



2020

Land Development Application Submittal Packet

Building permit work classes:

Civil ■ Detention Ponds ■ Flatwork Plans ■ Floodplain Permit Plans ■
Grading Plans ■ Ground Up Construction ■ Parking Lot ■ Retention Pond Plans

All other building permit application work classes may use a simplified building permit application and checklist

Development Services Department
1522 Texas Parkway
Missouri City, Texas 77489
281-403-8600 (Office) ~ 281-403-8962 (Fax)

This packet is also available Online at www.missouricitytx.gov



DEVELOPMENT SERVICES DEPARTMENT
Planning & Development Division
Permit & Inspections Division
1522 Texas Parkway
Missouri City, Texas 77489
281-403-8600 (Office) ■ 281-403-8962 (Fax)
www.missouricitytx.gov

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IMPORTANT INFORMATION

PRELIMINARY APPLICATION CONFERENCE

1. Prior to the submission of a land development application, applicants must schedule a meeting with staff to discuss the project.
2. A request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission date.
3. To schedule, please contact a City Planner at (281) 403-8600.

APPLICATION SUBMITTALS

*(Refer to **page 5-6** of this packet for deadline dates)*

1. A completed application form, documents as indicated on the associated application checklist, and applicable fees, must be delivered by the applicant or applicant's agent and received in the Development Services Department on the submittal deadline date(s).
2. The city will not accept a land development application on a date other than a submittal deadline date.
3. An incomplete land development application will be disapproved.

APPLICATION REVIEW

1. An initial land development application, received by the city, will be acted on as described below within 30 calendar days following the submittal deadline date(s). A written response application will be acted on within 15 days following the submittal deadline date(s).
2. The status of an application and review comments, as available may be found using the City's online services. An applicant may also contact a Development Review Coordinator for information.
3. The City will take the following actions on an initial land development application: **approve**, **approve with conditions**, or **disapprove**.
4. If an initial application is **approved with conditions** or **disapproved**, a written response application may be submitted in accordance with application submittals.
5. The City will take the following actions on a written response application: **approve** or **disapprove**.
6. If a written response application is **disapproved**, a new application, documents, and new plan review fees must be submitted in accordance with application submittals.

EXTENSIONS AND MODIFICATIONS

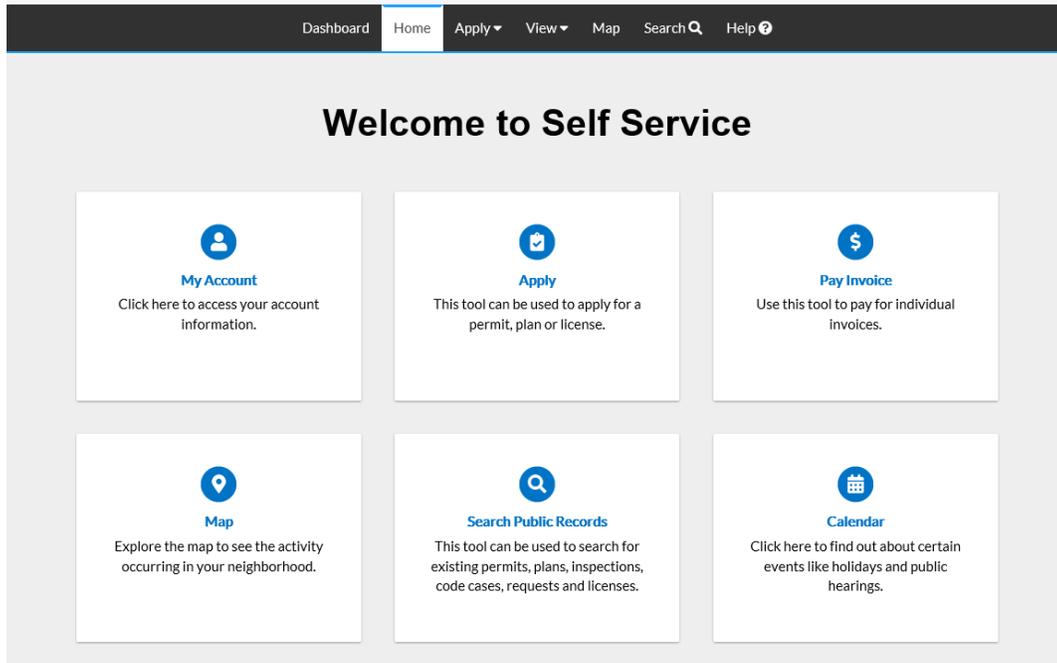
1. An applicant may request an extension on the initial application review period if such request is received by the Development Services Department at least 10 days prior to the end of the calendar day period, if action has not already been taken.
2. Minor modifications to an application that has been filed must be received by the Development Services Department no later than 10 days prior to the end of the 30 day period, if action has not already been taken. Major modifications will be disapproved.

