



City of
Corpus
Christi

**DEVELOPMENT
SERVICES**

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*Catching the
Wave to a
Brighter Future*

Date: April 15, 2015

Attention: Architects, Engineers, Designers

Re: **New Development Services Policy Implementation for
Commercial & Residential Plan, Zoning & Land Development Submittals**

In our ongoing effort to improve the Development Services Department review processes for Commercial and Residential Building Plans, Zoning and Land Development submittals, we are implementing a change.

Effective **May 1st 2015**, a Plan Review Checklist will be required to be submitted and endorsed (e-signatures acceptable) by the Applicant or Design Professional documenting the submittal meets minimum technical requirements for each project submittal. Existing Review Checklists for each discipline have been revised to reflect the minimum technical requirements and documents necessary for an application to be deemed complete and therefore, ready for review. Submittals deemed to lack the minimum requirements will not be formally reviewed. The new procedure will have a two-fold effect:

1. Reduce the number of technical review comments generated thereby expediting building permit issuance and;
2. Maintain our goal to provide the shortest review cycle of any municipality in the State while maintaining overall review quality.

The staff at Development Services are committed to supporting and facilitating development projects in the City of Corpus Christi. Ongoing new policy implementation initiatives designed to improve internal processes demonstrate our commitment to provide the highest level of Customer Service possible. The Plan Review Checklists have been uploaded to our website: www.cctexas.com/government/development-services/index.

Upon review, should you have questions or concerns, please contact Julio Dimas, Assistant Director of Development Services @ juliod@cctexas.com or Gene Delauro, Building Official @ gened@cctexas.com.

Respectfully Submitted,

Dan Grimsbo, P. E.

Director of Development Services