



Planning & Development Department
Building & Inspection Services
107 S. Hill St.
Caldwell, Texas 77836
979-567-3271 ext. 400
permits@caldwelltx.gov

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

Construction Document Submittals: Submit one electronic set of building plan files with completed application to permits@caldwelltx.gov for review.

Note: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

Professional License: Each drawing and document shall be sealed, signed, dated, and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Required Drawings & Documents: City of Caldwell Planning & Development Department may request additional drawings or information. Drawings must be drawn to scale.

SUBMITTAL CHECKLIST:

1. ☐ Site Plan or Survey (property lines must be based on an accurate boundary survey)
 - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
2. ☐ Parking lot Layout indicating size and number of parking spaces, ADA designated spaces, aisle width(s), fire lanes, lighting, trees, and landscaping
3. ☐ Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
4. ☐ Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
5. ☐ Door schedules, window schedules, hardware schedules
6. ☐ Construction details; interior elevations and interior finish schedules
7. ☐ Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
8. ☐ Mechanical plans
9. ☐ Plumbing plans
10. ☐ Electrical plans
11. ☐ Certified Energy Compliance Report (IC3, ComCheck, etc.)
 - a. U.S. Department of Energy, www.energycodes.org
12. ☐ Asbestos Survey (for projects involving renovation, addition, demolition)
 - a. Texas Department of Health, Asbestos Program Branch +1 512-834-6600, www.dshs.state.tx.us/asbestos
13. ☐ Texas Department of Licensing and Regulation architectural barriers project registration information a. Texas Department of Licensing and Regulation +1 800-803-9202, www.license.state.tx.us
14. ☐ When fire rated assemblies are required, provide construction details, specifications, or other pertinent information as applicable. Signs and Fire Protection Systems require a separate permit.

Upon review and approval of the building plans, obtain a building permit and begin construction within 180 days.

Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.