

Commercial Remodel Permit Instructions

ITEMS REQUIRED TO BE SUBMITTED

COMMERCIAL PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/2946/Commercial-Permit-Application>

2 HARDCOPY SETS OF BUILDING PLANS

1 DIGITAL SET OF BUILDING PLANS (pdf format)

FEES - *Application fees must be paid when an application is submitted to the City.*

<https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be release to a contractor registered with the City of Anna.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

Commented [OD1]: Does this sound better?

IMPORTANT COMMERCIAL REMODEL PERMIT REQUIREMENTS

- Application must include owner of building, contractor, phone numbers, square footage, short description of work.
- A clear and detailed sets of plans. Plans must be drawn by design professional or have similar design.
- List the sub-contractors (Electrician, Plumber, Mechanical) and submit a scope of work.
- Include all plumbing work, electrical work, and mechanical work.
- Show window sizes, location, and energy rating.
- Show added & deleted walls.
- Submit site plan for room additions, porches, accessory building.
- Include setback measurements (distance from property lines and build lines).
- All remodels must comply with the current adopted code cycles, including the energy code.
- State required Asbestos Survey 2015 ComCheck
(<https://www.energycodes.gov/comcheck>)
- Texas Accessibility Standards (for jobs \$50,000 or more)
(<https://www.tdlr.texas.gov/TABS>)

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.