



Commercial: Repair and/or Remodeling

General Information:

A Building Permit Application will be accepted only after the applicant has provided the required information. An application lacking any required information will be deemed “**INCOMPLETE**” and will not be accepted or processed for review. All construction must comply with the 2012 International Codes, 2011 National Electrical Code and Lancaster Development Code as adopted by the City. Permit applications are available at 700 East Main Street or on line at www.lancaster-tx.com.

Application Requirements:

- Complete and legible building permit application form must accompany each permit application submittal
- The application is required to include the following:
 1. Scope of work
 2. Site address
 3. Lot and Block description
 4. Total area in square feet of proposed work
 5. Estimated cost of work
 6. Fire sprinkler status and intentions
 7. Copy of asbestos survey
 8. Three (3) copies of site plan (must show all entrances and exits of building) or key plan. Site plan must be drawn to scale and dimensioned
 9. Key plan must show approximate location in the building where the work will take place
 10. Site plan must show all property lines and include the parking layout when there will be a change in the use of the building.
 11. Copy of Energy Compliance COMCheck form.

Plan Submittal Requirements:

- Three (3) copies of Architectural Drawings
- Three (3) copies of site plan (must show all entrances and exits of building) or key plan.
 1. Building Plans and Site Plan drawn to scale and dimensioned
 2. Key plan must show approximate location in the building where the work will take place
 3. Site plan must show all property lines and include the parking layout first when there will be a change in the use of the building.
 4. Existing and proposed building areas
 5. All rooms and areas identified as to use
 6. Identification of wall types and materials of construction
 7. Firewall locations and ratings
 8. Shaft ratings and materials of construction
 9. Means of ingress and egress
 10. Window and door schedules
 11. Mechanical, plumbing, and electrical plans
 12. Occupancy separation and ratings

THE RELEASE OF A BUILDING PERMIT IS CONTINGENT UPON FULL COMPLIANCE TO ALL CITY OF LANCASTER REQUIREMENTS AND ALL APPLICABLE STATE LAWS