

Backflow Assembly Report:

Application

Certificate of Occupancy:

GIS shape Files – If new build

Texas Sale and Use Tax License

Letter of Intent :

- The existing layout of the space
- Planned layout upon occupancy
- Description of :
 - daily business operations
 - items to be stored - be sure to include any specialized equipment
 - detailed storage methods - ex. high pile storage;racking,etc)
 - hours of operation
 - number of employees
 - any other information you believe will help describe daily operations
 - confirm if renovations will or will not be made with move-in
 - if so, an asbestos survey may be required - see attached Asbestos flow chart
 - confirm if food and/or beverages will be prepared or served

Application

Health permit – If Food Establishment

Commercial permit application:

Comchecks

TDLR – If project valuation is greater than 50000.00

Set of Plans

Application

Concrete:

Site Survey with illustration of where the work will be done

Concrete specs- usually on contract

Construction Trailer:

Site survey and illustration of where the trailer is going on the property.

Demolition:

Site plan of where the demo is taking place.

Electrical :

Application with all the fee filled out

Fence :

Application

Site survey and highlighted area where the new fence addition will be going

If it is just a replacement only the application is needed

Fire Alarm :

Application

Site plan

Fire Line :

Application

Site plan

Fire Sprinkler :

Application

Site Plan

Tank Equipment/ Piping:

Call the permitting department because process may vary.

Foundation Repair:

Engineer assumption Letter

Site Plan

Copy of Contract

Irrigation:

Site plan that is stamped and signed by the irrigator

Manufactured Home Placement :

Site survey of where the home will be placed

Copy of contract or homes specification

Mechanical :

Application will all necessary fees added

Mechanical :

Application with all necessary fees added

Outdoor Structure :

Site survey of where the structure will be placed on the property

Specification of structure

Copy of contract

(If doing a outdoor structure on concrete the project will only require one permit)

Plumbing :

Application with a fee inputted.

Public Utilities :

Set of plans

Residential home :

Attic Vent Calculations (roof vents to be shown on plan)

Boring Log (address specific)

Log of Boring number matches to Boring Map

Information shown on Boring Log

Boring Map (address specific)

Electrical Layout

Electrical / Gas Load Calculations

Elevations (house)

Foundation Plan (Engineer stamp) (MATCH LOT / BLOCK / UNIT #)

Foundation Square Footage (highlight)

Undisturbed Soil Depth - 24" minimum

Framing Details (floor joists, rafters & ceiling joists - could be up to 6 pages)

HVAC Layout

Impervious Coverage Sheet

Lot sq ft - 5500 or greater

Sprinkler system required (if home 4,500 sf or greater)

Manual J

ResCheck (with current code year listed, signed and dated)

Residential Plan Certification Statement

Site Plan (check lot and block to plat)

Wall Bracing Plan & Detail Sheet (shearwall)(MATCH LOT / BLOCK / UNIT #)

Roof :

Copy of Contract

Sign :

Images of where the sign will be going to on the property.

Sign specification

Application

Storage Shed:

Site Survey of where the shed will be going on the property.

Copy of contract

(Sheds that are 100 square feet or less and on skids will not need permit.)

Swimming Pools:

Copy of Contract

Site survey illustration where the project is going and the construction access to the property

Pool specification

Engineer Assumption letter (if within 10 ft of the home)

Water tap:

Application with the necessary fees inputted.

