

INSPECTION SERVICES
BUILDING PERMIT CHECKLIST
(COMMERCIAL)

Job Address: _____ HCAD#: _____

Owner Name: _____ Flood Zone: _____

Type of Work: New _____ Remodel _____ Addition _____

Date Received in Inspections: _____

Legal Description: _____

Zoning: _____ Allowable Use? Y OR N

Street/Alley Closing Action? Ord. #s: _____

Complete and accurate construction drawings (all phases) are one of the most important steps in completing your project. They will be used to cost out the job, get estimates from any subcontractors, show details in legal documents, and to obtain necessary permits.

FORMAT

Furnish two sets of construction documents including the following items:

Survey of Property	(SBC 104.2.5)	Yes	or	No
Certified Site Plan to Scale indicating: (If required by Planning Department)	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No
• North Arrow	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No
• All existing & proposed construction	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No
• All required building setback lines	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No
• Utility Easements/Alleys, Streets (show if applicable)	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No
• Distance for proposed structure to property lines	(Dev Ordinance 1444) Yes (Appendix E)	Yes	or	No

• TIRZ Zone?		Yes	or	No
• Zoning Permit	(City Ord 106-142)	Yes	or	No
• Asbestos Survey (if applicable)	(State Law)	Yes	or	No
• Energy Code Analysis (if applicable)	(State Law)	Yes	or	No
• TAS (ADA) Proof of Submittal	(State Law)	Yes	or	No
• F101 Resolution applicable	(CLP Resolution)	Yes	or	No
• F216-00-00 Resolution applicable	(CLP Resolution)	Yes	or	No
• Utility Verification Needed (CDR)	(City Ord 106-141)	Yes	or	No
• Address Request Needed (CDR)	(City Ord 106-141)	Yes	or	No
• Culvert Request Needed (CDR)	(City Ord 106-141)	Yes	or	No
• Harris County Driveway/ Culvert permit received?		Yes	or	No
• Harris County Health Dept. (Restaurants) approved "Plans Review Information Report" received from Harris County?		Yes	or	No
• Fill Dirt Permit (if applicable)	(City Ord 1444-A)	Yes	or	No
• Clearing Permit (if applicable)	(City Ord 1501-R5)	Yes	or	No
• Flood Plain Development Permit (if building is in "AE" or "VE" flood zone)	(City Ord 194-63)	Yes	or	No
• Water & Sewer Fees Applicable	(Ord 759-F)	Yes	or	No
• Completed Petition to Tie on to Existing Water/Sewer Mains	(Ord 759-F)	Yes	or	No
• Sample Well Proposed?	(City Ord 74-121(c))	Yes	or	No
• Current Certificate of Insurance	(City Ord 82-35)	Yes	or	No
• Construction Drawings with Engineer's Seal (if applicable)	(State Law)	Yes	or	No
❖ Foundation Plans	(State Law)	Yes	or	No
❖ Structural Framing Plan	(State Law)	Yes	or	No
❖ Exterior Elevation Plan	(State Law)	Yes	or	No
❖ Electrical Drawings	(State Law)	Yes	or	No
❖ Plumbing Drawings	(State Law)	Yes	or	No
❖ Mechanical Drawings	(State Law)	Yes	or	No
❖ Drainage Plan	(State Law)	Yes	or	No
❖ Slab Elevation (if applicable)	(State Law)	Yes	or	No