

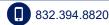
## BUILDING CODE ENFORCEMENT RESIDENTIAL PREREQUISITE CHECKLIST

<u>INSTRUCTIONS:</u> 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.	
	<b>Building Permit Application</b> – Complete an online application via the <u>iPermits</u> portal.		
	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		
	Plan Set – For plan submission, follow the upload instructions in the Residential EPR User Guide.		

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







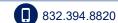


## **BUILDING CODE ENFORCEMENT**RESIDENTIAL PREREQUISITE CHECKLIST

Certificate of Appropriateness – 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.	

Drav	vings & Design Elements	
	Item Description	Sheet No.
	<b>Site Plan</b> – 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 <u>#OCE-0002</u> .	
	Note: A copy of the survey showing a small addition is acceptable as a site plan.	
	<b>Subdivision Plat or Replat</b> – Required if the property is already platted. The subdivision plat must be finalized with stamps and signatures.	
	Plat copies are available from the <u>Harris County Clerk's Office (hctx.net)</u> (713) 274-8600 or the <u>Search   Houston Permitting Center</u> (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 <a href="Harris Central Appraisal District (hcad.org">Harris Central Appraisal District (hcad.org)</a> .	
	Note: Additional requirements may apply, Planning & Development Department (houstontx.gov)	
	Survey – Required for residential additions.	
	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 <u>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.</u>	
	Lots 5,000 sq. ft. lot or larger = plant or preserve two trees. <b>Building Lines</b> – 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)	
_	Easements – survey or subdivision plat.	
	Sidewalks – Required for new residential construction or reconstruction of sidewalks.  Mini TOC: Chapter 40 - STREETS AND SIDEWALKS   Code of Ordinances   Houston, TX    Municode Library	
	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.	
	Access Control Gates – Where provided in multifamily developments or residential communities, access control gates shall be approved by the Fire Code Official prior to construction. (Not applicable to gates built on a private residence, i.e. driveway gate.) For permits and requirements see <u>LSB #4</u> - <u>Access Control Gates</u>	







residential.planreview@houstontx.gov

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## BUILDING CODE ENFORCEMENT RESIDENTIAL PREREQUISITE CHECKLIST

	Label each ro- scope of work	pom on the floor plan according to use and include drawing details for the proposed k.		
		chitectural plan sheets must be sealed, signed, and dated by a Texas licensed ngineer, in conformance with the Texas Architectural and Engineering Practices Act.		
	the floor plan	window sizes and include energy code details and key the wall schedule sections to for all wall types.		
	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.			
	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.			
	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.			
Cod	e Analysis			
Com	plete the code	le 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 13R13D  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.





