



City of Gainesville – Building Inspection Department – 104 W. Hird Street, Gainesville, Texas 76240
Phone 940-668-4540, Fax 940-668-4536

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Five (5) paper copies and one (1) digital, PDF or DWG, of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

NOTE: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Where applicable, as required by the State of Texas Engineering and Architect Practice Act, each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer.

REQUIRED DRAWINGS AND DOCUMENTS: (additional information may be requested)

Drawings must be drawn to scale, dimensioned and or sufficient clarity.

1. Site plan
2. Drainage Plan
3. Floor plans and roof plans
4. Exterior elevation
5. Door schedules, window schedules, hardware schedules
6. Construction details, interior elevations and interior finish schedules
7. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
8. Mechanical, electrical and plumbing site plans and schedules
9. Plumbing plans (including riser diagrams)
10. Mechanical plans
11. Electrical plans (including riser diagrams)
12. Certified Energy Compliance Report¹
13. Asbestos Survey (for renovation or demolition permits)²
14. Texas Department of Licensing and Regulation architectural barriers project registration information³

¹ U.S. Department of Energy (www.energycodes.or)

² Texas Department of Health, Asbestos Program Branch (1-512-834-6600, www.dshs.state.tx.us/asbestos)

⁴ Texas Department of Licensing and Regulation (1-800-803-9202, www.license.state.tx.us)