

**CITY OF McALLEN**  
**COMMERCIAL BUILDING PERMIT**  
**CHECKLIST FOR INITIAL APPLICATION REVIEW**

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

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

**I. Application**

- I. Recorded Plat, Site Plan Approval and Conditional Use Permits  
(if plat is not recorded or site plan approved a building permit may be submitted with an advanced plan review fee 60% of permit fee)
- 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](http://www.tbpe.state.tx.us))  
(Please provide complete set of MEP's & Structural on an (11"X 17" or PDF) (512-440-7723)
  - b. Architect, if exceeding 20,000 sq. ft. ([www.tbae.state.tx.us](http://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](http://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](http://www.energycodes.gov) - COMCHECK)

- I. 2015 IECC Energy Compliance Report (if applicable)
  - Envelope
- ii Heating & Cooling load calculations (manual J)
  - Lighting
- III Preliminary Commissioning Report
  - Mechanical

**V. Environmental Health Asbestos Program** ([www.dshs.state.tx.us/asbestos/default.shtm](http://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  
For Fire Prevention at 681-2500
- vii. Is the structure located in a flood plain?
- viii. Fire Rated Assembly Details (Ref. UL # or IBC)
- ix. Provide Driveway Approach and width

**Current Codes Commercial**

- International Building Code 2018
- International Plumbing Code 2018
- International Mechanical Code 2018
- International Fuel Gas Code 2018
- International Fire Code 2018
- National Electrical Code 2017
- International Energy Code 2015

Contact Person \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 New/Rem/Add \_\_\_\_\_  
 Project Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Initial**

**Signature**

**CITY OF McALLEN**  
**RESIDENTIAL BUILDING PERMIT**  
**CHECKLIST FOR INITIAL APPLICATION REVIEW**

New Construction/ Addition/ Remodel =.16/SqFt Min. Permit Fee = \$48, Min. No Review Fee

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

**NOTICE:** *Be advised that when calling for a foundation inspection (new or addition) for a 1 or 2 family dwelling, the foundation subcontractor/applicant shall have a transit instrument set up for verification of required elevation.*

**I. Application**

- I. Recorded Plat (if plat is not recorded a building permit application cannot be submitted)
- ii. Complete Application

**II. Submittal Documents** (Legible, 8 1/2" x 11" or 11" x 17" or PDF File) (No Flipped Plans)

- I. Site Plan
- ii. Provide Driveway Approach and Width
- ii. Floor Plan (Stair Detail, If Applicable)
- iii. Elevations
- iv. Roof Plan with roof drainage system (flat roofs only)
- v. Professional engineer design.
- vi. Is the structure located in a flood plain?
- vii. Fire Rated Details
- viii. Septic tank existing or proposed Contact Utility Department at 956-681-1770

**III. Texas Building Energy Performance Standards**

*(web site: [www.energycodes.gov](http://www.energycodes.gov) - RESCheck)*

- I. 2015 IECC Energy Compliance Report (required at time of application if applicable)
- ii. Heating & Cooling load calculations (manual J)

**Current Codes Residential**

International Energy Code 2015
International Residential Code 2018
International Building Code 2018
International Plumbing Code 2018
International Mechanical Code 2018
International Fuel Gas Code 2018
International Fire Code 2018
National Electrical Code 2017

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

New/Rem/Add \_\_\_\_\_

Project/Address \_\_\_\_\_

Date \_\_\_\_\_

**Signature:** \_\_\_\_\_

**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