

CITY OF McALLEN
COMMERCIAL BUILDING PERMIT
CHECKLIST FOR INITIAL APPLICATION REVIEW

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

Project Address _____ Proposed work _____

Contact Person _____

Phone Number _____ Email Address _____

I. Application

- ☐ I. Recorded Plat, Site Plan Approval and Conditional Use Permits
- ☐ ii. Complete application / Plan Review Fee (18% of permit fee)
* Plan review fee must be paid at time of permit application submittal.

II. Submittal Documents

- ☐ I. Construction Documents (One set 24" x 36" and One set 11"x17" or Electronic File (PDF))
- ☐ ii. Registered Design Professional (required at time of application, if applicable) Original Seal.
 - ☐ 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 & Structural on an 11"X 17" or PDF)
 - ☐ b. Architect, if exceeding 20,000 sq. ft. (www.tbae.state.tx.us or 512-305-9000)
- ☐ iii. Site plan to Include the following:
 - a. Proper scale, north arrow, street names, proposed & existing structures on site
 - 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. 2024 IECC Energy Compliance Report (if applicable) ☐ Envelope
- ☐ ii Heating & Cooling load calculations (ASHRAE Fundamentals) ☐ Lighting
- ☐ III Preliminary Commissioning Report ☐ 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) / Bar layout (Plumbing Fixtures)
- ☐ ii. Commercial Kitchen Hood (designed by a Professional Engineer when applicable) and cooking equipment specifications.
- ☐ iii. Grease Trap - **Contact Pretreatment Department Staff: (956) 681-1760**
Utility Plan 11x17 (outside building - New) to include bars and night clubs with or w/o cooking
- ☐ iv. Seating Arrangement (Restaurants, Bars, etc.)
- ☐ v. Detention Plan (design by an engineer)
- ☐ vi. Fire Suppression/Sprinkler System
- ☐ vii. Fire Rated Assembly Details (Ref. UL # or IBC)
- ☐ viii. Provide Driveway Approach and width
- ☐ ix. Is the structure located in a flood plain?

Signature

Date

BUILDING PERMIT FEE

New Construction = .16/SqFt Remodeling = .006xConstruction cost
Min. Permit Fee = \$48, Min. Review Fee = \$8.64

Current Codes Commercial

- /// International Building Code 2024
- /// International Plumbing Code 2024
- /// International Mechanical Code 2024
- /// International Fuel Gas Code 2024
- /// International Fire Code 2024
- /// National Electrical Code 2023
- /// International Energy Code 2024

Building application and documents can be submitted electronically BLDGPERMITS@MCALLEN.NET

Contact Numbers:

Inspection Department	956-681-1300
Planning Department	956-681-1250
Engineering Department	956-681-1151
Health Department	956-681-1901
Public Utilities	956-681-1776
Public Works	956-681-4000
Fire Prevention	956-681-2500
Pretreatment Department	956-681-1760