



COMMERCIAL BUILDING PERMIT PROCESS CHECKLIST:

Procedural

- Have you met all the platting requirements?
- Have you checked with Building Department for the general requirements of the permit you are seeking?

Submittal

Submit 2 sets of building plans for review along with the building permit application. Building Plans should include the following.

- Site Plan
- State use of Building (example restaurant, office, warehouse, etc)
- Floor Plans (dimension, door sizes, etc.)
- Elevations
- Foundation Design
- Structure Design
- Mechanical, Electrical, and Plumbing designs
- Energy Code Analysis
- Architect or Engineer's Seal, if required.

For more information contact:

Hector J. Landin (Community Development) (281) 290-1491
or David Allen (Building Official) at (281) 290-1406.