ONLINE SERVICES

1. Citizen Self Service (CSS) may be used to locate application status; pay invoices; download review comments; upload responses; and schedule inspections. Please see **page 4** for CSS information.
2. Visit the City's website at www.missouricitytx.gov to find additional information regarding the development review, Planning and Permitting processes.



CITIZEN SELF SERVICE (CSS)



Citizen Self Service (CSS) is the city’s online development portal. The following services can be completed online:

- ∨ Apply for Plans & Permits (**Not yet active**)
- ∨ Review application details and statuses
- ∨ Pay invoices (**Not yet active**)
- ∨ Download review comments
- ∨ Upload documents and plans
- ∨ Request inspections

Additional features available through CSS include a map that can be used to locate development activity within the city and its extraterritorial jurisdiction (ETJ); as well as a calendar function which can include pertinent dates (i.e. – required meetings/public hearings; scheduled inspections) for projects.

An account, including a user name, full name, and email address must be created in order to utilize CSS. The information included in the account must match the contact information included on the applicable development application. The city will assign a Development Review Coordinator and/or the Planning Technician as the city’s contact for each project.

For questions, concerns, or help using CSS, please contact the Planning & Development Division at planning@missouricitytx.gov.



DEADLINE DATES

SUBMITTAL DEADLINE DATE	COMPLETENESS CHECK	APPLICATION REVIEW (Standard review cycle)		REQUEST FOR AN EXTENSION / MINOR MODIFICATIONS	ABSOLUTE REVIEW DEADLINE	
		Initial applications only (15 Business Day Period)	Written Response (7 Business Day Period)	Initial applications only	Initial application only (30 Calendar Day Deadline)	Written Response (15 Calendar Day Deadline)
January 6, 2020	January 7-9, 2020	January 10 - 27, 2020	January 10-21, 2020	N/A	February 5, 2020	January 21, 2020
January 13, 2020	January 14-16, 2020	January 17-February 7, 2020	January 17-28, 2020	N/A	February 12, 2020	January 28, 2020
January 21, 2020	January 22-24, 2020	January 27-February 14, 2020	January 27-February 4, 2020	February 4, 2020	February 20, 2020	February 5, 2020
January 27, 2020	January 28-30, 2020	January 31-February 20, 2020	January 31-February 10, 2020	February 14, 2020	February 26, 2020	February 11, 2020
February 3, 2020	February 4-7, 2020	February 10-28, 2020	February 10-18, 2020	February 18, 2020	March 4, 2020	February 18, 2020
February 10, 2020	February 11-14, 2020	February 17-March 6, 2020	February 17-25, 2020	February 25, 2020	March 11, 2020	February 25, 2020
February 17, 2020	February 18-21, 2020	February 24-March 13, 2020	February 24-March 3, 2020	March 3, 2020	March 18, 2020	March 3, 2020
February 24, 2020	February 25-28, 2020	March 2-20, 2020	March 2-10, 2020	March 10, 2020	March 25, 2020	March 10, 2020
March 2, 2020	March 3-6, 2020	March 9 - 27, 2020	March 9-17, 2020	March 17, 2020	April 1, 2020	March 17, 2020
March 9, 2020	March 10-13, 2020	March 16-April 3, 2020	March 16-24, 2020	March 24, 2020	April 8, 2020	March 24, 2020
March 16, 2020	March 17-20, 2020	March 23 - April 13, 2020	March 23-31, 2020	April 3, 2020	April 15, 2020	March 31, 2020
March 23, 2020	March 24-27, 2020	March 30 - April 20, 2020	March 30-April 7, 2020	April 9, 2020	April 22, 2020	April 7, 2020
March 30, 2020	March 31-April 3, 2020	April 6-27, 2020	April 6-14, 2020 (6 business day period)	April 17, 2020	April 29, 2020	April 14, 2020



