, occupancy type, construction type, occupant loads, total building area, Square footage per floor and total, emergency exit details, fire rated construction (if applicable), all schedules (door, window etc.), sprinkled or non-sprinkled, and all other required information common for plan submittal.
  2. Third-party Building Envelope design. Interior and Exterior Lighting and Mechanical Energy Analysis. (Com Check or similar)
  3. Asbestos Documentation (if applicable).
  4. TDLR proof of application or documentation of exemption. Projects over \$50,000.
  5. Geotechnical Engineering Report (soil report)
  6. Permit Application and General Contractor registration. Sub-contractor registration may be determined later. However, no trade work can begin until they are registered with the City.
  7. Utility Agreement (water service)

# THE CITY OF **Anna**

- Fire Plans, Permits and fees must go through the Fire Department.

305 South Powell Parkway Anna, TX 75409 Phone: 972-924-2143 Fax: 972-924-2772

- Before beginning work in the City Right of Way, you must pay any associated fees and obtain a permit.
- Pay Fees:
  1. Application Fee
  2. Plan Review Fee
  3. Any other fees required to paid prior to issuing a permit.
- After these requirements are done then the Building Plan Review process can begin.
- After the review is complete, then you must pay the Building Permit Fees and any other unpaid fees. Then you pick up your permit and the approved construction set of plans and may begin your project. If you need to begin soil preparation prior to permit approval you may obtain a Grading Permit through Public Works.
- The following are all separate permits from the Building Permit:
  1. Fence Permit
  2. Sign Permits
  3. Irrigation Permit
  4. Fire Alarm and Suppression System (sprinkler) Permits
  5. Right of Way Permit

**\*Please Do not** simply drop off plans without a Department destination / City contact or return correspondence contact information. Identify the type of plans sent: Full Set, Civil plans, Site Plan/Plat, etc.\*