Commercial Building Tenant Improvement

Two paper plans sets or an electronic copy of your plan will be required containing the following information. The Website for downloading documents is:
http://epermit.elpasotexas.gov/citizenaccess/

Zoning:
1) Site plan with property lines, drawn to scale, if the work involves a change of occupancy
2) Property address
3) Legal description

Architectural:
1) Building Permit Application available at: the One-Stop Shop or at the City website at: www.elpasotexas.gov.
2) For projects over $50,000, the Elimination of Architectural Barriers (EAB) number from a registered Texas Accessibility Specialist (TAS)
3) Architects / Engineer’s seals are required on all plans for:
   a. A, B, E, F, I & M occupancy types that involve a change of occupancy
   b. A, B, E, F, I & M occupancy types where the affected area exceeds one thousand square feet or the proposed work involves or affects structural elements, fire-resistive elements or fire exits
   c. All buildings three stories or more in height
   d. All buildings and structures that are five thousand square feet or more in area
4) Floor plan identifying all rooms & spaces
5) Door & window schedules
6) Hardware specifications
7) Wall & ceiling finish materials and specifications
8) Show fire rated construction such as occupancy or area separation walls, corridors, penetrations, etc.

Fire Protection
1) Location of fire hydrants if a change of occupancy types is occurring
2) Locations of Fire Department Connections (FDC) for all fire protection features
3) Locations of Fire Extinguishers
4) Locations of exit signs and any interior & exterior emergency lights as required
5) Show compliance for any hazardous materials or processes, if applicable

Electrical:
2) Riser diagram showing size of conduit and wire.
3) Show location of service & load calculations to include all short circuit / fault current calculations
4) Location, description and calculations of all new outdoor lighting complying with the Dark Skies Ordinance  
5) Panel schedules & descriptions of new circuits with connected loads, panel ratings & feeder sizes  
6) Shown location of exit & emergency lights  
7) Power plan  
8) Lighting plan  

**Mechanical**  
1) International Energy Conservation Code compliance report for any new mechanical equipment & water heaters  
2) Heating and cooling load calculations  
3) New HVAC equipment model and type showing capacity (tonnage & btu's) & SEER  
4) Location, access & working space for mechanical equipment  
5) Combustion air, flue sizes & materials  
6) Dampers-size, type & locations  
7) Sizes of supply/return air ducts & grilles shown in plan view with CFMs  
8) Location, material & location of mechanical ducts & pipes  
9) Size, location & piping material of all air conditioner condensate drains  
10) Size, location & ducting of all smoke control systems & detectors  
11) If required, commercial kitchen hood details  
12) Evaporative coolers shall with automatic drain systems (Clean Machine-type)  

**Plumbing**  
1) Plan view of all water, drainage, waste & vent piping with location & size  
2) Drainage, waste, vent & water supply plans, indicate type of fixtures with symbols  
3) Location & size of gas, fuel oil or LPG piping appliance demands and flue sizes.  
4) Location of all water heaters and/or boiler combustion air & flues.  
5) Show location of cleanouts, backwater valves & water shutoff valves  
6) Plumbing isometrics for hot & cold-water piping, drain, waste & vent piping and gas piping.  
7) For gas piping indicate the total developed length, the length of each branch, the demand for each appliance and the total demand  
8) Location of any grease/sand/oil interceptors with details on compliance with standard practice  

**Health Dept:**  
1) If the proposed use of the building involves food service, provide the following:  
   A. Separate plan set with equipment legend  
   B. Health Dept. plan review application  
   C. Required Health Dept. plan review fees.  

All plans must comply with the latest adopted edition of:  
1. International Code Council family of Codes. Available at: [www.ICCSAFE.org](http://www.ICCSAFE.org)
2. National Electrical Code. Available online
3. Local amendments in the El Paso Municipal Code which can be found at:
   a. Building Code amendments:  
      https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO
   b. Fire Code amendments:  
      https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT9HESA_CH9.52FIPRCO
   c. Subdivision  
      https://www.municode.com/library/#!/tx/el_paso/codes/code_of_ordinances?nodeId=TIT19SUDEPL

For help in obtaining information or to contact the Building Permit Division, please call (915) 212-0085 or visit our website at:  
http://www.elpasotexas.gov/planning-and-inspections