DEADLINE DATES

SUBMITTAL DEADLINE DATE	COMPLETENESS CHECK	APPLICATION REVIEW (Standard review cycle)		REQUEST FOR AN EXTENSION / MINOR MODIFICATIONS	ABSOLUTE REVIEW DEADLINE	
		Initial applications only (15 Business Day Period)	Written Response (7 Business Day Period)	Initial applications only	Initial application only (30 Calendar Day Deadline)	Written Response (15 Calendar Day Deadline)
April 6, 2020	April 7-9, 2020	April 13-May 1, 2020	April 13-21, 2020	April 21, 2020	May 6, 2020	April 21, 2020
April 13, 2020	April 14-17, 2020	April 20-May 8, 2020	April 20-28, 2020	April 28, 2020	May 13, 2020	April 28, 2020
April 20, 2020	April 21-24, 2020	April 27-May 15, 2020	April 27-May 5, 2020	May 5, 2020	May 20, 2020	May 5, 2020
April 27, 2020	April 28-May 1, 2020	May 4-22, 2020	May 4-12, 2020	May 12, 2020	May 27, 2020	May 12, 2020
May 4, 2020	May 5-8, 2020	May 11-June 1, 2020	May 11-19, 2020	May 22, 2020	June 3, 2020	May 19, 2020
May 11, 2020	May 12-15, 2020	May 18-June 8, 2020	May 18-May 26, 2020 <i>(6 business day review)</i>	May 29, 2020	June 10, 2020	May 26, 2020
May 18, 2020	May 19-22, 2020	May 26-June 15, 2020	May 26-June 2, 2020 <i>(6 business day review)</i>	June 5, 2020	June 17, 2020	June 2, 2020
May 26, 2020	May 27-29, 2020	June 1-June 19, 2020	June 1-9, 2020	June 9, 2020	June 25, 2020	June 10, 2020

NOTE: Dates for the remainder of the year will be released by the end of April 2020. Application review periods reflect standard review timeframe only. Expedited reviews will be completed within 10 business days following the completeness check period.



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DESIGN REVIEW APPLICATION

NOTE: Architectural design standards are applied subject to Chapter 3000, Texas Local Government Code and Section 7A, Appendix A, City of Missouri City Zoning Ordinance. Regulations on the use or installation of a building product or material approved for use by a national model code published within the last three code cycles or a standard or aesthetic method that is more stringent than a standard established under the same national model code(s) shall not be enforced.

TYPE OF APPLICATION:

- Initial Submission
- Resubmission

APPLICATION CHECKLIST:

Plans must be submitted at an engineering or architectural scale in electronic (PDF) and paper (24" x 36") formats. If submitted with a building permit applications, plans may be included in the permit plan set.

One of each of the following items must be included with this application:

- Color elevations for all sides of the building – Indicating all exterior materials and their colors, by either calling the materials and colors out with arrows or in a legend. If more than one building is proposed, all sides of all buildings must be included.
- Samples of all proposed exterior materials and colors – Submitted on a board or loose. The name of the project, the type of material, the material’s official name and the color’s official name must be included.

