



## COMMERCIAL BUILDING PERMITS PROCESS AND GUIDE

The City of DeSoto has adopted building codes to ensure that buildings constructed are safe for use by our citizens. The adopted codes are the *minimum* regulations necessary to ensure that buildings are to an acceptable level of safety and durability.

### **ADOPTED CODES (with City Amendments)**

2021 INTERNATIONAL BUILDING CODE

2021 INTERNATIONAL ENERGY CONSERVATION CODE

2021 INTERNATIONAL PLUMBING CODE

2021 INTERNATIONAL MECHANICAL CODE

2021 INTERNATIONAL FUEL GAS CODE

2021 INTERNATIONAL FIRE CODE

2023 NATIONAL ELECTRICAL CODE

**Building Department**  
**211 E. Pleasant Run Rd.**  
Phone: 972-230-9610

## Introduction

To process and review, permit applications in a timely fashion, the documents and document descriptions listed in this guide are the minimum requirements necessary for permit submittal and review. The more information supplied, the easier and faster the approval process will be for the project.

State Law requires the following:

1. Per SB 484, Projects with a construction value exceeding \$50,000 must provide a TDLR registration number upon submittal of application. For additional information visit Texas Department of Licensing and regulations [www.license.state.tx.us](http://www.license.state.tx.us).
2. All remodel, renovation and demolitions shall conduct an asbestos survey in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. For additional information visit Texas Department of Health at [www.tdh.state.tx.us/beh/asbestos](http://www.tdh.state.tx.us/beh/asbestos).

**To ensure a timely permit review; plans and information submitted must be complete, clearly describing scope of work and method of compliance with the adopted codes and ordinances.**

If you should have any questions regarding the minimum requirements of submittal, please contact the Building Department or visit our web site@ [www.desototexas.gov](http://www.desototexas.gov) prior to permit submittal.

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## COMMERCIAL BUILDING PERMIT GENERAL INFORMATION

### DESIGN CRITERIA

Snow:	5 psf Roof Snow Load - see 2021 IBC Figure 1608.2
Wind:	90 mph 3 Sec Gust Wind Speed - see 2021 IBC Figure 1609
Wind Exposure:	Main Exposure B.
Seismic:	In accordance with 2021 IBC Section 1613 or ASCE 7
Design Frost Depth:	6 inches
Rain fall	4.0 inches per hour 2021 IPC Appendix B & Figure 1106.1
Weathering for concrete	Moderate - 2021 IBC Figure 1904.2.2
Termite	Very Heavy
Decay	Slight to Moderate
Interior Design	Maximum of 72° F for heating and minimum of 75° F for cooling

### PERMITS REQUIRED

To verify construction conformance with the City 's building codes, permits and inspections are required for all work involving structures or buildings. Listed below are examples of work or activities for which permits are required. Please note that this list is not all-inclusive. We suggest that you call the Building Department when in doubt.

1. Building alterations, both interior and exterior.
2. Building additions.
3. New construction and/or site improvements.
4. Work involving electrical, plumbing, heating, ventilation, air conditioning and ductwork.
5. Foundation, walls, and excavations for the same.
6. Relocating or adding partition walls (bearing or non-bearing).
7. Installation of any building equipment such as air conditioners, signs, etc.
8. Furnace and water heater replacement.
9. Pools, spas, and hot tubs. or
10. Changing the use of a building may require a building permit to bring the building into compliance. In all cases the tenant is required to submit a Certificate of Occupancy Application accompanied with a legible, labeled, and dimensioned floor plan and site plan to be approved by the Planning Department, Fire Department and Building Department.

### ADDITIONAL PERMITS NOT INCLUDED WITH BUILDING PERMIT:

1. Daycare establishments, sprinkler systems, fire alarms, and kitchen hoods are permitted through the Fire Department.
2. Signs are permitted through the Building Department.
3. Food and drinking related establishments, public pools, septic tanks, and day care establishments in addition to building permit are required to submit to Health Department.
4. Electrical and plumbing permits, as applicable, are required for commercial construction trailers.

### DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING:

Developers and contractors may set up a meeting with the Development Review Committee (DRC) for assistance and advice on City policies, codes, ordinances, and regulations. A meeting with the DRC is not a mandatory requirement of the permit application process however, it is highly recommended. The DRC meets on a first come, first scheduled basis. The committee is made up of representatives from the Planning, Engineering, Fire, and Building Departments.

### QUESTIONS AND WHAT CITY DEPARTMENT TO CONTACT

**The Planning Department:**

- Verify that the property is platted. If the property is not platted discuss the platting process
- Verify that your property is zoned to allow your proposed use and discuss zoning change if the proposed use is not permitted under the current zoning
- Discuss the project address
- Establish the required off-street parking and loading requirements
- Determine bulk standards such as height, size and setback restrictions
- Determine landscape requirements
- Determine conditions, restrictions and/or requirements for building materials, screening, architectural design, and other requirements
- Determine if the proposed site is regulated by the residential adjacency requirements

**The Engineering Department:**

- Verify drainage and grading requirements for the proposed site
- Verify the location of existing water, sewer, and storm water locations

**The Fire Department:**

- Verify life safety requirements and Fire Code related questions
- Verify fire hydrant and fire lane requirements
- Verify sprinkler systems, fire alarms, and kitchen hoods permitting process

**The Building Department:**

- Answer Building Code(s) related questions
- Answer submittal requirement questions

**QUESTIONS AND CONTACTS OTHER THAN CITY DEPARTMENTS****The Dallas County Health Department: (214) 819-2115**

- Septic system requirements and submittal

**Texas Department of Licensing and Regulations (800) 803-9202**

- Texas Accessibility Standards (TAS)
- Elevators
- Boilers
- Tow Trucks, Operators and Vehicle Storage Facilities

**Texas Department of Health Services (888) 963-7111**

- The Asbestos Program and requirements

**Department of Housing and Urban Development [www.hud.gov/groups/disabilities.cfm](http://www.hud.gov/groups/disabilities.cfm)**

- Multifamily and housing rights of people with disabilities and the responsibilities of housing providers and building and design professionals under federal law.

**Access Board (202) 272-0012 <http://www.access-board.gov/>**

- Design standards used to enforce the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA).

## COMMERCIAL PERMIT PROCESS

### INITIAL SUBMITTAL AND REVIEW: (Partial submittal will not be accepted or processed)

Minimum submittal requirements:

1. submit permit with PDF files no bigger than **25MG** per file size through our online portal found at City website.
2. Copy of Texas Department of Licensing and Regulation (TDLR) Project Registration Confirmation Page, or hand completed form, signed by a Registered Accessibility Specialist.
3. An energy report (example, com check) prepared by a third party registered with the City of DeSoto.
4. Construction plans will be distributed to the appropriate departments.
5. The departments will perform a plan review to ensure that the proposed development complies with The provisions of the applicable building codes, regulations, and ordinances.

**Note:** Under normal circumstances the initial plan review will be completed within 10-15 working days of submittal

Building Department will e-mail or send (based on information provided on application) a plan review letter to the applicant.

### REVISIONS REVIEW AND PERMIT ISSUANCE:

- ▶ Response letter, complete sets of revised plans and a PDF file of the final complete set of plans to be maintained as the permanent record must be submitted to Building Dept.
- ▶ Building Dept. will distribute revised plans to all departments.
- ▶ When the plans and documents comply with codes, ordinances, and approval has been secured from all departments involved in the review process, the plans are stamped as "reviewed for compliance" and the permit application will be approved.
- ▶ The applicant will be notified and will be given the permit fee which will include Roadway, Water and Sewer impact fees and any other fees as applicable.
- ▶ **The contractor/applicant must pay fees due, and pick-up stamped approved plans. Stamped plans and all required documentation must be kept at the job site.**

