

INSTRUCTIONS: Complete this checklist, upload and submit it electronically (along with the rest of the plans) via [ProjectDox](#). All commercial submittals must include this completed form along with all applicable documents identified below before they are considered complete and meeting the prerequisite requirements for plan review. Plan submittals resulting in incomplete plans do not qualify to utilize the After-Hours Review Service (See Form [CE-1251](#)).

REQUIRED REVIEWS			
Indicate the reviews required for your project: (Subject to internal review)			
<input type="checkbox"/> Planning & Development	<input type="checkbox"/> Storm Drainage	<input type="checkbox"/> Fire Marshal (Standpipe)	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Utility Analysis	<input type="checkbox"/> Floodplain Management	<input type="checkbox"/> Fire Access Road	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Utility Infrastructure	<input type="checkbox"/> Traffic	<input type="checkbox"/> High Pile/Hazmat	<input type="checkbox"/> Electrical
	<input type="checkbox"/> Health	<input type="checkbox"/> Structural	

BUILDING PERMIT APPLICATION(S) (Complete in iPermits)	
<input type="checkbox"/>	Electronic Building Permit Application – A building permit application is required to be completed for each new structure, lease remodel or build-out proposed using iPermits .
<input type="checkbox"/>	Plan Review Fee Valuation (Cost of Improvements) – Permit fees are based on the total cost for all work proposed including labor and design costs and must be provided for the scope of work associated with each separate building and permit. The cost shown on each electronic permit application shall reflect the cost associated with the scope of work for each separate building and permit for each address or lease space. Each building onsite requires a separate address and permit.
<input type="checkbox"/>	Declaration in Support of Application for City of Houston Building Permit – Required to be completed and uploaded to iPermits for most projects. 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.

The following items are required to be uploaded and submitted where applicable to the scope of work proposed. Mark each appropriate box and identify the applicable sheet number or location where the item(s) may be found or specify "Not Applicable". **NOTE:** To ensure code review of all proposed construction; it is the responsibility of all permit applicants to notify plan intake personnel of ALL changes or modifications to any previously approved plan sheets prior to each subsequent plan submittal. Omitted items applicable to the scope of work will extend the permit process.

A complete set of plans shall be provided in compliance with the current code amendments and requirements. Plans submitted for review must be ready for construction. Submitted plans sheets and details may "NOT" be marked "*Preliminary*" or "*Not for Construction*."

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey – Required for modifications to existing buildings. (<i>Plan Attachment</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Letters of Availability – Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any new or existing development. A copy of the availability letter must be uploaded to ProjectDox in the <i>Utility Letters</i> subfolder. When short forms are allowed, a copy of the short form must be uploaded. (<i>Plan Attachment</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Elimination of Architectural Barriers (EAB) as required by Texas Accessibility Standards (TAS) – Projects exceeding \$50,000 require Texas EAB # (<i>Plan Attachment</i>)	

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Information Form - Required for new construction, additions, and sitework projects. Form must be completed and signed by the property owner and authorized agent if applicable. (<i>Plan Attachment</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Certificate – Certificates required if in the 100-year or 500-year floodplain and shall be based on construction drawings prepared, signed, and sealed by Texas registered professional surveyor or Texas professional engineer (<i>Plan Attachment</i>). Owner Self Certification Worksheet	
<input type="checkbox"/>	<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. Note: <i>Additional flood requirements may apply. Contact Floodplain Management Office at (832)394-8854, fmo@houstontx.gov or review Chapter 19 for more information.</i> (<i>Plan Attachment</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code Software Report with Completed ComCheck Inspection Checklist – Required for new construction, existing building work, and tenant improvements building projects. Where proposed scope of work is exempt, indicate on the plans why exempt. (<i>Plan Attachment</i>) COMcheck is a free program available at https://www.energycodes.gov/comcheck . For more information, please visit our website .	
Planning & Development Department			
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan – Required for new buildings, additions, new structures, and sitework projects including, but not limited to new, expanded, or remodeled parking lot projects and Fill & grade permits. Site plans are also required for projects involving a change of use or occupancy group. Site plans shall include property lines, easements, building setback lines, all existing and proposed buildings and structures, and all other site work being proposed. Site plans shall clearly document the outer most building footprint, including roof and floor projections beyond any exterior wall, with distances to property lines.	
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping – For new parking lots, new building construction, and for additions greater than 1,000 square feet. Planning’s landscape analysis form shall be included when applicable. (Landscape Analysis Form: https://www.houstontx.gov/planning/Forms/devregs/tree&shrub1.pdf)	
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks – Required for new construction, additions over 250 sf, or reconstruction of sidewalk. Refer to Chapter 40, Streets and Sidewalks of the City of Houston Code of Ordinances.	
<input type="checkbox"/>	<input type="checkbox"/>	Parking – Required for new construction, additions, or change of use classifications (https://www.houstontx.gov/planning/Off-Street-Parking-Ordinance.html) Refer to Chapter 26, Article VIII, Off-Street Parking and Loading of the City of Houston Code of Ordinances.	
Architectural and Structural Plans			
<input type="checkbox"/>		1. Code Analysis Sheet – Must include a detailed description of the scope of work, construction type, fire rating, occupancy classification, fire suppression and alarms when applicable, and specific building use(s) proposed, and demonstrate the proposed design is compliant with the current <i>Houston Construction Codes</i> (https://www.houstonpermittingcenter.org/construction-code-modernization/code-amendment)	
<input type="checkbox"/>		2. The use and occupancy shall be identified for each room shown on the floor plan.	



