



Permitting Services Department

NEW CONSTRUCTION & ADDITION PROJECT CHECKLIST (Check all that are applicable)

- Complete permit application
Five (5) identical sets of construction documents; i.e., plans, specifications, etc.
Plan Review/Permit Fee (with print out of calculator)
Architectural Drawings: 2018 IBC and the locally adopted amendments.
Occupancy Classification Worksheet (commodities letter) for warehouses, etc.
Life safety plan indicating intended uses, occupant load calcs, means of egress system, etc.
Health Drawings should include finish schedules, utensil washing sink, dishwashing machines, lavatories and hand washing sinks, janitorial sink (mop sink), dumpster enclosure etc.
Structural Drawings: the Engineer's seal shall be affix to said drawings, specifications, and accompanying data.
Fire Protection Drawings: 2018 IFC and the locally adopted amendments.
Mechanical Drawings: 2018 IMC and the locally adopted amendments.
Electrical Drawings: 2017 NEC and the locally adopted amendments.
Plumbing Drawings: 2018 IPC and the locally adopted amendments.
Energy compliance reports: 2018 International Energy Conservation Code (IECC)
Landscape/Irrigation Drawings w/ Tree Preservation & Canopy Plan/Affidavit
Traffic Impact Analysis (TIA) worksheet or proof of previous TIA Study
Fire Protection Site Plan w/ Fire Flow Test Report (no more than twelve (12) months old).
Texas Department of Licensing and Regulation (EAB # confirmation sheet) if valuation is more than \$50,000
Asbestos Survey or Certification (Additions only)
Determination of Required Special Inspections
Regional Storm Water Management Participation Form and two copies of Drainage Report, if applicable
Floodplain Development Permit, if applicable.
Two copies of any approved Code Modification Requests, if design is based on a CMR

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