



City of Bastrop, Texas

New Commercial Construction Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All documents must be submitted through MyGov (<https://web.mygov.us>).

PROJECT NAME: _____

APPLICANT(S): _____

Process Overview:

1. Pre-Application Meeting
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Application process on MyGov and upload required documentation at <https://web.mygov.us>
3. Application review, with comments issued as needed
 - a. Applications are only accepted for review on Mondays by 4pm. Applications may be submitted any time, but review will not begin until the following Monday at 4pm.
 - i. If there are items required, we cannot accept the application for review until all items have been addressed
 - b. After application has been accepted, reviews can take approximately 14 working days. This process can take longer depending on the complexity of the project and Staff workload
 - c. Applicant resubmits plans with corrections/changes based on review comments.
4. Staff Approval or Denial of plan
5. Applicant pays any/all utility fees and ensures a Certificate of Liability is on file with the Planning Department
6. Permit issued through the MyGov portal.
 - a. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.
7. Once construction is complete, final inspections have passed, and all required materials are on file with the Building Department (see below for a comprehensive list of required materials) a Certificate of Occupancy can be requested.

Certificate of Occupancy Information:

- Certificate of Occupancy is included in the New Commercial Construction process. The following are required prior to a CO being issued:
 - Final Building, Fire, and Site Development Plan Inspections passed
 - Certified Backflow Test – if irrigation or fire sprinkler system was installed
 - Texas Commission on Environmental Quality (TCEQ) Customer Service Inspection (CSI) Inspection Completed – CSI Inspection Form link [Here](#)
 - KNOX Box installed and inspected by the Fire Department. KNOX Box requirements link [Here](#)
 - All fees paid in full. including development and inspection fees
 - Complete set of As-Built Plans submitted digitally
 - Concurrence Letter from Engineer
 - Concurrence Letter from Architect
 - Concurrence Letter from General Contractor

General Information:

- All trade permits are separate permits and will only be issued after the building permit is released.
 - Plumbing, Electric, Mechanical, Irrigation. Trade permits must be accepted and paid prior to the first inspection. No inspections will be performed until all Plumbing, Electrical, and Mechanical permits have been issued.
- All commercial construction plans must be from a design professional, such as an engineer or architect
- If there is a Planning Application (plat, site plan, public improvement construction plan, warrant, floodplains, Certificate of Appropriateness, zone change, conditional use permit, etc.) under review, the building permit will not be issued until the Planning Application is approved and accepted.
- All plans must meet all City of Bastrop Construction Standards, Building Codes, Fire Codes, Zoning Codes, and any other applicable codes.

***Plans must follow the 2018 International Building Code and 2017 National Electrical Code adopted November 26, 2019 – Ordinance 2019-61.**

Submittal Package Checklist Items		
Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
<input type="checkbox"/>	1.	Completed Permit Application, including Completed Checklist and required documentation https://web.mygov.us
<input type="checkbox"/>	2.	Proof of platted lot or a Lot of Record Verification Letter.
<input type="checkbox"/>	3.	Detailed Building Plans uploaded into MyGov. See Requirements below.
<input type="checkbox"/>	4.	Project Description letter (short description of project) All the material specifics and construction details need to be include in the plans
<input type="checkbox"/>	5.	Proof of Ownership or Agent Authorization Letter signed by Property Owner and Application Agent.

<input type="checkbox"/>	6.	Copy of Approved Certificate of Appropriateness. If not a Historic Landmark or in the Iredell Historic District, check this box: <input type="checkbox"/>
<input type="checkbox"/>	7.	Floodplain Elevation Certificate. If not located in a designated floodplain, check this box: <input type="checkbox"/>
<input type="checkbox"/>	8.	TDLR Elimination of Architectural Barriers – Please provide proof of approval of the Architectural Barriers Project Details Page for all projects \$50,000 or more
<input type="checkbox"/>	9.	COMcheck per the 2018 IECC - see Dept. of Energy resource page here
<input type="checkbox"/>	10.	BP&L Electrical Needs Checklist. If not served by BP&L, check this box: <input type="checkbox"/>
<input type="checkbox"/>	11.	City of Bastrop Tap and Impact Fee Sheet. If not served by City of Bastrop, check this box: <input type="checkbox"/>

Building Plan Submittal Requirements

Applicant	The following items are required for a review to be completed. Please note that additional details may be required.	
<input type="checkbox"/>	12.	Maximum Occupancy listed on the cover sheet of the plans.
<input type="checkbox"/>	13.	Location of all proposed and existing buildings, structures, fences, flatwork, and other improvements on site and impervious cover calculations.
<input type="checkbox"/>	14.	Clearly identify any/all modifications to any buildings, structures, fences, flatwork, and other improvements on site
<input type="checkbox"/>	15.	Architectural elevations with heights of all proposed buildings, structures, fences, and other improvements clearly identified
<input type="checkbox"/>	16.	Setbacks/distances between any existing or proposed buildings, structures, fences, flatwork, driveway, accessory structures, etc. Setbacks must be clearly communicated with accurate on-the-ground measurements.
<input type="checkbox"/>	17.	Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed.
<input type="checkbox"/>	18.	Must show all street frontages.
<input type="checkbox"/>	19.	Must include all plumbing, electrical, mechanical and fire system (alarm, sprinkler, kitchen hood) details.
<input type="checkbox"/>	20.	Product specifications where applicable (type of insulation, siding, etc.)
<input type="checkbox"/>	21.	Exterior building materials
<input type="checkbox"/>	22.	Foundation plan designed, stamped, and dated by a registered engineer
		Permit Fee (invoice will be sent after application is accepted for review).

Typical New Commercial Construction Inspections Process

1.	Building Layout
2.	Electrical T-Pole
3.	Plumbing Rough
4.	Underground Sewer
5.	Underground Water
6.	Building Foundation/UFER
7.	Copper/PEX
8.	Underground Electrical
9.	Exterior Wind Brace and Sheathing
10.	Mechanical Rough
11.	Electrical Rough
12.	Plumbing Top Out
13.	Building Framing
14.	Building Insulation
15.	Building Wallboard
16.	Plumbing Gas Meter Release
17.	Electrical Meter Release
18.	Flatwork Pre-Pour
19.	Subterranean Treatment Letter submitted for acceptance
20.	Engineer Concurrence Letter for Final Foundation submitted for acceptance
21.	HVAC Test Report
22.	CSI Inspection Report
23.	Plumbing Final
24.	Electrical Final
25.	Mechanical Final
26.	Building Final

- PDF 1 – Building Plans
 - Must be one combined PDF of building plans
 - All other documents must be individual PDF