



Checklist

General Project Scope

Appropriate Approvals & Permits

Building

Electrical

Plumbing

Mechanical

Signs

Zoning (if Required)



Cost

\$75 per permit + technology fee and up

Notes:

Appointment Time: _____

Estimated Review Time: _____

Project Approval is ready on: _____

Project Manager Name: _____

Phone/Email: _____

We'll Help Get Your Business off to a Successful Start!



Development Services Dept
Frost Bank Building, 1st Floor
2406 Leopard St.
Corpus Christi, TX 78408
Phone: 361-826-3240
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Commercial Tenant Finish Out Projects

Development Services Department



City of Corpus Christi

City of Corpus Christi

(361) 826-3240

*Helping Build OUR Community
By Providing The Best Service
Possible*

Tenant Finish Outs

Congratulations!

You have taken a big step in your future and Corpus Christi by choosing to conduct business here. By now, you may have researched site locations, materials, colors, and sizes.

Before you get started, there are some important items to consider such as:

- What Approvals or Permits are Required?
- Will I need to hire a professional or can I do the work myself?
- How much parking will my business require?
- Will landscaping be required?
- Can I have a sign larger than my neighbor/competitor?



We're here to take the guess work out of your project!

While it may seem confusing, we're here to help make your project a success.

What is Required?

A general site plan and floor plan is required detailing the scope of work you will be performing. As you get closer to your project, more detailed plans may be required for our review.

The engineering for the shopping center or "shell" building where you will be locating will need to provide you with the architectural and engineering plans for the space you will be occupying. Our project managers will discuss this in detail with you.

In general, a building permit is required. If you are modifying your electrical, plumbing or mechanical systems, permits may be required in those areas as well. Our project managers will discuss this in detail with you.

When the project is an assembly occupancy (restaurant or club with an occupant load of 50 or more), the plans must be sealed by an architect or engineer, as appropriate for each plan sheet.

What to Expect

If you are seeking general information, one of our early assistance staff will discuss your lot configuration, permitting, and drainage needs. You can then call us when you are ready to proceed with your project.

If you are ready to go, one of our project managers will assist in getting the necessary approvals to get your project off and running. This may entail dropping off a set of plans for our review and depending on the complexity, a 24-72 hour turnaround time. You may schedule an appointment or simply walk in to our office and ask to speak to an Over the Counter Project Manager.

How Much Does It Cost?

Permits costs start at \$76.88. Prices will vary depending on the project type, scope, complexity, etc. A project manager can provide you with an estimated fees list to help you plan your project



***Let's Get Building
Corpus Christi!***

City of Corpus Christi

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