

## VENUS COMMERCIAL PREREQUISITE CHECKLIST

**INSTRUCTIONS:** Complete this checklist and attach this form to the plan set. The commercial plans must be submitted with this form and include the documents identified for your plans to be considered meeting the prerequisite requirements for plan review. In, addition, incomplete plans can be declined prior to a full review. Please note that the following list is not exhaustive and there is a potential for additional requirements, this is to be used as a reference guide. Please **check each box and indicate** if the item is included on the form and identify the applicable sheet number or indicate N/A if not applicable.

PLAN REQUIREMENT		SHEET NO.
<input type="checkbox"/>	Plans submitted for plan review must be ready for construction – plans may “ <i>NOT</i> ” be marked “ <i>Preliminary</i> or <i>Not for Construction</i> ”.	N/A
<input type="checkbox"/>	<b>Building Permit Application</b> – A complete application is required for each new structure, lease remodel or build-out proposed.	Attach in Mypermitnow
<input type="checkbox"/>	<b>Special Inspections Report</b> – Required to be prepared by RDP (Registered Design Professional) consistent with Chapter 17 of the 2015 IBC.	
<input type="checkbox"/>	<b>Energy Code Software</b> – Required for building projects. If exempt, indicate on the plans the reasoning behind exemption.	
<input type="checkbox"/>	<b>Manual N or SMANCA Std. 183 HVAC Report</b> – Required on any scope of new, added, or retrofit HVAC equipment.	
<input type="checkbox"/>	<b>Commissioning Report</b> – Report or affidavit required for projects totaling > 600k BTU of Cooling.	
<input type="checkbox"/>	<b>Asbestos Testing Report</b> – Required if scope requires any Demolition.	
<input type="checkbox"/>	<b>Roof Plan</b> – Including drainage, parapet, and safety railing information as required.	
<input type="checkbox"/>	<b>Plan Sets</b> – Vector images uploaded to Mypermitnow.if project is over \$50,000 TDLR AB registration number is required on plan set.	N/A
<input type="checkbox"/>	<b>Site Plan</b> – Required for new buildings, structures, parking lots, grading permits and additions. Also required for occupancy change if new use impacts occupant load or increases Risk Category.	
<input type="checkbox"/>	<b>Structural &amp; Nonstructural Drawings</b> 1. Labeled floor plan with drawing details for the proposed scope of work. 2. Structural plans 3. Architect and Engineer plans, each sheet sealed, signed, and dated; as required by Texas Architectural and Engineering Practice Acts. 4. Code Analysis for new structures – construction type, occupancy classification and specific use proposed. 5. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the walls shown in the plan	
<input type="checkbox"/>		
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PLAN REQUIREMENT		SHEET NO.
<input type="checkbox"/>	<b>Care Facility Worksheet</b> – All plan submittals for new care facility buildings, renovations that result in a change of occupancy to a care facility, remodels or expansions of existing care facility occupancies shall provide use and ambulatory details.	
<input type="checkbox"/>	<b>Mechanical</b> – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	
<input type="checkbox"/>	<b>Electrical</b> 1. 1-line Diagram – Required for new buildings, new services, added loads, or changes of occupancy. 2. Load Analysis – Required for new buildings, new services, added loads, or changes of occupancy. 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy	
<input type="checkbox"/>	<b>Plumbing</b>  1. Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in occupancy. 2. Fixture unit and Drainage Fixture unit tables.	
<input type="checkbox"/>	<b>Fire Alarm Plans</b> – When required by code, included in the project, or for renovations where fire alarm systems exist.	
<input type="checkbox"/>	<b>HazMat Details or Exemption Report</b> – For labs, fabrication, storage facilities and retail occupancies involving hazardous materials.	
<input type="checkbox"/>	<b>High Piled Details or Exemption Report</b> – For all storage and some retail occupancies	

CODE ANALYSIS		
Complete the code related project specific information listed below:		IBC CODE REFERENCE
<b>CODE EDITIONS</b>	Building: _____ Electrical: _____ Fire: _____ Mechanical: _____ Plumbing: _____ Energy: _____	Chapter 1
<b>USE AND OCC. CLASSIFICATION</b>	Use (specific use of the proposed building or space): _____ Occupancy Classification: _____ <i>For remodel, is this the current use and occupancy of the building?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter 3 and 4
<b>HEIGHT / STORIES</b>	Height in feet: _____ No. of Stories: _____	Chapter 5
<b>CONSTRUCTION TYPE / FIRE PROTECTION</b>	Type of Construction: _____ Fire Sprinklers 100% <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial _____ % Fire Alarms <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter 6 and 9
<b>OCC. LOAD &amp; EXITING ANALYSIS</b>	_____	Chapter 10

