



NEW CONSTRUCTION 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. ****

Complete 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

Landscape/Irrigation drawings

Impervious coverage drawing showing existing IC conditions and proposed IC (GSF).

Landscape & Tree Preservation Requirements form

Energy compliance reports

Traffic Impact Analysis (TIA) worksheet or proof of previous TIA Study

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

Occupancy Classification Worksheet (commodities letter) for warehouses, etc.

Determination of Required Special Inspections by RDPiRC

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

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

Plan Review/Permit Fee

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

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