

**CITY OF BROWNWOOD
DEVELOPMENT SERVICES DEPARTMENT
COMMON PROJECT SEQUENCING AND DEVELOPMENT**

A. IDEA

1. Business Plan
2. Marketing Plan
3. Budgeting

B. PROGRAM (SPACE REQUIREMENTS)

1. Space requirements, number of rooms, size, use, etc.
2. Location, site selection
3. Construction cost budget

C. PLANS (SPACE LAYOUT / DESIGN)

1. Architectural Space Utilization
 - a. Bldg Configuration, how do rooms relate to one another
 - b. Public / private areas, flow of people and products
 - c. Code Review to include Texas Accessibility Standards (TAS)
2. Plan and Spec Development with initial cost estimate
3. First Owner Design Review & Revise Cycle
 - a. Site Plan Review with parking, grading, utilities, etc.
 - b. Architectural Plan Review
 - c. Structural Review & Design
 - d. HVAC Review & Design
 - e. Plumbing Review & Design
 - f. Electrical Review & Design
4. Several Design Reviews may be required
5. Contract for and receive State required Asbestos Survey and possible abatement
6. Owner Review including a constructability review
7. Owner authorization to go to Bid / Construction

D. SUBMIT FOR PERMITS

1. Submit for Permitting Review
 - a. State – TDLR, ADA
 - b. FEMA / Texas Water Development Board - City Flood Plain Manager
 - c. City Ordinances, Building Codes, Fire Codes, etc.
2. Review & Revise cycle between Design Prof & Permitting authorities
3. Permitting authorized

E. CONSTRUCTION

1. Pre-Construction Meeting with City
2. Issue Permits
3. Inspections performed

F. CERTIFICATE OF OCCUPANCY (OPEN FOR BUSINESS)

1. Final Inspections by City Departments
2. Issue Certificate of Occupancy
3. Open for Business
4. Grand Opening