

Commercial Construction Process

Application for Permit:

- Submit application, digital set of plans (see Commercial Checklist Requirements), TAS Acceptance (> \$50K Valuation), Com-Check, pay Plan Review Fee at this time, Receive Special Inspection Certificate, and Get fee schedule (see Commercial Building Fees)

Plan Review Phase:

Plans distributed as necessary- City, Bureau Veritas, Fire, Health-if applicable (Comments issued)

- Respond to comments with the City of Pflugerville, with Revision Narrative
- Once all comments are successfully addressed, submit final all-inclusive digital set of plans with a complete revision history on the cover sheet

Approved plans will not be issued until release from Planning, Engineering, Fire and Health(if applicable)

Approved plans are uploaded to My Permit Now and require one full sized, City stamped set to be downloaded for field use by the inspector

Permit Issuance Phase:

- Set up Building Department pre-construction meeting, Special Inspection Certificate required at Pre-Con
- Post Meeting: pay established fees, submit Special Inspection Certificate, submit MEP applications, receive permit

Work Phase:

- Inspections must be requested through My Permit Now by 4:00pm for next business day scheduling.
- An approved full size set of plans must be on site at time of inspection

FOLLOW APPROVED PLAN and DO NOT COVER WORK

Building Department Requirements Prior to Temporary Certificate of Occupancy Issuance, 3 types:

FF&E- with Building Department approval only

Staff training & FF&E Combo- Building, Fire, Planning and Engineering approval

Full Operational TCO:

- Planning and Engineering Approval
- Building Department Approval(MEP Finals)
- Engineering Approval
- Fire Marshal Final with digital upload of releases to MPN

Building Department Requirements Prior to Certificate of Occupancy Issuance:

- Planning and Engineering Approval (Final Walk and Submissions)
- Fire Marshal Final (Final Inspection)
- State Elevator Inspection if applicable (State Certificate)
- Health Final (food service and Pools, if applicable)
- Building Department Final & all MEP finals
- Uploads to Permit in MPN (My Permit Now):
 - Digital Copy of Backflow 3rd Party Reports- building, irrigation, fire
 - Digital Copy of As-Built 100% set of plans
 - Digital Copy of Fire Report Digital Copy of Special Inspection Report
 - Digital Copy of Special Inspection Certification Report, & individual inspections