



Checklist

General Information

- Sealed architectural drawings
- Sealed Plumbing, Mechanical, and Electrical drawings
- Sealed civil plans

Appropriate Approvals & Permits



- Building
- Mechanical
- Plumbing
- Fire
- Health
- Development Engineering
- Electrical

Cost

- Plan Review Fee
- Permit Fees

Notes:

- Appointment Time: _____
- Estimated Review Time: _____
- Project Approval is ready on: _____
- Project Manager Name: _____
- Phone/Email: _____

*We'll help your project become
a success!*



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

**Development Services
Department**



City of Corpus Christi

City of Corpus Christi

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

(361) 826-3240

New Commercial Construction

Congratulations!

You have chosen to build new construction in the City of Corpus Christi. We understand you can build your project or open your business in any city, so we'd like to thank you for your business.

We're here to take the guess work out of your project and help you get started on the right track.

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

- What Approvals or Permits are Required?
- Are the plans required to be professionally sealed by a licensed architect or engineer?
- Will a landscaping plan be required?
- What is required for ADA compliance?



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?

Typically, a project will require the following:

- Building Permit Application
- 2 Complete sets of plans
- Scaled Site Plan
- Scaled Civil Plans
- Scaled Architectural Plans
- Scaled Engineer Sealed Foundation Plan
- Scaled Structural Design
- Scaled Mechanical Plan
- Scaled Plumbing Plan
- Scaled Landscaping Plan
- Scaled Parking Plan
- COM Check Compliance Certificate-Energy Code Compliance-The 2003 IECC Form must be signed by the responsible party (www.energycodes.gov).
- Windstorm-Either a WPI-1- or -A letter from a Windstorm Inspector/Engineer stating that he/she will be the Engineer of Record, along with a drawing (s) showing structural windstorm design.
- Projects 5,000 sq. ft. and greater require that the Structural, Mechanical, Electrical and Plumbing (SMEP) plans be sealed and signed by the responsible Professional Engineer.
- All foundation plans must be sealed by a Professional Engineer.
- All Commercial projects greater than or equal to \$50,000 must be registered with the Texas Department of Licensing and Registration (TDLR) and issued an Elimination of Architectural Barriers Number (EAB), in order to obtain building permits for accessibility compliance.
- Projects 20,000 sq. ft. or greater must be sealed by an architect.

What to Expect

If you are not yet certain about the exact details of your project, we encourage you to speak to an Early Assistance staffer who can discuss potential items to con-

sider in your project planning stage.

When you are ready to submit your project, your project manager will review your application to ensure all the requirements are met. Upon submission, our team of plan reviewers will review your plans for compliance. This review time is 21 days or less. If your plans are 100% complete and require no corrections, you will be ready for a permit. If the plans require any modifications, an email outlining the corrections required will be sent to your project contact, owner, engineer, and contractor. A formal letter indicating all of the comments will also be submitted. This process continues until all of the necessary corrections are made.

How Much Does It Cost?

Permits costs are based on valuation and square footage of your project. Prices will vary depending on the project type, scope, complexity, etc. At submittal, a non-refundable Plan Review Fee is due.

A project manager can provide you with an estimated fee list to help you plan your project.

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