



**ONE STOP PLAN REVIEW  
 QUALIFICATIONS FOR COMMERCIAL PROJECTS**

The Commercial One Stop Section was created to facilitate a walk-thru review of certain minor commercial projects. This guideline is to assist in identifying projects that qualify for this service. Please note that other reviews may be required prior to the building permit issuance.

**A. PROJECTS BY OCCUPANCY TYPE**

Occupancy Classification	Projects Allowed	Projects NOT Allowed
<b>A (Assemblies)</b>	<ul style="list-style-type: none"> <li>Exterior cosmetic remodels</li> <li>Minor interior work (requires supervisor's approval)</li> </ul>	<ul style="list-style-type: none"> <li>Food prep/Kitchen</li> <li>Restaurant restrooms</li> </ul>
<b>B (Business)</b>	<ul style="list-style-type: none"> <li>Remodels and expansions that total <math>\leq 2,500</math> sq. ft. area covered by the scope of work</li> <li>Remodels and expansions <math>&gt; 2,500</math> but <math>\leq 5,000</math> sq. ft. area covered by the scope of work when a separate electrical plan review is performed</li> <li>Dry cleaning (drop off/pick up only)</li> <li>Beauty and/or Barber salons – limit 3 shampoo bowls, sinks or lavatories</li> <li>Doctor offices when a separate electrical plan review is performed</li> </ul>	<ul style="list-style-type: none"> <li>Outpatient clinics</li> <li>Dental offices</li> <li>Laboratories</li> <li>Testing and research facilities</li> <li>Print shops</li> <li>Animal hospitals</li> <li>Dry cleaning facilities</li> <li>Airport traffic control towers</li> <li>Game rooms</li> <li>Nail salons</li> </ul>
<b>M (Mercantile)</b>	<ul style="list-style-type: none"> <li>Remodels and expansions that total <math>\leq 2,500</math> sq. ft. area covered by the scope of work</li> <li>Remodels and expansions <math>&gt; 2,500</math> but <math>&lt; 5,000</math> sq. ft. area covered by the scope of work when a separate electrical plan review is performed</li> </ul>	<ul style="list-style-type: none"> <li>Motor vehicle service stations, including oil-changing facilities.</li> <li>High-piled storage</li> <li>Grease traps or cooking equipment</li> <li>Pharmacy with photo lab</li> <li>Walk-in coolers and freezers</li> </ul>
<b>S-1 (Moderate hazard storage)</b>	<ul style="list-style-type: none"> <li>Remodels of warehouses or storage buildings that store combustible materials (excluding those listed in the next column)</li> </ul>	Warehouses or storage buildings containing : <ul style="list-style-type: none"> <li>Aerosols (level 2 and 3)</li> <li>Aircraft repair hangers</li> <li>Motor vehicle repair garages</li> <li>Gas station canopies</li> <li>Petroleum warehouses with lubricating oils</li> <li>High-piled storage</li> </ul>
<b>S-2 (Low hazard storage)</b>	<ul style="list-style-type: none"> <li>Remodels of warehouses or storage buildings that store non-combustible materials</li> </ul>	Buildings containing: <ul style="list-style-type: none"> <li>Aircraft hangars</li> <li>Parking garages-open or closed</li> </ul>
<b>R-1/R-2 (Hotel/Apartment)</b>	<ul style="list-style-type: none"> <li>Minor remodels and repairs with a scope of work list</li> </ul>	<ul style="list-style-type: none"> <li>Additional square footage</li> <li>Certificate of Occupancy</li> <li>Fire damage 50% or greater</li> </ul>

**B. MISCELLANEOUS PROJECTS ALLOWED**

- Changes in use to a less stringent occupancy<sup>1</sup>
- Driveways, sidewalks
- Fences (except CMU)
- Foundations for equipment pads (except generator pads)
- Kiosks (except water kiosks)
- Open air covered walkways over existing impervious cover
- Other non-substantial construction<sup>1</sup>
- Parking lots (overlay 2" or less and pothole repair ONLY)
- Pedestrian protection walk-ways (during construction)

**IMPORTANT NOTE**

*Some projects may be required to submit the plans for additional routing or review when necessitated by the time or complexity of the review.*

<sup>1</sup> When approved by management.



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**C. PROGRAM EXCLUSIONS**

This section lists various exclusions that will disqualify a project from the Commercial One-Stop review. All permits shall be obtained by licensed persons in their respective trades, unless exempted by code. All work is subject to field inspection.

**General Exclusions**

Any work involving the following will **NOT** be reviewed in One Stop:

- ⊖ Projects that require more than a 30 minute review
- ⊖ Projects involving more than 5,000 sq. ft.
- ⊖ New construction/additions
- ⊖ No first time build-outs of any occupancy
- ⊖ Changes in occupancy to a more restrictive use
- ⊖ Plans requiring Fire Marshal or Health review
- ⊖ Plans previously reviewed by the Commercial Plan Review Section
- ⊖ Projects requiring more than 2 applications must be submitted

**Electrical**

Any work involving the following will **NOT** be reviewed in One Stop:

- ⊖ New panels or transformers
- ⊖ Replacement of panels or transformers
- ⊖ UPS (Uninterrupted Power Supply) systems
- ⊖ Computer rooms
- ⊖ Patient care facilities
- ⊖ Projects with more than 200 amps added load to the existing service per lease space.  
**Amps Exception:** *Projects that submit and receive approval for a separate electrical plan review shall be permitted, provided that the project conforms to all other limitations of this guideline.*

**Mechanical**

Any work involving the following will **NOT** be reviewed in One Stop:

- ⊖ Chiller room installations or remodels, or packaged chiller replacements
- ⊖ Laboratory fume-hood and related ventilation
- ⊖ Spray paint booths in industrial or auto repair facilities
- ⊖ Product conveying systems (wood shops, mill shops, etc.)
- ⊖ New or replaced walk-in refrigeration coolers and freezers
- ⊖ Type I- commercial kitchen ventilation systems
- ⊖ Projects involving kitchen exhaust

**Plumbing**

Any work involving the following will **NOT** be reviewed in One Stop:

- ⊖ Medical facilities (dentists, labs, etc)
- ⊖ Photo labs or X-ray facilities
- ⊖ Laboratories
- ⊖ Laundry facilities/Washaterias
- ⊖ Car wash facilities
- ⊖ Foot spas
- ⊖ Nail salons

**D. OTHER SECTION/DEPARTMENTAL REVIEWS**

In order to issue a building permit, most projects need approvals from other City Departments or Sections. Below are additional types of project scope and required reviews with phone numbers for those groups.

SCOPE	Flood Plain Management* 832-394-8854	Impact Fee Administration 832-394-8888
Repair	✓	
Remodel	✓	✓

\*For projects located in the Flood Plain