### INSPECTIONS AND FINAL:

- ▶ No work shall be concealed without prior inspection approval from the code-certified energy inspector and approval from the City of DeSoto. Certification paperwork from the code-certified inspector verifying final compliance shall be submitted to the Building Inspector at final inspection.
- ▶ To request an inspection, utilize the online portal. All inspections need to be requested before 4pm for a next day inspection.
- ▶ Prior to requesting a building final inspection, it is the responsibility of the owner or his agent (contractor) to obtain the following items:
  - a. Planning & Zoning Department final approval is required for zoning and landscaping regulation compliance. Engineering Department final approval is required for the grading, drainage, and off-site utilities.
  - b. Water Utilities
  - c. Fire Department final approval is required for all fire inspections including sprinkler, fire alarm, etc. Fire alarm systems shall be monitored.
  - d. As applicable, Dallas County Public Health approval, Third Party Energy Final, Backflow device(s) certification reports, and Special Inspections must be submitted to Building Inspector upon Final.
- ▶ The owner must submit a Certificate of Occupancy application prior to requesting final inspection.
- ▶ The tenant must submit a Certificate of Occupancy application for review and approval prior to occupancy.

**Note:** Health Department plan approval will be required prior to issuance of any food related permit.

## NEW CONSTRUCTION, ADDITIONS & MULTI FAMILY SUBMITTAL REQUIREMENT CHECK SHEET

### Completed Commercial Building Permit Application (print legibly),

- a. Job Address as assigned by the Planning Department. Applicant must contact the Planning Department and secure an approved address prior to submittal.
- b. Owner, contact and contractor information include street address, city, zip code, phone, and fax number.
- c. TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided.

**Energy Compliance report prepared by an independent third party (registered with the City of DeSoto) code-certified commercial energy inspector/plans examiner to perform necessary energy inspections.**

**Plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act. Landscape plans shall be prepared by a Licensed Landscape Architect.**

- d. **Cover Sheet:** Provide address, legal description, code summary (including type of construction, total sq ft, allowable area calculations, occupant load, occupant group, see page 8 of this handout).
- e. **Civil:** Scaled and dimensioned drawings showing property lines, legal description, site location map, driveways and drive approaches, parking lots and striping layout, easements, existing site grading, existing and proposed utilities, drainage areas and hydraulic calculations, grading and drainage plans, erosion control plans and storm water pollution prevention plans, as required.
- f. **Architectural:** Scaled and dimensioned drawings showing floor plan (label all rooms), wall section details, roof details, floor/ceiling details, exiting system, door and window schedules, exterior elevations, stair details and accessibility details. (See Planning Department Information Sheet)
- g. **Structural:** Foundation and structural plans of building shall be provided. Plans shall be designed and sealed by a registered professional engineer.
- h. **MEP's:** Complete detailed plans showing mechanical details, electrical details (including load calculation and riser diagrams) and plumbing details (including riser diagrams gas, water, and sewer). Plans shall be designed and sealed by a registered professional engineer. Note: All interior finish-out permit applications are required to provide MEP plans prepared and sealed by a registered professional engineer.
- i. **Landscaping and Irrigation:** Minimum submittal requirements.

### Other helpful information

- a. Renovation or demolition to any public or commercial building requires an asbestos survey be conducted by a person licensed by the Texas Department of Health.
- b. The City of DeSoto requires an approved backflow preventer to be installed on the main domestic water line before it enters the building. If the building is a multi-tenant shell; an approved backflow device shall be installed on the main domestic water line of the building and at each water line that enters a tenant finish out/suite.
- c. Unless submitted with the shell permit, new construction interior finish permits will not be issued until a final is approved for the shell and all site requirements are met.
- d. Record retention laws require us to maintain plans for the life of the building. A PDF file of the final complete set of plans must be submitted prior to permit issuance to be maintained as the permanent record.
- e. Prior to permit issuance one set with the original professional seals and stamps must be submitted and identified as an original. Note: the remaining sets can be copies.



