



City of
**West University
Place**

Public Works Department
Community Development

BUILDING-PLAN SUBMITTAL CHECKLIST
NEW CONSTRUCTION PROJECTS

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
ACKNOWLEDGMENT		
<p>TO PROCESS YOUR PLAN REVIEW APPLICATION, THE ADJACENT DOCUMENTS AND/OR INFORMATIONS ARE REQUIRED.</p> <p>PLEASE NOTIFY DEVELOPMENT SERVICES OFFICE FOR A CUSTOMIZED LIST IF PLANNING AN ADDITION OR ALTERATION.</p> <p>I understand not providing some or all of the information requested may result in a delay of my plan review and permit approval.</p>		
APPLICANT SIGNATURE		DATE
PRINT NAME		

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED

NEW CONSTRUCTION PROJECTS ONLY			
#	ITEM	YES	NO
1	Tree Disposition submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>
2	Two separate sets of Drainage Plans with two Standard Base Level Certifications with original seal, signature and dated by a Licensed Surveyor or Engineer max 11"x17"	<input type="checkbox"/>	<input type="checkbox"/>
3	Completed Building Permit Application Signed and dated, Front and Back	<input type="checkbox"/>	<input type="checkbox"/>
4	Two complete sets of Building Plans. See Plan Submission Requirements— max 24"x36"	<input type="checkbox"/>	<input type="checkbox"/>
5	Original Building Site Designation Form Signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
6	Survey of Property with seal and signature of Surveyor max 11"x17"	<input type="checkbox"/>	<input type="checkbox"/>
7	Site Plan—show all Existing & Proposed Buildings	<input type="checkbox"/>	<input type="checkbox"/>
8	Framed, Pervious and Open Areas Table	<input type="checkbox"/>	<input type="checkbox"/>
9	Electrical Load Analysis and Gas Riser Diagram	<input type="checkbox"/>	<input type="checkbox"/>
10	Geotechnical (soils) Report enclosed w/copy of Errors & Omissions Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
11	Original Foundation Load Calculations with original seal, signature and dated by Structural Engineer	<input type="checkbox"/>	<input type="checkbox"/>
12	Two sets of Truss Plans and Layouts (if trusses are used). Both must be provided with original seal, signature and dated by Structural Engineer with their Errors & Omissions Insurance. (Truss deferral letter will be accepted if plans are not complete at time of submittal)	<input type="checkbox"/>	<input type="checkbox"/>
13	Energy Compliance Certificate — 2021 IECC	<input type="checkbox"/>	<input type="checkbox"/>
14	Errors & Omissions Insurance for all Engineered Drawings Framing, Truss Details, Truss Layout and Foundation	<input type="checkbox"/>	<input type="checkbox"/>
15	Temporary Utility Release Letter	<input type="checkbox"/>	<input type="checkbox"/>
16	Separate 136 mph Wind Load Certification with original seal, signature and dated by Framing Design Engineer	<input type="checkbox"/>	<input type="checkbox"/>
17	8 Letters to surrounding neighbors (3 in front, 3 behind, and 1 on each side). Envelopes must include a Site Plan, be addressed to surrounding neighbors, include Contractor's return address and stamped postage. Must also include a letter for CenterPoint Energy Attn: Code Violation Dept. 4300 Bissonnet, Bellaire, TX 77401	<input type="checkbox"/>	<input type="checkbox"/>
LETTERS NOT TO BE SEALED & WILL BE MAILED OUT BY CITY BEFORE PERMIT IS ISSUED			