



TEXAS CITY BUILDING DEPARTMENT  
 928 5<sup>TH</sup> Ave NORTH, TEXAS CITY, TX 77590  
 Phone: 409-643-5946 FAX:


*Commercial Project Document Submittal Form*

**Note: If requesting a plan review or building permit you must complete a document submittal form & a permit application.**

Contractor or Business Name \_\_\_\_\_

Business Address: \_\_\_\_\_

Work Site street Address: \_\_\_\_\_

Documents Submitted By: \_\_\_\_\_  **Print**

Documents Submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
 Applicant Signature Date

**Minimum Plan submittal requirements:**

*Note: All items listed below must be included with submittal in order to be accepted and reviewed. Plans missing any of the following items will not be reviewed by the City of Texas City.*

	<b>Included</b>	<b>Not Included</b>
Thumb drive with complete set of plans in pdf. format	_____	_____
Total building square footage & floor plan:	_____	_____
Occupant load calculation:	_____	_____
Construction type:	_____	_____
All Occupancy types within structure listed:	_____	_____
Code edition plans are designed to comply:	_____	_____
Site Plan	_____	_____
Drainage plan	_____	_____
Parking plan	_____	_____
Lighting plan	_____	_____
Signage plan	_____	_____
Masonry content noted on plan	_____	_____
Landscaping Plan	_____	_____
Structural Plans	_____	_____
Plumbing plans	_____	_____
Mechanical plans	_____	_____
Energy check	_____	_____
Electrical load analysis and service recommendation	_____	_____
Electrical plans	_____	_____
Backflow	_____	_____
Subcontractor Validation Sheet	_____	_____