Project Name:			
Project Address (REQUIRED):			
Zoning District:		Number of Buildings:	
Type of Use (i.e. – Multi-Family, Commercial, Industrial):			
Applicant’s Name and Company:			
Applicant’s Email:			
Applicant’s Phone:			
Owner’s Name and Company:			
Owner’s Email:			

Applicant Signature

Date Submitted

Application Number (filled out by City Staff)

Total Amount Paid



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COMMERCIAL BUILDING PERMIT APPLICATION

All fields must be completed

NOTE: Buildings and Building Regulations are subject to Chapter 3000, Texas Local Government Code and applicable sections of the City of Missouri City Code of Ordinances. Regulations on the use or installation of a building product or material approved for use by a national model code published within the last three code cycles or a standard or aesthetic method that is more stringent than a standard established under the same national model code(s) shall not be enforced.

The currently adopted national codes include: International Building Code 2015; International Fire Code 2015; International Mechanical Code 2015; International Plumbing Code 2015; International Energy Code 2015; International Fuel Gas Code 2015; National Electrical Code 2014 and adopted amendments.

1. JOB ADDRESS (An assigned address is required to process this application. If address is unknown, contact Planning Division at (281-403-8541):		
2. RECORDED PLAT NAME - INCLUDE LOT(S) / RESERVE(S):	SUBDIVISION / SHOPPING CENTER:	
3. OCCUPANT NAME (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):		
PHONE:	EMAIL:	
4. PROPERTY OR BUILDING OWNER (COMPANY NAME):		
PHONE:	EMAIL:	
5. DESIGN PROFESSIONAL NAME (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):		
PHONE:	EMAIL:	
6. EXISTING USE OF BUILDING/SITE:		
7. PROPOSED USE OF BUILDING/SITE:		
8. DESCRIBE TYPE OF WORK YOU ARE PERFORMING:		
9. WORK CLASS: NOTE: Separate permits are required for driveway, driveway approaches, public walks, ramps, signs, fire, electrical, mechanical, plumbing, heating, or ventilating.		
<input type="radio"/> CIVIL ONLY <input type="radio"/> DETENTION/RETENTION POND ONLY	<input type="radio"/> GRADING ONLY <input type="radio"/> GROUND UP CONSTRUCTION <input type="radio"/> PARKING LOT ONLY	
The corresponding checklist for the work class marked above must be completed and returned with this application.		
10. I hereby certify that the above information is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.		
Applicant Printed Name	Signature	Date



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11. JOB ADDRESS: (An assigned address is required to process this application. If address is unknown, contact Planning Division at 281-403-8541).																										
12. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) PROJECT NUMBER: This is required for all non-residential projects that exceed \$50,000.00 in valuation cost. A project number will be assigned to the project and must be provided to the City on this application for acceptance of plans. To register call (512) 463-7357. TDLR NUMBER:																										
13. ZONING USE DISTRICT:	14. TOTAL VALUATION OF WORK:	15. FLOOD ZONE:																								
16. BUILDING DETAILS: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width:25%;">Construction Type:</td> <td style="width:25%;">Occupancy Group:</td> <td style="width:25%;">Occupancy Load:</td> </tr> <tr> <td colspan="2">Number of Stories:</td> <td></td> </tr> <tr> <td colspan="2">Square feet of each floor:</td> <td style="background-color: black;"></td> </tr> <tr> <td></td> <td>1st:</td> <td></td> </tr> <tr> <td></td> <td>2nd:</td> <td></td> </tr> <tr> <td></td> <td>3rd:</td> <td></td> </tr> <tr> <td></td> <td>Add'l Floors</td> <td></td> </tr> <tr> <td colspan="2">Total Bldg (SF):</td> <td></td> </tr> </table> <p style="margin-top: 5px;">(State N/A to those sections that do not apply)</p>		Construction Type:	Occupancy Group:	Occupancy Load:	Number of Stories:			Square feet of each floor:				1 st :			2 nd :			3 rd :			Add'l Floors		Total Bldg (SF):			17. SPECIAL CONDITIONS: Within this proposed Occupancy, are there any products provided for human consumption: <input type="radio"/> YES If yes, describe: <input type="radio"/> NO
Construction Type:	Occupancy Group:	Occupancy Load:																								
Number of Stories:																										
Square feet of each floor:																										
	1 st :																									
	2 nd :																									
	3 rd :																									
	Add'l Floors																									
Total Bldg (SF):																										
18. HOMEOWNERS/PROPERTY OWNERS ASSOCIATION: Is the location subject to a Homeowners Association (HOA) or a Property Owners Associations (POA): <input type="radio"/> YES <input type="radio"/> NO																										
19. EXPEDITED REVIEW: To enhance customer service expedited review options are offered at an additional rate. Please see the fee schedule for available expedited reviews. Expedited plan reviews are guaranteed to be completed within 10 business days following the quality control period. Please indicate if an expedited review is requested: <input type="radio"/> YES <input type="radio"/> NO																										
20. I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Date: _____ <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Printed Name _____</td> <td style="width:50%; border: none;">Signature _____</td> </tr> <tr> <td colspan="2" style="border: none;">Company _____</td> </tr> <tr> <td style="border: none;">Phone _____</td> <td style="border: none;">Fax _____</td> </tr> <tr> <td colspan="2" style="border: none;">E-Mail Address _____</td> </tr> </table>			Printed Name _____	Signature _____	Company _____		Phone _____	Fax _____	E-Mail Address _____																	
Printed Name _____	Signature _____																									
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WRITTEN RESPONSE APPLICATION

