



COMMERCIAL PLAN REVIEW

The following is a checklist of items required to be identified on commercial plans. The list is not an all-exhaustive list and does not take the place of the Bedford Code of Ordinances or the International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package.

The building official may request additional information if necessary. Drawings must be drawn to scale, dimensioned and of sufficient clarity. Drawings and documents shall be designed by a State of Texas registered Architect, Engineer, or interior designer where applicable as required by the State of Texas Engineering and Architect Practice Act. One set of plans must be always on the job site.

All drawings for projects shall be submitted in electronic form. Electronic files for as-built's shall be submitted at completion of project. Electronic submittals shall be in .PDF format and shall require each file to be named by sheet and description. Commercial projects valued over \$50,000 shall require a Texas Department of Licensing & Regulation (TDLR) project number.

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted.

For all construction projects, a copy of an asbestos survey for the area(s) to be renovated or demolished shall be included with the permit application. This survey shall be done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emissions standards for Hazardous Air Pollutants (NESHAP). This is a requirement of Senate Bill 509.

Building	✓	Documents/Information
1.		Complete and submit an accurate permit application (https://bedfordtx.viewpointcloud.com)
2.		Architectural / Engineer drawings (stamped and sealed by Texas Licensed Professional)
3.		Property survey
4.		Tree preservation survey where applicable
5.		Site plan
6.		Landscaping plan
7.		Zoning classification for proposed building
8.		Does the use require a Specific Use Permit (SUP) per Zoning? Yes_____ No_____
9.		Texas Department of Licensing and Regulation document (projects over \$50,000)
10.		If project requires demolition, provide an asbestos survey
11.		Proposed work on site and/or in structure
12.		Required parking
13.		Required handicapped parking spaces
14.		Proposed parking lot lighting
15.		Masonry enclosure for waste container (dumpster)
16.		Use and occupancy classification
17.		Type of construction
18.		Height and area calculations including open perimeter



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Building	✓	Documents/Information
19.		Square footage total area of building or tenant space
20.		Occupant Load
21.		Method used to determine means of egress requirements including exit signs and emergency lighting
22.		Automatic fire protection systems, fire alarm, suppression type (Separate permits from the Fire Department are required)
23.		Elevations of all sides of building including finishes
24.		Foundation plan
25.		Termite treatment method being used prior to foundation installation
26.		Demolition plan indicating existing layout and existing occupancy use
27.		Floor plan with full dimensions and square footage of all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures
28.		Use of all proposed rooms and spaces
29.		Location and rating of all fire doors, fire dampers and fire windows
30.		Location and rating of all fire/smoke walls and partitions
31.		Room finish schedule with flame spread and smoke development specifications for all materials
32.		Door, window and hardware schedule
33.		Fixture/furniture plan
34.		Reflective ceiling plan
35.		Stairway section details with construction materials including guardrails and handrails
36.		Type and rating of all safety glazing where required
37.		Roof plan giving location of roof mounted equipment
38.		Structural plan and details
39.		Accessibility plans with details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes, accessible routes interior/exterior and toilet facilities
40.		Compliance with International Energy Conservation Code
41.		Screening and fence requirements
Sign	✓	Documents/Information
1.		Site plan, sign type, sign elevations, sign measurements and sign height
Electrical	✓	Documents/Information
1.		Interior / exterior lighting plan
2.		Electrical power plan



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Electrical	✓	Documents/Information
3.		Electrical riser diagram
4.		Panel schedule with loads
5.		Fire and smoke alarms
6.		Exit and emergency lighting
7.		Stand-by generator where applicable
8.		Available fault current at the service point
9.		Grounding
10.		Fixture schedule
Plumbing	✓	Documents/Information
1.		Plumbing riser diagram
2.		Water service information and location
3.		Water line size
4.		Back-flow prevention
5.		Sanitary and venting layout
6.		Water heater expansion tank
7.		Grease Trap/Interceptor with test well
Mechanical	✓	Documents/Information
1.		Distribution plan
2.		Unit(s) size
3.		Duct layout and sizes
4.		Diffuser locations
5.		Gas meter location and line size
6.		Air balance with fresh air calculations
7.		Exhaust system size and outlet locations
8.		Duct smoke detector(s) (if required by equipment size), location of unit and enunciator (horn and strobe)
9.		Hood and system design
10.		Routing of gas lines