



COMMERCIAL PREREQUISITE CHECKLIST

INSTRUCTIONS: Complete this checklist and attach this form to the plan set. The commercial plans must be submitted with this form and include the documents identified for your plans to be considered meeting the prerequisite requirements for plan review. In, addition, incomplete plans will not be allowed to utilize the customer paid overtime service (See also Form CE-1251). Please note that the following items are only required in the plans if the scope of work is applicable. Please **check each box and indicate** if the item is included on the form and identify the applicable sheet number or indicate N/A if not applicable.

PLAN REQUIREMENT		SHEET NO.
<input type="checkbox"/>	Plans submitted for plan review must be ready for construction – plans may “NOT” be marked “ <i>Preliminary</i> or <i>Not for Construction</i> ”.	N/A
<input type="checkbox"/>	Building Permit Application – A complete application is required for each new structure, lease remodel or build-out proposed.	Attach to Plans
<input type="checkbox"/>	Plan Review Fee Valuation (Cost of Improvements) – Permit fees are based on the total cost for all work proposed including labor and design costs, and must be provided for each separate permit. The cost shown on each application for multiple-numbered projects must reflect the cost associated with the scope of work for each separate project number at each separate address.	Reflect on Building Permit Application
<input type="checkbox"/>	Energy Code Software – Required for building projects. If exempt, indicate on the plans why exempt.	
<input type="checkbox"/>	Letters of Availability –Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any proposed development. Photocopies of the availability letter must be attached to the front of each plan set when submitting. When short forms are allowed, photocopies of the short form must be attached to the front of each plan set.	Attach to plans
<input type="checkbox"/>	<u>Stormwater Information Form</u>	Attach to plans
<input type="checkbox"/>	Elevation Certificate – Required if in the 100-year or 500-year floodplain. Certificates shall be based on construction drawings prepared, signed, and sealed by Texas registered professional surveyor or Texas professional engineer (3 copies if submitting by paper).	Attach to plans
<input type="checkbox"/>	Mitigation Plan – Required if in the 100-year or 500-year floodplain. Construction drawings shall be prepared, signed, and sealed by Texas professional engineer (3 copies if submitting by paper). NOTE: <i>Additional flood requirements may apply. Contact Floodplain Management Office at (832) 394-8854, fmo@houstontx.gov or review Chapter 19 for more information.</i>	
<input type="checkbox"/>	Plan Sets – Minimum 2 sets that match and are bound (4 sets for Hazardous Materials and High Pile Storage).	N/A
<input type="checkbox"/>	Site Plan – Required for new buildings, structures, parking lots, grading permits and additions. Also required for occupancy change (AKA conversion). Traffic: Form #OCE-0001 .	
<input type="checkbox"/>	Landscaping – For new parking lots, new buildings, and for additions greater than 1,000 square feet.	
<input type="checkbox"/>	Structural & Nonstructural Drawings	
<input type="checkbox"/>	1. Labeled floor plan with drawing details for the proposed scope of work.	
<input type="checkbox"/>	2. Structural plans	
<input type="checkbox"/>	3. Architect and Engineer plans, each sheet sealed, signed, and dated; as required by Texas Architectural and Engineering Practice Acts.	
<input type="checkbox"/>	4. Code Analysis for new structures – construction type, occupancy classification and specific use proposed.	
<input type="checkbox"/>	5. Soil Report for new buildings and additions, and soil classification listed on the foundation plan by the engineer.	
<input type="checkbox"/>	6. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the walls shown in the plan	

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PLAN REQUIREMENT		SHEET NO.
<input type="checkbox"/>	Care Facility Worksheet – All plan submittals for new care facility buildings, renovations that result in a change of occupancy to a care facility, remodels or expansions of existing care facility occupancies shall complete Form No. CE_1108 and include the owner signed document with the submitted plans.	_____
<input type="checkbox"/>	Mechanical – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	_____
<input type="checkbox"/>	Electrical 1. 1-line Diagram – Required for new buildings, new services, added loads, or changes of occupancy. 2. Load Analysis – Required for new buildings, new services, added loads, or changes of occupancy. 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy	_____ _____ _____
<input type="checkbox"/>	Plumbing 1. Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in occupancy. 2. Letters of Availability – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy.	_____ _____
<input type="checkbox"/>	Storm Drainage / Civil Plans – All new parking lots, new buildings, grading permits, and projects adding impervious cover.	_____
<input type="checkbox"/>	Fire Alarm Plans – When required by code, included in the project, or for renovations where fire alarm systems exist. NOTE: Can be submitted separately.	_____
<input type="checkbox"/>	HazMat Details or Exemption Form – For labs, fabrication, storage facilities and retail occupancies involving hazardous materials.	_____
<input type="checkbox"/>	High Piled Details or Exemption Form – For all storage and some retail occupancies	_____
<input type="checkbox"/>	Health Plans – For all projects involving food and drink preparation; and food and drink establishments.	_____
<input type="checkbox"/>	Airport Signatures – For aviation projects.	_____
<input type="checkbox"/>	A.R.A. Permit or Time Stamped Application – (Attach to plans) Administration and Reg. Affairs approval for alcohol related businesses.	_____

CODE ANALYSIS

Complete the code related project specific information listed below:		IBC CODE REFERENCE
CODE EDITIONS	Building: _____ Electrical: _____ Fire: _____ Mechanical: _____ Plumbing: _____ Energy: _____	Chapter 1
USE AND OCC. CLASSIFICATION	Use (specific use of the proposed building or space): _____ Occupancy Classification: _____ <i>For remodel, is this the current use and occupancy of the building?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter 3 and 4
HEIGHT / STORIES	Height in feet: _____ No. of Stories: _____	Chapter 5
CONSTRUCTION TYPE / FIRE PROTECTION	Type of Construction: _____ Fire Sprinklers 100% <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial _____% Fire Alarms <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter 6 and 9
OCC. LOAD & EXITING ANALYSIS	_____	Chapter 10