



COMMERCIAL CONSTRUCTION PLANS CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.

- When submitting plans for review, provide five (5) complete signed and sealed sets at 22" x 34" & PDF format.
- For each subsequent review, provide three (3) complete signed and sealed sets & PDF format.
- For each subsequent review, include the redline set and comment response letter from the previous review.

COMMERCIAL CONSTRUCTION PLAN SETS SHALL INCLUDE THE FOLLOWING:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Cover/Index, to include Names and contact information of Owner(s), Architect(s), Engineer(s), mechanical/plumbing trades, etc. <input type="checkbox"/> Final Plat/Replat <input type="checkbox"/> Town of Addison General Construction Notes <input type="checkbox"/> Each sheet shall have a north arrow, scale, legend, key, engineer's seal, and revision block (number, date, reason), as appropriate <input type="checkbox"/> Site Plan <input type="checkbox"/> Dimension Plan & Paving plans to include cross sections showing thickness and strength of concrete and sub-grade preparation, jointing plan <input type="checkbox"/> Grading Plans (show off-site grades along property boundary) <input type="checkbox"/> Pre- Development Drainage Area Map (include off-site drainage, if applicable) & table of drainage area calculations per Town of Addison Drainage Criteria Manual design standards <input type="checkbox"/> Post-Development Drainage Area Map (include off-site drainage, if applicable) & table of drainage area calculations and inlet calculations <input type="checkbox"/> Storm Sewer Plan & Profile (including ALL hydraulic and inlet calculations). Label and station all storm sewer lines. <input type="checkbox"/> Detention Pond Layout and Calculations <input type="checkbox"/> Channel layout, plan & profile, and channel calculations, if applicable <input type="checkbox"/> Utility Plan. Label and station all water and sanitary sewer lines. <input type="checkbox"/> Water Line Profile required for sizes 12" or larger (or for 8" lines with greater than one (1') variation in relation to ground line, especially if vertical bends are to be used). <input type="checkbox"/> Sanitary Sewer Line Profile | <ul style="list-style-type: none"> <input type="checkbox"/> Show FFE elevations of all buildings on utility plan sheets <input type="checkbox"/> Show size, type, location, and number of all structures, fittings, and appurtenances (tees, bends, valves, manholes, cleanouts, inlets, etc.) <input type="checkbox"/> Traffic Control Plan, if applicable <input type="checkbox"/> Erosion Control & Storm Water Pollution Prevention Plan <input type="checkbox"/> Retaining Walls and/or Bridge Plans to include structural calculations (if applicable) <input type="checkbox"/> Franchise Utilities Layout (electric, gas, telephone and cable) (if applicable) <input type="checkbox"/> Offsite Infrastructure Plans (if applicable) <input type="checkbox"/> Town of Addison and/or NCTCOG and/or TXDOT construction details, as appropriate, or at the direction of Town Staff <input type="checkbox"/> Landscape & Irrigation Plan <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Include Note: |
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This plan conforms with design standards included in the Town of Addison Transportation Plan, Water System Requirements, Waste Water System Requirements, and Drainage Criteria Manual.

Preparer's Name: _____

Preparer's Signature: _____