



Plan Review Application

Application must be accurately completed, and accompanied by all required materials at the time of submittal. The review schedule will not begin until staff has determined that the application is complete.

The following items shall accompany the Application:

- 2 sets of Site Plans, if applicable
- 3 sets of Building Plans, if applicable
- Application Review Fee(s)

Please check the appropriate box(es) below to indicate the type of reviews requested.

Site Plan Review Fee: \$

Building Plan Review Fee: \$

Amended Site Plan Review Fee: \$

PROJECT INFORMATION

Project Name: _____

Project Address or Location: _____

Legal Description: _____

Parcel(s) Tax ID#: _____

Acreage: _____ Proposed Use/Occupancy Group: _____

Building Square Footage: _____ Estimated Building Valuation: _____

Building Construction Type: _____ Building Height/ Stories: _____

OWNER INFORMATION

Owner Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

I hereby certify that I am the owner of the property and further certify that the information provided on the application is true and correct. Furthermore, I designate the below-mentioned person as my designated agent to act on my behalf in matters related to this request(s).

Owner's Signature

Date

PROJECT REPRESENTATIVE/ ARCHITECT/ ENGINEER

Agent Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____ TX Registration #: _____

I, the undersigned agent, understand and accept by authority and responsibility to act as the legally authorized agent on behalf of the owner(s) of property described on this application, in matters relating to this request(s).

Agent's Signature

Date

BUILDING PLAN REVIEW REQUIREMENTS

- Foundation Plan
- Architectural Plans
- Structural Plans including Design Calculations (Live, Dead, Wind)
- Elevations
- Wall Sections & Cross Sections
- Interior Finish Schedule
- Room, Door, Window Schedules
- Mechanical Plan
- Electrical Plan
- Plumbing and Gas Plan
- Fire Resistive Assembly Listing (UL#)
- Specifications
- Energy Code Compliance