**REMODELS OR TENANT IMPROVEMENTS  
SUBMITTAL REQUIREMENT CHECK SHEET**

- Completed Commercial Building Permit Application (print legibly),**
  - a. Job address as assigned by the Planning Department.
  - b. Owner, contact and contractor information include street address, city, zip code, phone, and fax number.
  - c. TDLR #: All plans and specifications for construction, renovation or alteration of a building or facility with an estimated construction cost of \$50,000 or more shall be submitted to the Texas Department of Licensing and Regulation for review and approval of ADA requirements. The project registration number is required on the building permit application in the space provided. Make sure to complete all other information: Job Valuation, type of building, work, building area, etc.
- Energy Compliance report prepared by an independent third party (registered with the City of DeSoto) code-certified commercial energy inspector/plans examiner to perform necessary plan review and inspections.**
- Renovation or demolition to any public or commercial building requires an asbestos survey conducted by a person licensed by the Texas Department of Health. Note on the permit application if an asbestos survey has been conducted.**
- Plans shall be prepared by a State Registered Architect in accordance with all rules and regulations set forth by the Texas Board of Architectural Examiners. Engineering shall be in accordance with the Texas Engineering Practice Act.**
  - d. **Code data:** Include on plans type of construction, area, occupant load, and occupant group.
  - e. **Site plan:** Scaled and dimensioned indicating location of tenant space, adjacent tenants, parking spaces, accessible parking, and route.
  - f. **Floor plan:** Scaled and dimensioned indicating the area of the tenant space, existing walls to remain, walls to be demolished, walls to be constructed, new wall construction detail or description, each area labeled, and use noted, restroom(s) layout, accessible restrooms, exits/egress doors, exit lights and emergency lights.
  - g. **Structural and/or MEP plans:** As applicable, signed and sealed by a Licensed Professional Engineer.
  - h. **Fixture plan and equipment layout:** If the proposed use will utilize equipment and/or fixtures that are critical to the operation; applicant shall provide a seating, fixture and/or equipment layout. Food/drinking establishment shall provide seating and equipment layout.
  - i. **Exterior elevation:** If modifications are to be made to the building exterior, Roof, or roof top equipment such as vents, and HVAC equipment.

**Note:**

Other building code requirements may be applicable depending on the circumstances.

Installations or modifications to the sprinkler system, fire alarms, and kitchen hoods are permitted through the Fire Department and are not part of building permit.

Signs are permitted through the Planning Department and are not part of the building permit.

Food-related and day care establishments must obtain approval from Dallas County Health.

If medical gas and vacuum systems will be installed; a floor plan and a riser prepared by a Texas Licensed Professional Engineer must be submitted.

Record retention laws require us to maintain plans for the life of the building. A PDF file of the final complete set of plans must be submitted prior to permit issuance to be maintained as the permanent record.

Prior to permit issuance one set with the original professional seals and stamps must be submitted and identified as an original by a cover letter or marked and rolled separately. **Note:** The remaining sets can be copies.

## CODE ANALYSIS AND ARCHITECTURAL PLAN SUBMITTAL INFORMATION

**Code Data:** design assumption analysis information is required on all commercial plans submitted for review and approval.

CODE DATA	CODE REFERENCES
1. Identify all Occupancy Group(s) Classification	2021 IBC Chapter 3 & 4
2. If applicable; show compliance with mixed occupancy provisions	2021 IBC Section 508
3. Actual Area vs. Allowable Area	2021 IBC Chapter 5
a. Floor area breakdown for each floor and use	
b. Include allowable area calculations (frontage increase, sprinkler increase)	
c. If applicable include mixed occupancy calculations	
4. Actual Height vs. Allowable Height	2021 IBC Chapter 5
a. If applicable, include any height increase and code Section used.	
5. Actual Stories vs. Allowable Stories	2021 IBC Chapter 5
a. If applicable, include any Story increase and code Section used.	
6. Type of Construction	2021 IBC Chapter 6
7. Identify fire-resistance rating of building elements	2021 IBC Table 601
8. Identify fire-resistance rating of exterior walls	2021 IBC Table 602
9. Identify fire protection rating for doors & windows	2021 IBC Table 715.4 & 715.5
10. Specify if a sprinkler system is provided and type of system	2021 IBC Chapter 9
11. Occupant Load calculations for each area and the total for building	2021 IBC Section 1004 & Table 1004.1.1
12. Exit width and exits required vs. exit width and exits provided	2021 IBC Section 1004
13. Exits required / Exits provided	2021 IBC Section 1020-1021
14. If Multi-Family type & number of units required and provided.	2021 IBC Chapter 11
15. Identify Special inspection(s) Required	2021 IBC Chapter 17

