

## ENERGY CODE CHECK LIST

A signed and dated energy code check list is required for all new construction residential and commercial, and may also be required for reconstruction projects. See Website: [energycodes.gov](http://energycodes.gov)

\* A site plan survey prepared by a Registered Land Surveyor is required where the total value of the project exceeds \$5000. The site plan survey must include items 7 through 13 in the site plan checklist. The complete site plan may double as the site survey if a Registered Land Surveyor stamps the drawing and attests to its accuracy. A foundation form survey, also prepared by a Registered Land Surveyor, is required before any foundation inspections will be performed, and before any concrete is poured (*Code of Ordinances Section 11.202(h)*).

If a **construction trailer** is to be placed on the property, please include the location of the construction trailer on the site plan.

## BUILDING CONSTRUCTION PLANS

Submit three (3) sets of building construction documents. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. A Texas Registered Architect is required to stamp all construction sheets where the laws of the State of Texas require an Architect's seal for the construction activity described in the application. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design.

**A Texas Registered Professional Engineer must prepare and stamp the structural, electrical, mechanical (HVAC), and plumbing construction sheets, if the proposed project is one of the following types of buildings:**

\_\_\_\_\_ **A non-residential building over 1 story**

\_\_\_\_\_ **A single story, non-residential building, larger than 5,000 square feet**

\_\_\_\_\_ **A non-residential building with a span of 24 feet or larger (*foundation & structural sheets*)**

\_\_\_\_\_ **An apartment building over two stories high**

\_\_\_\_\_ **An apartment building at least two stories high with more than 4 living units**

\_\_\_\_\_ **A single story apartment building with over 8 living units**

\_\_\_\_\_ **A building valued over \$8,000 that is constructed or owned by a public or governmental agency**

## CITY OF GREENVILLE DEPARTMENT OF COMMUNITY DEVELOPMENT

**2315 Johnson St., P.O. Box 1049  
Greenville, Texas 75403**

**Phone (903) 457-3160  
Fax (903) 457-0503**

**E-mail: [tjackson@ci.greenville.tx.us](mailto:tjackson@ci.greenville.tx.us)**

**<http://www.ci.greenville.tx.us>**

### HOURS:

8 a.m. – 5 p.m.  
Monday – Friday

**Inspections are available 8 a.m. – 5 p.m.  
Monday - Friday Call (903) 453-0402**

**For more information about permits required by the City of Greenville, please contact:**

**Terry Jackson  
Com. Dev. Exec. Secretary  
(903) 457-3160**

**Maria Segovia  
Secretary  
(903) 457-3161**

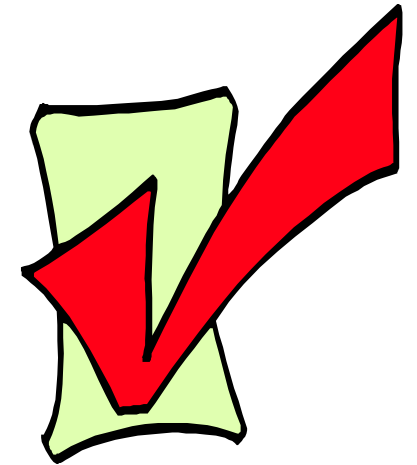
**Steve Methven  
Building Official  
(903) 457-3160**

**Tommy McDaniel  
Building Insp.  
(903) 457-3166**



## Building Permit Plan Review Checklist

### Non-residential & Multi-family Developments



**City of Greenville  
DEPARTMENT OF  
COMMUNITY DEVELOPMENT**

*Revised December 2013*

Check (✓) in the space provided

Write N/A where not applicable

**PERMIT APPLICATION**

Provide the following information for the Building Permit Application:

- \_\_\_\_\_ Street address
- \_\_\_\_\_ Legal description (lot, block, subdivision)
- \_\_\_\_\_ Property owner
- \_\_\_\_\_ Property owner's phone number
- \_\_\_\_\_ General contractor
- \_\_\_\_\_ General contractor's address
- \_\_\_\_\_ General contractor's phone number
- \_\_\_\_\_ Project manager
- \_\_\_\_\_ Description of the project
- \_\_\_\_\_ Total square feet
- \_\_\_\_\_ Value of the project
- \_\_\_\_\_ Mechanical contractor  
(if applicable)
- \_\_\_\_\_ Plumbing contractor  
(if applicable)
- \_\_\_\_\_ Electrical contractor  
(if applicable)
- \_\_\_\_\_ \* Number of outlets, switches, etc.  
(for electric only)
- \_\_\_\_\_ \* Number of fixed appliances, etc.  
(for electric only)
- \_\_\_\_\_ \* Type/phase of electric service  
(for electric only)

**SITE PLAN\*** (not usually required for interior alteration or remodel of an existing building)

Submit eight (8) copies of the site plan with a copy of the completed checklist. All items on the checklist must be addressed on the site plan.

