



City of Canton
 201 N. Buffalo
 Canton, TX 75103
 Ph. (903) 567-1841
 Fax (903) 567-1793
 Effective 11/22/2022

Commercial Plans Submittal Checklist

Building Guide for New Development

cantontx.gov

Address: _____ Property ID (PID): _____

All items are required to be submitted at the same time, with a copy of this check list. If you are missing any one of the items below, we will return the sets to you without reviewing.

A Plan Review Fee is due at time of submittal. Please call Development Services at 903-567-1841 to verify the amount due. This fee is non-refundable and non-transferrable.

We need 3 sets of construction plans on 24" x 36" paper. They must be legible and easy to read with a cover page listing each additional page with its description. We also need a USB drive with all of the following items loaded on to it. Those items will be downloaded and the USB will be returned to you.

Once the plans have been reviewed and approved, we will keep 1 set, 1 set is to be kept on the job site, and 1 set is for your office.

Staff	App	
		<p>Building Permit Application must be completely filled out including:</p> <ul style="list-style-type: none"> Contractor's name, phone number and email address Property owner's name, address and phone number Sub-contractor's name(s) Project address with the Van Zandt County Appraisal Districts PID The estimated value of the project (including all materials and labor) The total square footage of the structure
		<p>Title Page must contain all of the following information:</p> <ul style="list-style-type: none"> Building Occupancy classification Building Construction Type Building square footage (gross and each individual occupancy classification) Building height Occupant load Sprinkled or Non-sprinkled Allowable building area Area increases used Parking required vs Parking Provided
		<p>Plot Plan (must have an approved Site Plan):</p> <ul style="list-style-type: none"> Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Dimensions of lot Total square footage of lot North arrow All easements Front, side, and rear setbacks Building footprint with all projections & dimensions to all property lines and/or other buildings

Staff	App	
		<p>Plot Plan continued: All sidewalks All parking Location of handicapped parking space with access aisles, curb ramps, and other ramps on site Handicapped access to the buildings from the public way Location of any and all retaining walls Location of dumpsters Parking lot lighting Signage location Fire lane Utility Locations</p>
		<p>Architectural Details: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Roof, to include eaves, overhangs, rake and gables Structural Floor Type changes (i.e. slab to wood frame) Handrails, guardrails, and support details Structural framing details Fire wall, fire barrier and fire partition details Suspended ceiling plan with support details Structural section with details at foundation, floor and roof levels Typical cross section in each direction Special inspections required</p>
		<p>Elevator Details: If Applicable</p>
		<p>Energy Compliance Report (ComCheck): Must be done by a licensed professional Project Information sheet Estimated Annual Energy Usage sheet <i>You will be required to submit an Energy Compliance Competition letter prior to your final inspection.</i></p>
		<p>Exterior Elevations: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Identify finish materials to be used All four elevation views are to be shown Note percentage of masonry on each elevation</p>
		<p>Electrical Details: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Service meter location and main breaker size in amps Sub-panel location(s) Location of all smoke detectors (must be interconnected)</p>
		<p>Fire Lane: Must be shown on the plot plan Must be minimum 6" thick Indicate dimensions and turning radius</p>

Staff	App	
		<p>Fire Suppression & Alarm Systems: Scale used must be noted on the plans Fire suppression and fire alarm systems require separate plans, approvals and permits.</p>
		<p>Floor Plan: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Full architectural plans, fully dimensioned and labeled Include adjoining rooms, labeled as to the use with all window and door locations All wall-to-wall dimensions All room finish ceiling heights Exit Plan for each level Opening schedule for windows and doors including size, type, glazing, and operation</p>
		<p>Foundation Plan: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Geotechnical report or letter by an engineer Structural and architectural details Footings, foundation, piers, and grade beams, with details must be designed and stamped by an engineer Reinforcing spacing and size Fireplaces</p>
		<p>HVAC Details: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Location of HVAC equipment Duct location and layout for supply and return air Smoke and/or fire damper locations CFMs of all HVAC units</p>
		<p>Plumbing Details: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Show all plumbing fixtures Show location of water heater (if located in the attic, note it on the plans) Note water meter size needed labeling them as domestic or irrigation Note number of water meters needed Complete a water application for each water meter Sewer connection location Sewer size All sewer lines are required to have a clean out installed at the property line Grease, oil, sand interceptors and sizing calculations Location and type of back flow prevention devices Gas line drawing, including input rating in BTU's of all equipment</p>
		<p>Stair Details: Scale: Provide maximum scale allowed by drawing sheet size – this must be noted on plans Stairway width, rise, run, landing length, and headroom height Handrail, guardrail, and baluster details</p>

Miscellaneous:

1. **Asbestos** Survey for any project that is remodeling or repairing the premises.
2. Projects valued over \$50,000 are required to register with **TDLR** and provide the registration number
3. Approved **Landscape Plan** that was approved at the time of the Site Plan
4. **TxDOT** permits for driveways
5. **Floodplain** - Proof of not being in the floodplain.

Additional Information:

TOPO

Civil plans

Utility Plans

Elevators