

Submittal Checklist

Please check off all required items related to your project.

- **Property is platted.** Addressed Verified through GIS. GIS confirmed address should match all submitted documents. Site plan needed to verify address. This is recommended to be done prior to submittal.
 - Verify if project is in a flood plain.
 - Verify if project is affected by a CIP/CofCC .
- **Zoning Verified.** Verify that the proposed use is compatible with the zoning district. This is recommended to be done prior to submittal. Refer to Section 4 of the UDC.
- **Submit digital plans** and associated documents via email as PDF attachments or drop box link or drop off digital files in person. Max size of file that can be emailed as attachment is 25 MB. Multi-sheet plans to be submitted as a single PDF file, not individual sheet PDFs.
- **Building Application** completed. To include name of project, GIS verified address, permit type, occupant & construction type, detailed scope of work, square footage, all valuations. All required names (applicant, owner, engineer/architect/designer, Registered Energy Compliance Inspector and/or Commissioning Authority. A separate application is required for each structure or suite.
- **Contractor registration form** filled out for non-registered General Contractors.
- **EAB number** if valuation exceeds \$50,000 based on IBC calculations. **Required at submittal.**
- **WPI-1** for New Construction or substantial alterations or additions to existing structures. **Required at submittal.**
- **2015 Water meter sizing form and Tap Application** completed if Applicable. A water meter size and type of tap must be selected. Select Wastewater tap and Gas if applicable. **Required at submittal.**
- **Engineering Notification** needed for all taps to city utilities. **Required at submittal.**
- **Street Cut Permit** required for all proposed street cuts or boring. **Required at submittal.**
- **Elevation Certificate** for any project in a flood zone (A or V). **Required at submittal.**
- **Asbestos Report** for Remodel, TFO, Demo & additions where openings through existing walls are proposed. **Required at submittal.**

Energy Review requirements conform to IECC 2015:

- **ComChecks** for lighting, mechanical and envelope (as needed). Comchecks to be prepared by ECI or registered architect or engineer. **Required at submittal.**
- **Letter of Energy** to include name of Energy Compliance Inspector and method of Energy Compliance to be utilized (Prescriptive or Performance Analysis) If applicable. See attached 2015 Letter of Energy IECC Pre-Post Submittal Requirements. Include ECI name on application. **Required at submittal.**
- **Commissioning Plan/Report** If applicable. Include Commissioning Authority name on Application. Guidelines for Commissioning Plan/Report per C405 & C408, 2015 IECC are attached. **Required at submittal.**

Digital set of plans. A complete plan set will include but not limited to the following:

- Project name and address on all sheets.
- All Buildings over 5000 sq. ft. or more than a single story will require that all documents are sealed by an engineer. Buildings over 20,000 sq. ft. require an Architects Seal.
- All plans should be labeled “For Construction” or not labeled at all. Plans labeled “For Review” or “For Permit” will not be approved.
- **Cover page**
 - Construction Type
 - Occupancy Type (see attached construction and occupancy type list)
 - Occupancy Load Calculations
 - Code Summary (2015 for Building, Mechanical, Plumbing and Energy, 2017 for Electrical).
 - If there is no proposed work to any specific portion of an existing building, including walls, mechanical, electrical, plumbing or site, make note on cover page and any other affected pages.
- **Floor plans:**
 - Conform to IBC 2015.
 - Existing wall layout.
 - Proposed wall layout with wall details, egress plan, rated walls and doors including UL number.
 - Elevations for new construction.