- 1. \_\_\_\_\_ Street address and legal description (lot, block, and subdivision) of the site
- 2. \_\_\_\_\_ Title block stating the name of the project; name, address, telephone number, and fax number of the project manager; name, address, telephone number, and fax number of the project designer
- 3. \_\_\_\_\_ Current zoning of the subject property (check zoning map)
- 4. \_\_\_\_\_ Surrounding land uses and zoning of adjacent property, including land separated from the subject property by a street (check zoning map)

- 5. \_\_\_\_\_ Names of adjacent property owners
- 6. \_\_\_\_\_ Names and width of adjacent street rights-of-way, and width of street pavement
- 7. \_\_\_\_\_ North arrow, scale of the site plan at a scale of 1" = 10' or a multiple thereof, and date the site plan was prepared
- 8. \_\_\_\_\_ Size, shape, and dimensions of the platted lot (check official plat records)
- 9. \_\_\_\_\_ Location and width of all easements (check plat records)
- 10. \_\_\_\_\_ Location of building setback lines (Zoning Ordinance Sections 5-1.1 & 5-1.2)
- 11. \_\_\_\_\_ Location and dimensions of all existing buildings
- 12. \_\_\_\_\_ Location of nearest fire protection system (i.e. fire hydrant)
- 13. \_\_\_\_\_ Location and dimensions of proposed building
- 14. \_\_\_\_\_ The exact distance the proposed building will be from the platted lot lines
- 15. \_\_\_\_\_ Height of all proposed buildings (Zoning Ordinance Sections 5-1.1 & 5-1.2)
- 16. \_\_\_\_\_ Location and dimensions of all existing and proposed off-street parking areas including:
  - a. \_\_\_\_\_ Location and dimension of all existing and proposed driveways including width and curb radius (Zoning Ordinance Sec.5-5.2)
  - b. \_\_\_\_\_ Location of driveways on the opposite side of the adjacent street (Zoning Ordinance Section 5-5.8)
  - c. \_\_\_\_\_ Location and dimensions of off-street parking stalls (Zoning Ordinance Sections 5-3.5 & 5-3.6)
  - d. \_\_\_\_\_ Width of traffic aisles (Zoning Ordinance Section 5-3.5)
  - e. \_\_\_\_\_ Location and dimensions of off-street loading areas (Zoning Ordinance Sec.5-3.9)
  - f. \_\_\_\_\_ Location of trash receptacles

- g. \_\_\_\_\_ Location of the curb and gutter required around the entire perimeter of the parking area (Zoning Ordinance Section 5-3.10(B))
- h. \_\_\_\_\_ Location and width of landscaped parkway adjacent to the street (Zoning Ordinance Sections 5-3.10(B,1) & 5-3.6 (G))
- 17. \_\_\_\_\_ Location and elevation of screening devices (Zoning Ordinance Sections 5-2.3(B))
- 18. \_\_\_\_\_ Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures
- 19. \_\_\_\_\_ Types of ground or yard surfacing throughout (i.e. grass, paving type, shrubs, trees, etc.)
- 20. \_\_\_\_\_ Location and size of adjacent utility lines
- 21. \_\_\_\_\_ Location and size of water and sewer taps, water meter, and on-site utility lines
- 22. \_\_\_\_\_ Location and elevation of 100 year flood plain, if applicable (Check official FIRM Maps produced by FEMA)
- 23. \_\_\_\_\_ Finished floor elevation of the proposed building if adjacent to 100 year flood plain (must be 2 feet above 100 year flood plain, Code of Ordinances §11.818)
- 24. \_\_\_\_\_ **Architectural drawings of all building elevations, and a description of all exterior construction materials, including the percentage of the exterior walls covered by each material.(Exterior Construction Requirements and Standards, Code of Ordinances § 22.02.004)**
- 25. \_\_\_\_\_ Surface drainage plan - an engineered drainage analysis with plans for storm water detention may be required (Subdivision Ord Sec. 3-3.11(I))
- 26. \_\_\_\_\_ Pavement design report for parking areas (Zoning Ordinance Section 5-3.10)

- 27. \_\_\_\_\_ Copy of TAS architectural plan review application (for projects over \$50,000)
- 28. \_\_\_\_\_ General notes to be included in a summary table on the site plan:
  - a. \_\_\_\_\_ Total land area in acres or square feet
  - b. \_\_\_\_\_ Total building area in square feet
  - c. \_\_\_\_\_ Total square feet of building addition (Zoning Ordinance Sections 5-1.1 & 5-1.2)
  - d. \_\_\_\_\_ Percentage of land covered by buildings (Zoning Ordinance Sections 5-1.1 & 5-1.2)
  - e. \_\_\_\_\_ Building heights (Zoning Ordinance Sections 5-1.1 & 5-1.2)
  - f. \_\_\_\_\_ Number of off-street parking stall required (Zoning Ordinance Section 5-3.2)
  - g. \_\_\_\_\_ Number of off-street parking stalls provided
  - h. \_\_\_\_\_ Square footage of all landscaped areas
  - i. \_\_\_\_\_ Percentage of site covered by landscaping