**Architectural Plans** must include the following information:

**Cover Sheet:** Provide design criteria clearly identifying Occupancy Classification, Type of Construction, Type of Sprinkler System (if required, existing or installed), Building Height and Area (actual vs. allowable), Number of Stories, Occupant Load and Egress Calculations, Fire Resistant Construction as applicable and Code Edition used for design.

**Site Plan:** Clearly identify location and dimensions of property lines, all utilities, public or private easements, all proposed buildings, existing buildings, fences, retaining walls, trash enclosures, structures on site, mechanical equipment, fire lanes, parking lot lights, parking, ramps, accessible parking and accessible route of travel to the building and public right of way.

**Floor Plan:** Completely dimension and label the use of spaces, wall types, required fire-resistive walls, location of required signs, accessibility clear floor space, turn spaces, grab bars, counters, and furniture. For multi-family projects note on floor plan type of unit(s) per IBC.

**Foundation Plan:** Provide complete footing and foundation plan(s) with sections and details that include size and placement of reinforcing steel, anchor bolts size and location, and depth of footings. Any special inspections must also be clearly identified on plans.

**Framing Plan:** Must describe all structural elements including wall, floor and roof framing, posts, beams, headers, shear walls, hangers, spacing and span of framing members, connections, and engineered truss designs as applicable.

**Roof Plan:** Indicates location of all equipment; size and location of all roof drains, overflow, and scuppers.

**Elevations and Sections:** Provide elevations illustrating building height, materials, and tempered glass in hazardous location. Cross sections details that clearly reflect structural systems,

**Fire Resistant Construction:** All fire resistant construction must be clearly identified on floor plan, building sections and details keyed to an approved listing documentation that part of construction document. Opening and/or penetrations are required to be detailed on plans with listing documentation.

**Miscellaneous:** Provide plans and details for all light pole bases, retaining walls, curb ramps, ramps, landings, handicap parking stall signs, stairs, handrail, guard, shaft enclosure construction for Type I hoods.

**Electrical Plans Building:** Provide a single line riser diagram showing service, feeder wire, equipment grounds, service disconnects, etc. Panel schedule(s) and descriptions of circuits with connected loads and panel rating(s). Location of all panels, light fixtures, outlets, GFCI, smoke detectors, emergency power system, exit signs, exit illumination, equipment, and all required work clearances.

**Mechanical Plans:** Provide the layout, sizing, and classification of ductwork and location of exhaust systems, make-up air, and duct detectors. Show adequate ventilation indicating compliance. Identify locations and type(s) of dampers when required through fire or smoke rated assemblies. Indicate access and working space for all mechanical equipment.

**Plumbing Plans:** Must include an isometric diagram with pipe size and type for gas, water, drain waste, and vent piping. For gas piping, indicate the total developed length, the length of each branch, the demand for each appliance and the total demand calculations for gas piping. Show size and location of roof drains and overflows. Show type and location of all backflow prevention devices, grease and chemical interceptors with the standard City of DeSoto sample well detail.



**PLANNING DEPARTMENT INFORMATION SHEET**  
**NEW CONSTRUCTION, ADDITIONS & MULTI FAMILY**

**APPLICABLE ORDINANCES:**

- 1. ZONING ORDINANCE** available online at [www.Cityofsunnyvale.org](http://www.Cityofsunnyvale.org)

**GENERAL NOTES:**

The Planning Department receives one set of plans with all commercial or multi-family permit applications. At a minimum, all information reviewed by the Planning Department should be contained on the site plan (SP), elevations (ELEV) and landscaping/irrigation plans (LP). The information that is expected to be shown on these documents when submitted for a building permit review is noted below.

