

**CITY OF McALLEN
CHECKLIST FOR INITIAL APPLICATION
COMMERCIAL**

Min. Permit Fee = \$40, Min. Review Fee = \$6

I. Application

- i. Recorded Plat & Site Plan Approval
(if plat is not recorded or site plan approved a building permit may be submitted with an advanced plan review fee 50% of permit fee)
- ii. Complete application / Plan Review Fee (15% of permit fee) *Email required on application

II. Submittal Documents

- i. Construction Documents (One set of construction documents/plans, 24" x 36")
(Two or Three sets of construction documents depending on use/occupancy)
- ii. Registered Design Professional (required at time of application, if applicable)
 - a. Engineer, if exceeding 5000 sq. ft., spans >24' or over one story (*www.tbpe.state.tx.us* or 512-440-7723)
(Please provide complete set of MEP's on an (11" X 17"))
 - b. Architect, if exceeding 20,000 sq. ft. (*www.tbae.state.tx.us* or 512-305-9000)
- iii. Reduced Site Plan, Floor Plan & M.E.P. Plans (11" X 17") Site plan to Include:
 - a. Proper scale, north arrow, street names
 - b. Location and type of Signs (sign permits only)
 - c. Setbacks from property lines and back of curb (back of curb setbacks for signs only)
 - d. Landscaping and off-street parking
 - e. Location of streets, roads, alleys, driveways, entrances and exits to parking areas.

III. Texas Accessibility Standards (*www.license.state.tx.us/ab/ab.htm* or 800-803-9202)

- i. EABPRJ # (if project construction cost = \$50,000 or more.)

IV. Texas Building Energy Performance Standards (*www.energycodes.gov - COMCHECK*)

- i. Energy Compliance Report (if applicable)
 - a. 2006 IECC
 - Envelope
 - Lighting
 - Mechanical

V. Environmental Health Asbestos Program (*www.dshs.state.tx.us/asbestos/default.shtm* or 800-572-5548)

- i. Asbestos Survey

VI. Other Required Documents (if applicable)

- i. Labeled Kitchen Layout (enlarged)
- ii. Commercial Kitchen Hood (designed by a Professional Engineer when applicable)
- iii. Grease Trap - **Contact Utility Department: Rafael Gomez or Jose Cantu (956) 681-1760**
Utility Plan 11x17 (outside building - New) **To include bars and night clubs with or w/o cooking**
- iv. Sitting Arrangement (Restaurants, Bars, etc.)
- v. Detention Plan (design by a Professional Engineer)
- vi. Fire Suppression/Sprinkler System vii. Fire Rated Assembly Details (Ref. UL # or IBC)
For Fire Prevention 681-2500

Current Codes

International Building Code 2006
International Plumbing Code 2006
International Mechanical Code 2006
International Fuel Gas Code 2006
International Fire Code 2006
National Electrical Code 2008

Contact Person _____
 Phone Number _____
 New/Rem/Add _____
 Project Address _____
 Date _____

REVISED 6/09

WWW.MCALLEN.NET

*Note: This list is made available to assist and expedite your permit, but may not include all required documents.

**CITY OF McALLEN
CHECKLIST FOR INITIAL APPLICATION
RESIDENTIAL**

I. Application

- i. Recorded Plat
(if plat is not recorded a building permit application cannot be submitted)
- ii. Complete Application *Email required on application

II. Submittal Documents (Legible, 8 1/2" x 11" or 11" x 17")

- i. Site Plan (no flipped plans)
- iii. Floor Plan
- iv. Elevations
- v. Professional engineer design (required with application, if applicable)

III. Texas Building Energy Performance Standards

(web site: www.energycodes.gov)

- i. Energy Compliance Report (required at time of application if applicable)
 - a. 2006 IECC

Current Codes

International Residential Code 2006
International Building Code 2006
International Plumbing Code 2006
International Mechanical Code 2006
International Fuel Gas Code 2006
International Fire Code 2006
National Electrical Code 2008

Contact Person _____
Phone Number _____
Project/Address _____
Date _____

Contact Numbers:

Inspection Department	956-681-1300
Planning Department	956-681-1250
Engineering Department	956-681-1150
Health Department	956-681-1220
Public Utilities	956-681-1770
Public Works	956-681-4000
Fire Prevention	956-681-2500
Pretreatment Department	956-681-1760