



COMMERCIAL CONSTRUCTION PLANS CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

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

COMMERCIAL CONSTRUCTION PLAN SETS SHALL INCLUDE THE FOLLOWING:

- ☐ Cover/Index, to include Names and contact information of Owner(s), Architect(s), Engineer(s), mechanical/plumbing trades, etc.
- ☐ Final Plat/Replat
- ☐ Town of Addison General Construction Notes
- ☐ Each sheet shall have a north arrow, scale, legend, key, engineer's seal, and revision block (number, date, reason), as appropriate
- ☐ Site Plan
- ☐ Dimension Plan & Paving plans to include cross sections showing thickness and strength of concrete and sub-grade preparation, jointing plan
- ☐ Grading Plans (show off-site grades along property boundary)
- ☐ 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
- ☐ Post-Development Drainage Area Map (include off-site drainage, if applicable) & table of drainage area calculations and inlet calculations
- ☐ Storm Sewer Plan & Profile (including ALL hydraulic and inlet calculations). Label and station all storm sewer lines.
- ☐ Detention Pond Layout and Calculations
- ☐ Channel layout, plan & profile, and channel calculations, if applicable
- ☐ Utility Plan. Label and station all water and sanitary sewer lines.
- ☐ 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).
- ☐ Sanitary Sewer Line Profile
- ☐ Show FFE elevations of all buildings on utility plan sheets
- ☐ Show size, type, location, and number of all structures, fittings, and appurtenances (tees, bends, valves, manholes, cleanouts, inlets, etc.)
- ☐ Traffic Control Plan, if applicable
- ☐ Erosion Control & Storm Water Pollution Prevention Plan
- ☐ Retaining Walls and/or Bridge Plans to include structural calculations (if applicable)
- ☐ Franchise Utilities Layout (electric, gas, telephone and cable) (if applicable)
- ☐ Offsite Infrastructure Plans (if applicable)
- ☐ Town of Addison and/or NCTCOG and/or TXDOT construction details, as appropriate, or at the direction of Town Staff
- ☐ Landscape & Irrigation Plan
- ☐ Geotechnical report
- ☐ Include Note:

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: _____