An applicant may submit a **written response** to a land development application that has been Approved with Conditions or Disapproved after the initial action on the application. A written response application must address each condition of approval or each reason for disapproval. Failure to adequately address each condition may result in the disapproval of the application.

1. OCCUPANT NAME:
2. JOB ADDRESS:
3. DATE OF INITIAL PLAN APPLICATION APPROVAL WITH CONDITIONS OR DISAPPROVAL:
4. PERMIT APPLICATION NUMBER:
5. DESIGN PROFESSIONAL NAME (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):
6. ATTACH A RESPONSE FOR EACH CONDITION OF APPROVAL OR REASON FOR DISAPPROVAL
7. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Date: _____ _____ Printed Name _____ Signature of Applicant _____ Company _____ Phone _____ E-Mail Address _____ Fax Number



APPLICATION FOR MINOR MODIFICATIONS

A **Minor Modification** means an enhancement, refinement, or clarification to a plan application that does not materially impact the application. A minor modification includes, but is not limited to, a change that results in a net increase or decrease of less than 10% in a quantifiable category including utility capacity requirement; does not require an amendment to a posted notice; results in an adjustment in the alignment of easements and rights-of-way of less than 1,000 linear feet in any direction; and results in an adjustment in a designated use that does not change the overall use applied for in the application.

Minor Modifications must be accompanied by a completed application checklist, associated documents and applicable fee.

A major modification to a plan application after its submission shall be disapproved. An applicant may request a minor modification to a plan application following its submission not later than 10 days prior to the absolute review deadline date.

Each revision of the plan shall bear a new date.

1. OCCUPANT NAME:
2. JOB ADDRESS:
3. PERMIT APPLICATION NUMBER:
4. DESIGN PROFESSIONAL NAME (Responsible individual and company name):
5. SUMMARY DESCRIPTION OF REQUESTED MODIFICATION (If submitting in response to quality check comments, please attach a copy of the report and provide a description of the changes made or materials submitted):



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ARCHITECTURAL BARRIERS PROJECT FORM

For questions about this form, please contact the TDLR at 1-800-803-9202.

PROJECT ADDRESS:

OWNER:

CONTRACTOR:

<input type="checkbox"/> This project involves public funds, public land, or is a state lease. <input type="checkbox"/> This project is privately funded, on private land for private use.

BUILDING/FACILITY OWNER (NOT TENANT):

MAILING ADDRESS	PHONE:
------------------------	---------------

All plans and specifications for construction or for substantial renovation, modification, or alteration of a building or facility that has an estimate construction cost of \$50,000 or more and that is subject to the provisions of the Texas Civil Statutes, Article 9102 shall be submitted to the Texas Department of Licensing and Regulation (TDLR) for review and approval. The information below must be submitted to the City of Missouri City Permits & Inspections Division prior to issuance of building permit.