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- All Plans should be scaled and dimensioned.
- Exterior walls within 10' of a property line or adjacent building must be fire rated.
- **Mechanical plans:**
 - Conform to IMC 2015.
 - Existing equipment, air supply and air return locations for Remodels, TFOs and Additions.
 - Proposed equipment, air supply, air return and condensate drain locations.
 - Air exchange calculations, locations of smoke and fire dampers if applicable.
 - Statement saying air balance report will be issued at final inspection.
- **Electrical plan:**
 - To conform to NEC 2017
 - Existing locations of lighting, receptacles, switches, power plan, panel schedule and other electrical sub panels, disconnects or accessories. Required for Remodel, TFO and Additions.
 - Proposed locations of lighting, receptacles, switches & electrical sub panels, disconnects or accessories.
 - One line diagram, power plan and panel schedules.
- **Plumbing plan:**
 - Conform to IPC 2015
 - Location of existing restrooms with ADA accessible toilet(s), sinks and water heaters.
 - Location of proposed restrooms with ADA accessible toilet(s) and sinks. Noted hard washable surfaces are required in areas within 24" of a wet area in proposed restrooms and/or kitchens.
 - Fixture count as related to occupancy load.
 - Hi/lo drinking fountain location & mop sink if occupant load exceeds 15 occupants.
 - Water heater location & temperate water mixing valve locations for proposed public use sinks.
 - AC condensate drain locations.
 - Roof plan that shows location of vents and fresh air intakes and measurements.
 - Riser diagram.
 - Grease trap location and calculations if applicable.
 - Hair trap locations for salons or similar uses.
 - Oil/sand separator for proposed floor drains in car wash, warehouse, fabrication facilities or similar uses.
- **Windstorm Plans/details**, sealed by engineer for new construction buildings.
- **Pre-manufactured** metal building plans sealed by engineer.
- **Industrialized seal** for Proposed Modular Buildings (engineer sealed plans from modular building company if applicable). ECI information not required for Modular buildings.
- **Foundation Plan** to include beam & reinforcement details & sealed by engineer. Anchoring detail to be included.
- **Site plan**
 - Dimensions between existing and proposed buildings, easements, property lines, set-backs, proposed parking, mechanical equipment, dumpster locations, zoning districts of abutting properties.
 - Location of existing driveways.
 - Location of proposed driveways with dimension and details. Refer to Section 7.1 of the UDC for requirements.
 - Proposed mechanical equipment and dumpster locations must be noted as screened if located within view of ROW or residential districts.
 - Existing or proposed fire hydrant location showing a 300' hose lay to most remote point of the building or 500' if building is fire sprinkled. Hose lay must be noted as following a driveway & fire lane.
 - Proposed FDC must be noted to be within 100' of an existing or proposed fire hydrant.
 - Proposed buildings cannot cross lot lines.
 - Existing buildings that cross lot lines cannot be expanded unless a re-plat removing lot lines is submitted.
 - Site plan not needed for remodels.
- **Site Key Plan** to determine location of tenant space in a multi-tenant building for TFOs and Remodels.
- **Utility plans** to be sealed an engineer and must show:
 - Existing and proposed utilities:
 - Proposed water line location. Line size must match water meter sizing and tap application.
 - Wastewater line location and details. Details should include line size, slope and profiles.
 - Proposed gas line location.
 - Proposed storm water location.



COMMERCIAL BUILDING PERMIT APPLICATION

City Code of Ordinances Chapter 14 Development Services Section 14.231. Building code. (8)

Application Type:

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Site Work Only | <input type="checkbox"/> New Construction | <input type="checkbox"/> Tenant Finish-Out | <input type="checkbox"/> Accessory |
| <input type="checkbox"/> Shell Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Remodel | |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> General Repair | <input type="checkbox"/> Certificate of Occupancy | |

DEVELOPMENT SERVICES
 2406 LEOPARD STREET
 CORPUS CHRISTI, TX 78408
 (361) 826-3240
 (361) 826-4375 (FAX)
PermitRequests@cctexas.com

Project Name: _____

Project Address: _____

Subdivision: _____ LT _____ BLK _____

Property Tax ID _____ - _____ - _____

Previous Use: _____ Proposed Occupancy Type: _____ Construction Type: _____
 (TYPE I-A, I-B, II-A, II-B, III-B, IV, V-A, V-B etc.)

Sprinkler System: YES NO

Fire Alarm: YES NO

Platted Property: YES NO

property must be platted to issue building permit

Description of work in detail:

Area of Work	Project Cost
1 ST Floor Sq. Ft.	Building:
2 ND Floor Sq. Ft.	Mechanical:
3 RD Floor Sq. Ft.	Electrical:
4 TH Floor Sq. Ft.	Plumbing:
Total Square Footage:	Total Project Cost:

(Include additional floors on a separate sheet)

1. EAB #: _____
 Accessibility: Texas Department of Licensing and Regulation requires an EAB (Elimination of Architectural Barriers) Project# for all PROJECTS greater than or equal to \$50,000. (Website: www.tdlr.state.tx.us)

2. Effective January 10, 2012-Section 14-231. Building code. (19) 107.1.1 Texas Department of Health Requirements. (Asbestos surveys required for renovations and demolitions) Ordinance # 029343

ASBESTOS SURVEY PROVIDED
 DOES NOT APPLY

Names	E-Mail	Address, City, Zip	Phone #
CONTRACTOR:			
PROJECT CONTACT:			
OWNER:			
ARCHITECT / ENGINEER / DESIGNER:			
CITY PROJECT MANAGER:			
ENERGY COMPLIANCE INSPECTOR: (NEW & ADDITIONS)			
ENERGY COMPLIANCE OPTION TO BE UTILIZED:	<input type="checkbox"/> PRESCRIPTIVE ANALYSIS <input type="checkbox"/> PERFORMANCE ANALYSIS		
COMMISSIONING AUTHORITY:			
WINDSTORM COMPLIANCE OPTION TO BE UTILIZED:	WP1-1 (NEW BUILDINGS AND ADDITIONS) WPI-3 (ALTERATIONS TO EXISTING STRUCTURES)		

Please provide Company Name and Contact Person for each field

Print Signature Name _____

Phone Number _____

Signature of Contractor or Authorized Agent _____

Date _____

Signature of Owner (If Owner is Builder) _____

Date _____

Office Use:

Permit #: _____ Expedited: YES NO

Staff Initials: _____ Intake Date: _____