

Commercial Checklist

Requirements for Electronic Submittal

Plan Address: _____

Initial Submission:

- Submit either 1 USB /thumb drive, or email drop box link to DianaM@pflugervilletx.gov, include payment for plan review fee at time of submission, and appropriate application, and signed checklist.
- A vector-based PDF is required. Unreadable Raster PDF, created from a scanned image, will not be accepted.
- Sheets shall be bookmarked.
 - The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal. (ex. A1.0)
- Plans must be sealed (each page). An electronic seal (dry seal) is acceptable
- Plan sheets must be merged into one complete, compiled document.
 - *Exception:*
 - Accessory information, application, TAS, comchek, etc will need to be in a subfolder separate from the plan set. DO NOT merge all accessory documents into a single PDF
- 2 title blocks must be provided on each page to accommodate an electronic stamp. These title blocks must be a minimum of 2 inches in height and a minimum of 2 inches in width. The title block must be in a consistent location on each sheet of the submittal.

Revisions:

- A Revision Narrative addressing any parties' comments during plan review must come through the City of Pflugerville via DianaM@pflugervilletx.gov either by usb, or drop box link and submitted as a complete set of plans.
- A complete revision history MUST be included on the cover sheet, indicating revision number, date, and pages impacted regardless of page/s revised.

Final Acceptance:

- Applicants will be notified when plans are approved, and to schedule a pre-construction meeting; after which the permits can be paid for and permits issued. Special Inspection Certificate required at this time if applicable.
- A full sized, 100% complete plan set is required to begin construction. This set will be printed by the applicant or contractor and kept on site for City's inspection use- Down load from My Permit Now

I, the undersigned, have fully checked this submission for completeness and accuracy in accordance with the requirements as set forth above and in Chapter 1, Section 107 of the IBC. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the International Building Code, or the ordinances of the City of Pflugerville. I also acknowledge that any deficiency will extend review time and permit issuance.

Contractor/Designated Representative

Date