



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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