



INTERIOR FINISH-OUT/ REMODELING PROJECT SUBMISSION CHECKLIST

(Check all that are applicable)

Project Name: _____ Address: _____

*****Digital submission required:** *You may email the completed permit packet (if all documents fit in a single email), or submit through digital download link like OneDrive, Google Drive, or DropBox. ****

Completed permit application including 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, occupancy load calculations per room, plumbing fixtures calculations, and all health-related drawings.

Civil, Structural, and Fire Protection Site plan and life safety drawings

Mechanical, Electrical, Plumbing drawings

Energy compliance reports: COMcheck/ASHREA

Texas Department of Licensing and Regulation (EAB # confirmation sheet) if valuation is more than \$50,000

Determination of Required Special Inspections by RDPiRC

- Statement of Special Inspections
- Identification of RDPiRC
- List of Special Inspector(s)
- Contractor’s Statement of Responsibility

Asbestos survey or Certification

Plan Review/Permit Fee

- Checks (payable to Port San Antonio; please reference project name)
- Credit Cards accepted (Visa, Mastercard, Discover)

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