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<input type="checkbox"/>		3. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the various walls shown in the plan.	
<input type="checkbox"/>		4. Each sheet shall be sealed, signed, and dated; as required by the Texas Architectural and Engineering Practice Acts, or where specifically required by the <i>Building Official</i> .	
<input type="checkbox"/>	<input type="checkbox"/>	Soil Report – Required for new buildings and additions utilizing drilled piers, piles, elevated foundations or where deemed necessary by the Code Official. Soil classification for floating foundations or block and base foundations shall be listed on the foundation plan by the engineer.	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Plans – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Plans – 1-line Diagram, Load Analysis, Panel Schedule <ul style="list-style-type: none"> Required for new buildings, new services, added loads, or changes of occupancy. 	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Plans <ul style="list-style-type: none"> Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in use or occupancy. 	
<input type="checkbox"/>	<input type="checkbox"/>	Storm Drainage / Civil Plans – All new parking lots, new buildings, grading permits, and projects adding impervious cover.	
<input type="checkbox"/>	<input type="checkbox"/>	Traffic/Civil Plans – Required for any new construction, site work, change in use or change in occupancy. Note: Also see <i>Traffic Form #OCE-0001</i> . Note: A completed and approved Access Management Form may be required. Refer to Chapter 15 of the 2023 COH Infrastructure Design Manual .	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression and Standpipe System Plans – Required where proposed, required by code, and for modifications to facilities having existing suppression systems. Note: <i>Sprinklers must be permitted separately, 1353 Standpipe Plan Review Checklist</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm – Required where proposed, required by code, or for renovations where a fire alarm systems already exist. Note: <i>Must be permitted separately.</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Owners Statement of Intended Use Form No. CE_1120 <ul style="list-style-type: none"> Or HazMat Details - For <u>all facilities where hazardous materials may be present</u>, including but not limited to all: labs, medical related facilities, manufacturing and fabrication, storage and warehouses, and retail facilities. <u>Owner signed statement mandatory.</u> Or High Piled Storage Details – For all facilities where combustible storage is present including but not limited to all: manufacturing and fabrication, storage and warehouses, tire shops, and retail facilities. <u>Owner signed statement mandatory.</u> 	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Access Roads and Access Control Gates – Required fire apparatus access roads, fire lanes, and fire access gates shall be approved by the Fire Code Official prior to construction. For permits and requirements see LSB #3 - Fire Department Access and LSB #4 - Access Control Gates	
<input type="checkbox"/>	<input type="checkbox"/>	Health Plans – For all projects involving food and drink preparation; and food and drink establishments provide complete equipment plan with manufacturers specs/samples.	

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<input type="checkbox"/>	<input type="checkbox"/>	Care Facility Worksheet – All plan submittals for new care facility buildings, renovations that result in a change of occupancy to a care facility, remodels or expansions of existing care facility occupancies shall complete Form No. CE 1108 and include the owner signed document with the submitted plans. (Examples, Daycares, schools, hospitals)	
<input type="checkbox"/>	<input type="checkbox"/>	Airport Sound Attenuation Requirements – For properties that have been required by the Airport Land Use ordinance (Chapter 9, Article VI, of the COH Code of Ordinances) and the Houston Construction Code to meet sound attenuation requirements. Construction design of the plans shall identify detailed compliance with airport land use permit provisions where required.	
<input type="checkbox"/>	<input type="checkbox"/>	A.R.A. Permit or Time Stamped Application – Administration and Reg. Affairs approval for alcohol related businesses. Refer to https://www.houstontx.gov/ara/rp/alcoholrelated.html (Plan Attachment).	

NOTE: The following must be submitted and permitted separately: Fire Alarm, Fire Sprinkler, Fire Access Gates, Signs, E-Locks and Swimming Pools

