

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 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."

Required Reviews		
Indicate the reviews required for your project: (Subject to internal review)		
<input type="checkbox"/> Planning & Development	<input type="checkbox"/> Utility Analysis	<input type="checkbox"/> Traffic
<input type="checkbox"/> Structural	<input type="checkbox"/> Storm Drainage	<input type="checkbox"/> Floodplain Management
<input type="checkbox"/> Houston Airport System		

General Requirements	
	Item Description
<input type="checkbox"/>	Building Permit Application – Complete an online application via the iPermits portal.
<input type="checkbox"/>	Deed Restrictions Declaration – 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. Individual Owner Business Entity Owner
<input type="checkbox"/>	Plan Set – For plan submission, follow the upload instructions in the Residential EPR User Guide .
<input type="checkbox"/>	Storm Review - Projects will require a Storm review when the lot(s) or tract(s) are: (a) Greater than 15,000 SF in lot/tract size; or (b) Contains more than 65% of impervious cover, or (c) Belongs to a subdivision greater than 15,000 SF and replatted after the year 2000; or (d) If any lot(s) or tract(s) do not have direct access to the public right-of-way.

Documents & Forms		
	Item Description	Sheet No.
<input type="checkbox"/>	Energy Code Documents – Outputs from IC3 , REScheck and REM/Rate software are accepted and shall match construction shown in plans. Or, show prescriptive requirements on the plans.	
<input type="checkbox"/>	Wastewater Capacity Reservation (WCR) Letter – Water and sewer letters are required for all new single-family residential construction.	
<input type="checkbox"/>	Stormwater Information Form - 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 #CE-1207	
<input type="checkbox"/>	Grading Permits Worksheet Form #CE-1094	

<input type="checkbox"/>	Elevation Certificate – 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"/>	Access Agreement for Construction and Maintenance – Required if the proposed construction is less than three feet to the property line of an adjacent single-family residence.	
<input type="checkbox"/>	Certificate of Appropriateness – Required if the project is in a historic district. <i>Note: Upon approval of a COA application, plans must be stamped by the Historic Preservation Office prior to submitting plans to Building Code Enforcement.</i>	

Drawings & Design Elements		
	Item Description	Sheet No.
<input type="checkbox"/>	Site Plan – Always required. Show all buildings, off-street parking, and impervious areas, and ensure site plan dimensions match the dimensions on the plat and survey. 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 #OCE-0002 . <i>Note: A copy of the survey showing a small addition is acceptable as a site plan.</i>	
<input type="checkbox"/>	Subdivision Plat or Replat – Required if the property is already platted. Plat copies are available from the Harris County Clerk's Office (hctx.net) (713) 274-8600 or the Search Houston Permitting Center (832) 394-8800. Look for plat restrictions, i.e., building lines, easements, lot size, density, park fees, and variance requirements. Don't know the name of the subdivision plat? Check the legal description on Harris Central Appraisal District (hcad.org) . <i>Note: Additional requirements may apply, Planning & Development Department (houstontx.gov)</i>	
<input type="checkbox"/>	Survey – Required for residential additions.	
<input type="checkbox"/>	Landscaping – Required for new construction. Not required for an auxiliary unit (ADU) or additions. The site plan must illustrate the trees and be chosen from the APPENDIX A-1. - LARGE TREES FOR HOUSTON Code of Ordinances Houston, TX Municode Library APPENDIX A-2. - SMALL TREES FOR HOUSTON Code of Ordinances Houston, TX Municode Library Lots less than 5,000 sq. ft. = plant or preserve one tree. Lots 5,000 sq. ft. lot or larger = plant or preserve two trees.	
<input type="checkbox"/>	Building Lines – described in a survey, deed restricted, subdivision plat, ordinance, Special Minimum Building Line ordinance (SMBL), and the Major Thoroughfare Freeway Plan (MTFP). The more restricted building line applies. See Houston Map Viewer (arcgis.com)	
<input type="checkbox"/>	Easements – survey or subdivision plat.	
<input type="checkbox"/>	Sidewalks – Required for new residential construction or reconstruction of sidewalks. Mini TOC: Chapter 40 - STREETS AND SIDEWALKS Code of Ordinances Houston, TX Municode Library	
<input type="checkbox"/>	Parking – Generally, 2 spaces for the main house. 1 space for an auxiliary unit (ADU) between 1,001 and 1,500 sq. ft. of living space. No space required for an auxiliary unit (ADU) of 1,000 sq. ft. and less of living space. Check subdivision plat for restrictions. ARTICLE VIII. - OFF-STREET PARKING AND LOADING Code of Ordinances Houston, TX Municode Library .	

<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 2021 International Residential Code (IRC) and local amendments. Review Form #CE-1132 for a list of commonly missed code references.	
<input type="checkbox"/>	Four-story, single-family residences must reference the 2021 International Building Code (IBC) and local amendments and identify that a National Fire Protection Association (NFPA) 13R sprinkler system will be installed. Review Form #CE-1132 for a list of commonly missed code references.	
<input type="checkbox"/>	Mitigation Plan – 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). NOTE: Additional flood requirements may apply. Contact Floodplain Management Office at (832) 394-8854, fmo@houstontx.gov or review Chapter 19 for more information.	

Code Analysis	
Complete the code related project specific information listed below:	
Code Editions	Building: _____ Electrical: _____ Mechanical: _____ Plumbing: _____ Energy: _____
Height / Stories	Height (in feet): _____ No. of Stories: _____ Building Area: _____ Fire Separation Distance: _____
Type of Construction	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.