

**THE CITY OF UNIVERSAL CITY  
DEVELOPMENT SERVICES DEPT.  
2150 UNIVERSAL CITY BLVD, UNIVERSAL CITY, TEXAS 78148  
Phone (210) 659-0333 ♦ Fax (210) 659-7062**

**COMMERCIAL PLAN SUBMITTAL CHECKLIST**

The following information shall accompany commercial plan submittal. Incomplete submittals will not be accepted. Applicable fees shall be assessed/collected with issuance of a building permit.

Check all that accompany your plans and application:

1.  Completed building permit application with MEP Verification letters attached.
2.  Three sets of complete construction plans to include:
  - a) Building Safety Inspection Walk-Through Notes (**All Existing Structures**)
  - b) Site Plan with setbacks
  - c) Parking Plan
  - d) Life-Safety Plan with Code Analysis
  - e) Engineer Sealed Foundation Plan
  - f) Engineer Sealed MEP Plans
  - g) Architectural, Designer or Engineer Sealed Design Plans
  - h) Sealed Civil Drawings, if applicable
  - i) Roof Truss Plans, Sealed or with Manufacturer's sealed specifications
  - j) Knox Box Order Confirmation Page (**Per Suite**), [WWW.KnoxBox.com](http://WWW.KnoxBox.com)
  - k) Fire Sprinkler/Alarm Plans, if applicable
  - l) Landscape Plan, if applicable
  - m) Sealed Irrigation Plan, if applicable
  - n) Federal Aviation Administration (FAA) Form of Notification (FAA Form 7460-1)  
<https://www.faa.gov/airports/central/engineering/part77/>
  - o) Bird control device (e.g., Bird Gard)
  - p) Plan Review Application for Food Establishments, if applicable.
3.  CommCheck Report, most current version
4.  TDLR Project Number for projects that exceed \$50,000.
5.  Asbestos Survey for all demolition work.
6.  Maximum Lot Coverage Worksheet
7.  PDFs of the FINAL set of approved plans including addendums and reports, on a CD or Flash Drive (**must be provided before construction permit is issued**)
8.  Meter Size (s) and Plumbing Fixtures

Meter Sizes:

Domestic Water Meter \_\_\_\_\_ inch  
Irrigation Meter \_\_\_\_\_ inch  
Fire Line Meter \_\_\_\_\_ inch

Plumbing Fixtures: (quantities)

Item	Quantity
Tubs	
Shower Stalls	
Sinks	
Mop sinks	
Urinal	
Toilets	
Drinking Fountain	

9.  Detention Fee-in-Lieu, if applicable.

Sq. Ft. of Impervious Coverage \_\_\_\_\_

<u>Development Type/Land Use Type</u>	<u>Fee (per sq ft of impervious cover)</u>
Multi-Family (Apartments & 4-plexes)	\$0.15
New Commercial & Industrial	\$0.20
Public Facilities (including schools)	\$0.15
Building permits with additional impervious cover	\$0.15

Fee \$ \_\_\_\_\_

10.  Data Scan Fee collected prior to issuance of Residential and/or Commercial Subdivision Plats, Commercial Building Permits, Drainage studies, Utility and Infrastructure Plans, SWPPP, etc.

Size D & E sheets \$2.50 per page      No. of Pages \_\_\_\_\_ x \$2.50 = \_\_\_\_\_

8X11, 8x14, 11x 17 sheets \$0.25 per page      No. of Pages \_\_\_\_\_ x \$0.20 = \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant acknowledges that all information as required above is provided herein and understands that failure to provide all information necessary to process building permit request shall result in rejection of plans and application by the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Plans and Application Complete?       Yes  No

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_