



# 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, OL calcs/gsf per room, plumbing fixture calcs.
- Health-related drawings
- Civil, Structural, and Fire Protection Site plan
- Mechanical, Electrical, Plumbing drawings
- Tree Preservation/Landscape/Irrigation drawings
- Impervious coverage exhibit indicating existing IC conditions and proposed IC (GSF)
- FAA exhibit indicating grade elevations, max structure height elevations, lat/long coordinates.

Landscape & Tree Preservation Requirements form

Energy compliance reports

- Compliance analysis reports
- Designer/Architect/Engineer’s Letter of Energy Review
- Energy Summary Sheet(s)
- Commissioning Plan

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.

Plan Review/Permit Fee

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

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