



## 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

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**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