



Building Inspection Department

(972) 205-2300

Fax (972) 205-2839

COMMERCIAL BUILDING PERMIT REQUIREMENTS & INFORMATION

In order to obtain a building permit from the City of Garland for any non-residential building or apartment, the following items must be submitted to the Building Inspection office at the time that the permit application is made:

- Complete the application form; including providing the Case Number if applicable**
- Asbestos survey for any remodel or demolition of a public building**
- TDLR confirmation sheet showing that the project has been submitted to TDLR for accessibility review**
- Energy calculation sheet(s) showing the building meets all the requirements of the International Energy Conservation Code**
- Cover Sheet – identifying the project, occupancy type, use, occupant load and providing a Code Analysis**
- Site Plan – approved by City Engineering Department as part of Site Permit**
 - Contact the Engineering Department at (972) 205 – 2170 for information concerning Site Permit / Civil Engineering Plans.
- Complete Set Structural Plans (foundation, engineered building elements)**
- Complete Set of Architectural Plans – (including but not limited to floor plans, construction details, finish schedules, door and window schedules, hardware schedules, interior elevations)**
- Building Exterior Elevations – showing a detailed list of materials with a percentage breakdown on each elevation**
- Complete Mechanical Plans – (including type and location of dampers if applicable)**
- Complete Electrical Plans**
- Complete Plumbing Plans**
- Kitchen Equipment Plan**

Building plans cannot be approved until the Civil Plans are approved by the Engineering Department. After Building Inspection receives the approved Civil Plans, Building Inspection will ensure that the Civil Plans and Building Plans match. After a pre-construction meeting, the site permit and the building permit can be paid for and work commence on the project.

Once the project is complete and a building final inspection has been issued, a Certificate of Occupancy shall be issued in accordance with the International Building Code.