- D** A vicinity map locating the property in relationship to existing major thoroughfares. **SP, LP**  
Title Block (lower right-hand corner) including the following information: **ALL**
  - Name of Development
  - Address of the property
  - Legal Description, including lot and block numbers and subdivision name
  - Acceptable scale: 1" = 20', 1" = 40', 1" = 100" or as approved. **ALL**
  - Type size is legible at full scale and when reduced. **ALL**
  - North arrow, graphic and written scale in proximity. **ALL**
- D** Name, address, phone and fax of owner/developer and the firm preparing the plan. **ALL**
- The dimensions of the entire lot and the setbacks noted. **SP, LP**
- Adjacent or surrounding streets, drainage facilities and other existing or proposed off-site improvements, sufficient to demonstrate the relationship and compatibility of the site to the surrounding properties, uses and facilities. **SP, LP**
- The location and size of all streets, alleys, parking lots and parking spaces, loading areas or other areas to be used for vehicular traffic and the proposed access and connection to existing or proposed streets adjacent to the plan area. Include a chart indicating the number of required parking spaces by use, the method of calculation and the number of proposed parking spaces. **SP, LP**
- The types and thickness of surfacing, such as paving (e.g. concrete, brick, turf, sidewalks, etc.) to be used at the various locations. **SP, LP**
- The location and size of all fire lanes with all curb radii adjacent to the fire lane labeled. The nearest fire hydrant dimensioned to the property corner and all proposed fire hydrants. **SP**
- The location, height, setbacks and minimum floor areas for all buildings, and if non-residential, the floor area ratio. Include the following building details for non-single-family developments:
  - Entrance and exits to the building with sizes noted. **SP, LP**
  - Architectural renderings or elevations of proposed structures with all exterior materials for roofs, awnings, walls etc. labeled. All recesses and projections on a building or along a roof line should be dimensioned. **ELEV**
  - Label all colors of paints or finishes. **ELEV**
  - Calculations of the masonry content on each facade and in total for each building. (Example: Area of front facade = h x l, percent masonry = 90%) **ELEV**
- D** Distance between buildings and distance from building to property lines. **SP**
- D** Roof-mounted equipment should be shown with a dashed line to indicate the location on the roof. Vents, vent-a-hoods should be noted. **SP, ELEV**
- HVAC, gas meters, transformers, and all ground mounted equipment shall be noted. **SP**
- D** Exposed conduit, ladders, utility boxes, stack pipes and drain spouts should be shown and finish noted. The following note should be on the plans: *Exposed conduit, ladders, utility boxes, stack pipes and drain spouts should be painted to match the primary color or color sequence to aid in blending with the color of the building.* **SP, ELEV**
- The location of all on-site facilities for liquid waste or method of temporary storage pending disposal, including existing or proposed septic fields. **SP, LP**

The location, size and type of each outside facility for waste or trash disposal. Provide construction details for the enclosure. If no facility is shown, provide a note indicating method of disposal and removal. **SP**

The location, size, type and purpose of any outside storage or outside display and method of screening. Indicate the percentage of outside storage as compared to the building square footage. **SP, LP**

All new utilities must be placed underground. Indicate the type and location of power source

**D** (transformer, power pole, etc.) and whether it is new or existing. **SP**

~~Provide construction details for exterior lighting on buildings to include height, size, and proposed wattage for lighting attached to the building or free-standing. A photometric study may be required for commercial development adjacent to residential. **SP**~~

A tree survey locating all protected trees by species, size and condition, and a mitigation plan, if required (refer to UDO).

A landscape plan showing all landscape setbacks and buffers; parking lot landscaping; and any additional landscaping and screening proposed. (Refer to City UDO). **LP**

**D** The approximate location and size of greenbelt, open, common, or recreation areas, the proposed use of such areas, and whether they are to be used for public or private use. If private, indicate the proposed ownership. **SP, LP**

The location, type, and size of all fences, berms, or screening features. Include construction details for retaining walls, screening walls or other similar structures. **SP, LP**

The location, size and type of all pedestrian areas, bike paths and sidewalks. **SP, LP**

Landscape Plan Summary Charts (Zoning Ordinance Section 7300 FF) shall be completed and provided on every landscape plan submittal.