NEW CONSTRUCTION
PROJECT SUBMISSION CHECKLIST

Project Name:_____ Address:_____

******Digital submission required:*** *Email digital download link like OneDrive, Google Drive, or DropBox****

Acknowledge

☐ Permit application including POC for project design professionals, general and all sub-contractors

☐ One (1) complete digital set of signed/sealed construction documents and associated specifications, etc. including but not limited to:

- Architectural drawings including life safety plan with detailed O.L. calcs/gsf per room
- Civil, Structural, and Fire Protection Site plan
- Mechanical, Electrical, Plumbing drawings
- Tree Preservation/Landscape/Irrigation drawings (see Tree & Landscape Compliance Guide)
- Energy Summary Sheet(s) (i.e. Architectural and MEP)
- Health-related drawings

☐ FAA Exhibit [Sample] indicating grade elevations, max structure height elevations, lat/long coordinates

☐ Landscape & Tree Preservation Requirements form

☐ MLOD Lighting Compliance Certification form (attach the required lighting/photometric plan, specs, etc.)

☐ Energy Compliance
- Designer/Architect/Engineer's Letter of Energy Review
- COMCheck/ASHRAE Compliance analysis reports
- Commisioning Required? N/A
  - Mechanical and Plumbing Commissioning Plan must be submitted with permit request

☐ Traffic Impact Analysis (TIA) worksheet/TIA Study

☐ Texas Department of Licensing and Regulation (EAB # confirmation sheet)

☐ Statement of Special Inspections including completed 1) Identification of RDPiRC form, 2) Contractor's Statement of Responsibility form, and 3) attached Determination of Required Special Inspections.

☐ Storm Water Management including:
- Impervious Surface Coverage exhibit indicating 1) Existing Impervious Surface 'EIS' (GSF), 2) Proposed Impervious Surface 'PISC' (GSF), and 3) Difference b/n EIS & PIS
- SWMP
- Floodplain Development Permit N/A

☐ Occupancy Classification Worksheet (commodities letter) for warehouses, etc. ☐ N/A

Plan Review/Permit Fee
- An invoice will be sent to the assigned General Contractor responsible for the permit submission

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