



City of Houston

Department of Public Works and Engineering  
Planning & Development Services Division

## PREREQUISITE CHECKLIST PLAN REVIEW PROCEDURES

In an effort to reduce the amount of time required to obtain a building permit the Planning and Development Services Division has established the following *commercial* plan review prerequisites. These prerequisites are provided as a tool, customers can use to create a complete construction document plan set, thereby reducing the need for multiple plan submittals and avoiding lengthy time delays.

To provide the most effective service for our customers, incomplete plans submitted to the Plan Review Section will not be reviewed and will be returned with a notice to submit complete plans.

The following list of items must be submitted in order for your plans to be considered as complete for the purpose of plan review. Please note that these items are only required if the scope of work is applicable. Please consult plan review to properly complete and address applications for partial projects.

- A. **Plans Issued For Review Must Be Ready For Construction** – Plans may “Not” be marked “Preliminary or Not for Construction”
- B. **Plan Sets** – Minimum 2 sets that match and are bound (4 sets for Hazmat or High Pile Strg.)
- C. **Site Plan** – Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)
- D. **Landscaping** – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.
- E. **Energy Form** – Required for building projects if only to explain the reason for exemption from the energy code
- F. **Applications** – A complete Application is required for each new structure, lease remodel or buildout proposed
- G. **Plan Review Fee Valuation** – 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 permit number.
- H. **Structural & Nonstructural Drawings**
  - 1. Labeled floor plan with drawing details of the proposed scope of work.
  - 2. Structural plans. (when applicable)
  - 3. Architect and Engineer plans, each sheet sealed, signed and dated; (when applicable) as required by Texas Architectural and Engineering Practice Acts.
  - 4. Code Analysis for new structures – construction type, occupancy classification and/or specific use proposed.
  - 5. Soil Report for new buildings and additions, or soil classification listed on the foundation plan by the engineer.
  - 6. Door & hardware schedule, glazing schedule, and wall schedule or legend differentiating the walls shown in the plan
- I. **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.
- J. **Electrical**
  - 1. 1-line diagram – Required for new buildings, new service, added loads, or change of occupancy
  - 2. Load analysis – Required for new buildings, new service, added loads, or change of occupancy
  - 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy
- K. **Plumbing**
  - 1. Riser diagram and floor plan – Required for new piping, new plumbing fixtures, and/or change in occupancy
  - 2. Utility letters – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy with increased water usage
- L. **Letters of Availability** – Storm letters required for all new construction and site renovations. 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 letters and fee receipts 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.
- M. **Storm Drainage / Civil Plans** – All new parking lots, new buildings, grading permits, and projects adding impervious cover.
- N. **Fire Alarm Plans** – When required by code, included in the project, or for renovations where fire alarm systems exist
- O. **HazMat Details or Exemption Form** – For labs, fabrication, storage facilities and retail involving hazardous materials,
- P. **High Piled Details or Exemption Form** – For all storage and some retail occupancies
- Q. **Health Plans** – For all projects involving food and drink preparation and/or establishments
- R. **Airport Signatures** – For aviation projects