

**CITY OF SOUTH HOUSTON – INSPECTION DEPARTMENT**  
**CHECKLIST FOR SUBMITTING APPLICATION FOR NEW CONSTRUCTION:**

**713-947-7700 Ext. 120/121**

**CALL BEFORE YOU DIG:**  
**1-800-344-8377**

- 1) Utility Verification Report
- 2) Application for building permit
- 3) Deed – Proof of ownership
- 4) Boundary Survey Plat & Topographical Survey Plat
- 5) Elevation certificates required – street crown elevation, top of form, and finished floor. Elevations of flood plain or 12” above crest of street whichever is greatest.
- 6) Prior to pouring concrete slab for new construction a form survey by a registered surveyor must be submitted.
- 7) All drawings shall be of professional quality and drawn to scale. All drawings shall comply with City Ordinances and the International Residential Code for One-and Two Family Dwellings 2015/International Building Code 2015.
- 8) Two (2) complete sets of plans and specifications shall be submitted when making the application. The plans shall include the following items and information. **Plan size: 1 – 11 X 17 1 – 22 X 34**
  - A) Site Plan – show all pertinent information such as:
    1. Buildings on the property (New, proposed additions and existing).
    2. Distances from property lines, easements or other buildings on that plot of ground (front, side and back).
    3. Driveways, approaches and sidewalks (detail on site plan).
    4. **How the site is to be drained.**
  - B) All drawings, specifications, and accompanying data shall be prepared by an architect and on the foundation specifications a professional engineer seal shall be affixed on both sets of plans.
- 9) Topographic Survey:
  - A) Existing boundary lines, bearings and distances, and acreage of the proposed building/structure.
  - B) Location, size and centerline of all existing utilities, drainage structures, watercourses, railroads, and other physical features affecting the proposed development.
  - C) Location, name, type and width of surfacing of all streets and alleys on or adjoining the proposed development.
  - D) Location, size and purpose of all easements and public areas on or adjoining the proposed development.
  - E) Name and width of each street.
  - F) Number to identify each lot, site and block.
  - G) Minimum building setback lines on all lots and other sites.
- 10) Drainage Plan
- 11) **Commercial:**
  - A) Soils report
  - B) Two (2) complete sets of plans shall be submitted already approved by a registered Accessibility Specialist (TAS). (As per the Texas Department of Licensing and Regulation)
- 12) The two (2) complete sets of plans shall show smoke detectors and be hard wired with battery back up. Plans shall show building layout to include electrical NEC 2017, all other codes 2015 International Codes i.e.; plumbing, mechanical, & fire code(structure shall comply with section 510 IFC 2015 subject to field inspection & correction)
- 13) Culvert application (if applicable).
- 14) Gutters, down spouts to go into drain tile of PVC schedule 20/40 into culverts.
- 15) Shall comply with building codes and necessary permits shall be obtained by a licensed plumber, electrician and mechanical contractor. All work shall have a permit issued, inspections made and passed before utilities are released and before occupancy of the home or business.
- 16) Shall comply with ordinance No. 2002-13 for off-street Parking Lot/Driveway/Approach (Attached).

Owner / Applicant Signature /Job address

Date Received