

INSTRUCTIONS: New single-family residential plans must be submitted with this completed checklist and the documents identified for the plans to be considered meeting the prerequisite requirements as a complete set of plans for plan review. Complete and attach this form to the residential plan submittal set. For **electronic** plan submission: Complete and upload this form into the Prerequisite Checklist subfolder under Documents. **All items are required, unless specifically noted otherwise.** Check the box on the list if the item is included, and indicated the sheet number where the item can be found. Mark "N/A" if a sheet number cannot be referenced. **NOTE:** Plans submitted for review must be ready for construction. Submitted plans sheets and details may "NOT" be marked "Preliminary" or "Not for Construction."

General Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Building Permit Application – Complete an online application via the iPermits portal. Upload the finalized form into the Application subfolder under Documents.	
<input type="checkbox"/>	Cost of Improvements – Complete this field on the building permit application. It is based on the total cost for all work proposed including labor and design costs, and must be provided for each separate permit.	
<input type="checkbox"/>	Deed Restrictions Declaration – Complete the appropriate form and submit with the building permit application: Individual Owner Business Entity Owner	
<input type="checkbox"/>	Plan Sets – For paper plan submission, a minimum of 2 identical, bound sets is required. For electronic plan submission, follow the upload instructions in the user guide.	

Documents & Forms		
	Item Description	Sheet No.
<input type="checkbox"/>	Energy Code Documents – Outputs from IC3, REScheck and REM/Rate software are accepted. Or, show prescriptive requirements on the plans.	
<input type="checkbox"/>	Wastewater Capacity Reservation (WCR) Letter – Water and sewer letters are required for all new single-family residential construction.	
<input type="checkbox"/>	Stormwater Information Form - Exempt if lot size is less than 15,000 square feet and less than 65% impervious cover.	
<input type="checkbox"/>	Calculation of Impervious Percentage Form #CE-1207	
<input type="checkbox"/>	Grading Permits Worksheet Form #CE-1094	
<input type="checkbox"/>	Elevation Certificate – Required if in the 100-year or 500-year floodplain. Certificate shall be based on construction drawings prepared, signed, and sealed by Texas registered professional surveyor or Texas professional engineer (3 copies if submitting by paper).	
<input type="checkbox"/>	Access Agreement for Construction and Maintenance – Required if proposed dwelling is less than three feet to an adjacent single-family dwelling.	
<input type="checkbox"/>	Certificate of Appropriateness – Required if the project is in a historic district. Note: Upon approval of a COA application, plans must be stamped by the Historic Preservation Office prior to submitting plans to Building Code Enforcement.	

RESIDENTIAL PREREQUISITE CHECKLIST

Drawings & Design Elements		
	Item Description	Sheet No.
<input type="checkbox"/>	Site Plan – Show all buildings, off-street parking, and impervious areas, and ensure site plan dimensions match the dimensions on the plat. Site plans should also include any obstructions/items within the area between the property line and the edge of the roadway. For Traffic Review criteria, see Form #OCE-0002 .	
<input type="checkbox"/>	Recorded Subdivision Plat – Required if property is already platted. Copies of plats can be purchased on the second floor at 1002 Washington Ave or at the local County Clerk’s Office. <i>Note: Additional requirements may apply</i>	
<input type="checkbox"/>	Landscaping – Lots less than 5,000 square feet: 1 tree; lots 5,000 square feet. or more: 2 trees. Trees must be shown on the site plan.	
<input type="checkbox"/>	Label floor plan with drawing details for the proposed scope of work.	
<input type="checkbox"/>	Structural/architectural plan sheets must be sealed, signed, and dated by a Texas licensed architect or engineer, in conformance with the Texas Architectural and Engineering Practices Act.	
<input type="checkbox"/>	List door and window sizes, and key wall sections to the floor plan for all wall types.	
<input type="checkbox"/>	Single-family residences three stories or less must reference the 2012 International Residential Code (IRC) and local amendments. Review Form #CE-1132 for a list of commonly missed code references.	
<input type="checkbox"/>	Four-story, single-family residences must reference the 2012 International Building Code (IBC) and local amendments, and note that a National Fire Protection Association (NFPA) 13R sprinkler system will be installed. Review Form #CE-1132 for a list of commonly missed code references.	
<input type="checkbox"/>	Mitigation Plan – Required if in the 100-year or 500-year floodplain. Construction drawings shall be prepared, signed, and sealed by Texas professional engineer (3 copies if submitting by paper). NOTE: <i>Additional flood requirements may apply. Contact Floodplain Management Office at (832) 394-8854, fmo@houstontx.gov or review Chapter 19 for more information.</i>	

Code Analysis	
Complete the code related project specific information listed below:	
Code Editions	Building: _____ Electrical: _____ Mechanical: _____ Plumbing: _____ Energy: _____
Height / Stories	Height (in feet): _____ No. of Stories: _____ Building Area: _____ Fire Separation Distance: _____
Type of Construction	Type of Construction: _____ Automatic Fire Protection System: Yes _____ No _____ Type: NFPA 13 _____ 13R _____ 13D _____ Fire Alarm: Yes _____ No _____

Example plan drawings, code references and other guidelines may be found at the City of Houston’s Building Code Enforcement [Resources](#) page.