



COMMERCIAL PLAN REVIEW CHECKLIST

Parcel Address	
Applicant's Name	
Phone Number	Date

Two (2) Complete and legible sets of plans including all specs and a CD in PDF format need to be submitted and include the following items before the plans are reviewed. The plans need to meet the 2015 International Building Code.

1. Plot Plan & Site Plan with Drainage Plan
2. Survey
 - Showing all building lines and easements, if any
3. Legal property description
 - Shown on the survey
4. Floor Plan – ¼” drawings and all four elevations and sections
5. Foundation Plans & Details – ¼” drawings
 - Copy of termite treatment report (before the foundation inspection)
 - Driveway and parking detail (must meet City of Sealy Development Standards)
 - Finished floor elevation (must meet City of Sealy Development Standards, Section 28-90)
 - Engineered with seal and signed
6. Framing Detail
 - Grade and size of lumber
 - Wall stud size, height, spacing, and detail
 - Rafter size, spacing and spans
 - Ceiling joist size, spacing and spans
 - Wood or Steel trusses shall be designed by an engineer with seal
 - Roof sheathing
 - Roofing materials
 - Header schedule
 - Installation material in wall and ceiling

- Window size, type, and design
 - Interior wall covering
7. Electrical Layout – 2014 National Electrical Code
- Electrical legend
 - Electrical service size and location
 - Location of electrical service (underground only)
 - Identify all appliances and verify if appliances are gas or electric
 - Location of smoke detectors, electrical outlets and fixtures, and arc-fault breakers
8. Mechanical Layout – 2015 International Mechanical Code
- Location of unit for the inside and outside areas and the size of the unit
9. Plumbing Layout – 2015 International Plumbing Code
- At least one three inch (3”) vent is required
 - Notate on the permit application what size water, sewer, and gas is needed
 - City of Sealy Chapter 14 consists of more stringent codes than the 2015 International Building Codes.

Two (2) sets of the 2015 International Energy Code compliance forms must be submitted to the City for residential and commercial buildings. Paperwork must be supplied from a third party source verifying that the project is in compliance with the 2015 International Energy Code. The state has adopted the energy code for new commercial buildings and additions to such buildings. If you need more information regarding the energy code, the website is www.energycodes.gov. Also, it is the Builder’s responsibility to contact a Certified Energy Code Inspector to conduct all energy code inspections, and to submit a copy of the Energy Code Report to the building department prior to scheduling the final inspections.

All builders must provide the City of Sealy with a Certificate of General Insurance Liability Insurance in the amount of \$100,000.00 (minimum). The insurance company must fax this to the City of Sealy at (979) 885-6253 and list the City of Sealy, P.O. Box 517, Sealy, Texas 77474 as the Certificate Holder, and mail the original. The City of Sealy currently accepts bonds in the amount of \$10,000.00.

Applicant’s Signature

Date

Reviewed by

Date

Please note that plans will not be reviewed without all the above-mentioned items. If you have any questions, please feel free to ask staff or call the office at (979) 885-1669.