

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 customer paid overtime service (See Form CE-1251). 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.

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS	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>)	
<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>)	
<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>)	
X		Plan Set – A set with appropriate forms and worksheets applicable to the project. Plans may “NOT” be marked “ <i>Preliminary or Not for Construction</i> ”.	Submittal Package
X		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 .	
X		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.	
X		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.	Electronic Building Permit Application
X		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 .	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan – Shall clearly document outer most building footprint including roof and floor projections beyond any exterior wall with distances to property lines identified for all new and existing buildings. Required for new buildings, structures, parking lots, grading permits and additions. Also required for change in use or occupancy group.	
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping – For new parking lots, new buildings, and for additions greater than 1,000 square feet. Planning’s landscape analysis form shall be included when applicable.	

COMMERCIAL PREREQUISITE CHECKLIST

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS	SHEET NO./ LOCATION
		Architectural and Structural Drawings	
X		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 Code</i> .	
X		2. The use and occupancy shall be identified for each room shown on the floor plan.	
X		3. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the various walls shown in the plan.	
X		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 – 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 – 1-line Diagram, Load Analysis, Panel Schedule • Required for new buildings, new services, added loads, or changes of occupancy.	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	
<input type="checkbox"/>	<input type="checkbox"/>	1. 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"/>	2. Letters of Availability – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes 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> . Must also include a completed and approved Access Management Form . Refer to Chapter 15 of the September 2018 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: Sprinklers may be permitted separately. 1353 Standpipe Plan Review Checklist	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Plans – Required where proposed, required by code, or for renovations where a fire alarm systems already exist. Note: May be permitted separately.	
<input type="checkbox"/>	<input type="checkbox"/>	HazMat Details or Owners Statement of Intended Use Form No. CE_1120 – 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. Owner signed statement mandatory.	
<input type="checkbox"/>	<input type="checkbox"/>	High Piled Storage Details or Owners Statement of Intended Use Form No. CE_1120 – 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. Owner signed statement mandatory.	
<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.	
<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.	
<input type="checkbox"/>	<input type="checkbox"/>	Airport Sound Attenuation Requirements – Construction design of the plans shall identify detailed compliance with airport land use permit provisions where required by Chapter 9, Article VI, of the <i>City Code</i> and the <i>Houston Construction Code</i> .	
<input type="checkbox"/>	<input type="checkbox"/>	A.R.A. Permit or Time Stamped Application – Administration and Reg. Affairs approval for alcohol related businesses. (Plan Attachment)	