

**INSTRUCTIONS:** New single-family residential plans must be submitted with this completed checklist and the documents identified for the plans to be considered meeting the prerequisite requirements as a complete set of plans for plan review. Complete and attach this form to the residential plan submittal set. For **electronic** plan submission: Complete and upload this form into the Prerequisite Checklist subfolder under Documents. **All items are required, unless specifically noted otherwise.** Check the box on the list if the item is included and indicate the sheet number where the item can be found. Mark "N/A" if a sheet number is not applicable. **NOTE:** Plans submitted for review must be ready for construction. Submitted plans sheets and details may "NOT" be marked "Preliminary" or "Not for Construction."

General Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	<b>Building Permit Application</b> – Complete an online application via the <a href="#">iPermits</a> portal.	
<input type="checkbox"/>	<b>Deed Restrictions Declaration</b> – Complete the appropriate form below and upload to iPermits when completing the building permit application. The form must be signed by the property owner and will be validated against HCAD records. If ownership does not match HCAD, applicants must also upload proof of ownership.  <a href="#">Individual Owner</a> <a href="#">Business Entity Owner</a>	
<input type="checkbox"/>	<b>Plan Set</b> – For plan submission, follow the upload instructions in the <a href="#">Residential EPR User Guide</a> .	

Documents & Forms		
	Item Description	Sheet No.
<input type="checkbox"/>	<b>Energy Code Documents</b> – Outputs from <a href="#">IC3</a> , <a href="#">REScheck</a> and <a href="#">REM/Rate</a> software are accepted and shall match construction shown in plans. Or, show prescriptive requirements on the plans.	
<input type="checkbox"/>	<b><a href="#">Wastewater Capacity Reservation (WCR) Letter</a></b> – Water and sewer letters are required for all new single-family residential construction.	
<input type="checkbox"/>	<b><a href="#">Stormwater Information Form</a></b> - Required for construction, additions, and sitework projects. Form must be completed and signed by the property owner and authorized agent if applicable.	
<input type="checkbox"/>	Calculation of Impervious Percentage Form <a href="#">#CE-1207</a>	
<input type="checkbox"/>	Grading Permits Worksheet Form <a href="#">#CE-1094</a>	
<input type="checkbox"/>	<b><a href="#">Elevation Certificate</a></b> – Required if in the 100-year or 500-year floodplain. Certificate shall be based on construction drawings prepared, signed, and sealed by Texas registered professional surveyor or Texas professional engineer.	
<input type="checkbox"/>	<b><a href="#">Access Agreement for Construction and Maintenance</a></b> – Required if proposed dwelling is less than three feet to an adjacent single-family dwelling.	
<input type="checkbox"/>	<b><a href="#">Certificate of Appropriateness</a></b> – Required if the project is in a historic district.  <b>Note:</b> Upon approval of a COA application, plans must be stamped by the Historic Preservation Office prior to submitting plans to Building Code Enforcement.	

# RESIDENTIAL PREREQUISITE CHECKLIST

Drawings & Design Elements		
	Item Description	Sheet No.
<input type="checkbox"/>	<b>Site Plan</b> – Show all buildings, off-street parking, and impervious areas, and ensure site plan dimensions match the dimensions on the plat. Site plans should also include any obstructions/items within the area between the property line and the edge of the roadway. For Traffic Review criteria, see Form <a href="#">#OCE-0002</a> .	
<input type="checkbox"/>	<b>Recorded Subdivision Plat</b> – Required if property is already platted. Copies of plats can be purchased on the second floor at 1002 Washington Ave or at the local County Clerk’s Office. <b>Note:</b> <i>Additional requirements may apply</i>	
<input type="checkbox"/>	<b>Landscaping</b> – Lots less than 5,000 square feet: 1 tree; lots 5,000 square feet. or more: 2 trees. Trees must be shown on the site plan.	
<input type="checkbox"/>	Label each room on the floor plan according to use and include drawing details for the proposed scope of work.	
<input type="checkbox"/>	Structural/architectural plan sheets must be sealed, signed, and dated by a Texas licensed architect or engineer, in conformance with the Texas Architectural and Engineering Practices Act.	
<input type="checkbox"/>	List door and window sizes and include energy code details, and key the wall schedule sections to the floor plan for all wall types.	
<input type="checkbox"/>	Single-family residences three stories or less must reference the 2015 International Residential Code (IRC) and local amendments.	
<input type="checkbox"/>	Four-story, single-family residences must reference the 2015 International Building Code (IBC) and local amendments and identify that a National Fire Protection Association (NFPA) 13R sprinkler system will be installed.	
<input type="checkbox"/>	<b>Mitigation Plan</b> – Required if in the 100-year or 500-year floodplain. Construction drawings shall be prepared, signed, and sealed by Texas professional engineer (3 copies if submitting by paper). <b>NOTE:</b> <i>Additional flood requirements may apply. Contact Floodplain Management Office at (832) 394-8854, <a href="mailto:fmo@houstontx.gov">fmo@houstontx.gov</a> or review <a href="#">Chapter 19</a> for more information.</i>	

Code Analysis	
Complete the code related project specific information listed below:	
<b>Code Editions</b>	Building: _____ Electrical: _____ Mechanical: _____ Plumbing: _____ Energy: _____
<b>Height / Stories</b>	Height (in feet): _____ No. of Stories: _____ Building Area: _____ Fire Separation Distance: _____
<b>Type of Construction</b>	Type of Construction: _____ Automatic Fire Protection System: Yes _____ No _____ Type: NFPA 13 _____ 13R _____ 13D _____ Fire Alarm: Yes _____ No _____

**Example plan drawings, code references and other guidelines may be found at the City of Houston’s Building Code Enforcement [Resources](#) page.**