Buildings or facilities that have an estimate construction cost of less than \$50,000 require no submittal to TDLR, but require 100% compliance with TDLR.	
_____ Signature	_____ Date

BUILDING/FACILITY OWNER (NOT TENANT):

MAILING ADDRESS	PHONE:
------------------------	---------------

<input type="checkbox"/> Construction documents have been submitted to the Texas Department of Licensing and Regulation. Project #: _____

<input type="checkbox"/> Construction documents have been submitted to the following contact provider.						
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">_____</td> <td style="width: 40%; border: none;">RAS # _____</td> <td style="width: 30%; border: none;">Date _____</td> </tr> <tr> <td style="border: none;">Name</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	_____	RAS # _____	Date _____	Name		
_____	RAS # _____	Date _____				
Name						

<input type="checkbox"/> I hereby notify the Texas Department of Licensing and Regulation of the described project and of my intent to perform, or cause to be performed, all services necessary to design said project in accordance with the provisions of Article 9102, Texas Civil Statutes. I certify that I am the owner/contractor/registered design professional with overall responsibility for the design of the project and whose seal is affixed to the construction documents.								
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">_____</td> <td style="width: 40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Signature</td> <td style="border: none;">Title</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Email address</td> <td style="border: none;">Date</td> </tr> </table>	_____	_____	Signature	Title	_____	_____	Email address	Date
_____	_____							
Signature	Title							
_____	_____							
Email address	Date							



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REQUEST FOR EXTENSION

(Initial Applications Only)

In accordance with Texas Local Government Code Section 212.009, the city shall approve, approve with conditions, or disapprove a land development application within 30 days after the date the application is filed. This 30-day period may be extended for a period not to exceed 30 days in accordance with subsection 212.009.(b)(b-2).

An applicant may request an extension to the action period as described by submitting a completed request for extension not later than 10 days prior to the absolute review deadline date. See submittal schedule for deadline dates.

1. OCCUPANT NAME:
2. JOB ADDRESS:
3. PERMIT APPLICATION NUMBER:
4. DESIGN PROFESSIONAL NAME (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):
5. EXTENSION PERIOD REQUESTED:
6. PURPOSE FOR EXTENSION:

If request for extension is approved, the following will be completed by the City of Missouri City:

This is to certify that the City of Missouri City, Texas has approved on this date _____
 an extension request for _____ for a period of _____ days.

By:

 Otis T. Spriggs, Director of Development Services



SUBMITTAL CHECKLIST

JOB ADDRESS (An assigned address is required to process this application. If address is unknown, contact Planning Division at 281-403-8541).	
DESCRIBE TYPE OF WORK YOU ARE PERFORMING (Must match the permit application)	
City Contact (To be completed by staff)	
Application Submittal Date (To be completed by staff)	
Application Status (To be completed by staff)	<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE

Table 1. ALL WORK CLASSES			
Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
<input type="checkbox"/>	<input type="checkbox"/> COMPLETED APPLICATION FORM	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> APPLICATION FEE	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/> ADDRESS CONFIRMATION (If applicable)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> ARCHITECTURAL BARRIERS PROJECT FORM	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> MUNICIPAL UTILITY DISTRICT LETTER	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> BUILDING ENVELOPE THERMAL CALCULATIONS	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> PLAN SHEETS	2 copies (24 x 36 inches)	.pdf

Table 2. SPECIFIC WORK CLASSES (AS NOTED):				
Information/Document Required		Print Copies Required	Electronic Copy Format Required	Applicable Work Classes
Staff Complete	Applicant Complete			
<input type="checkbox"/>	<input type="checkbox"/> HOA OR POA COMMENTS OR COPY OF NOTIFICATION ATTACHED	1 copy	.pdf	GROUND UP CONSTRUCTION;

CONTINUED ON PAGE 15 (BOTH SHEETS REQUIRED)



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Table 2. SPECIFIC WORK CLASSES (AS NOTED): (CONTINUED)

Information/Document Required		Print Copies Required	Electronic Copy Format Required	Applicable Work Classes
Staff Complete	Applicant Complete			
<input type="checkbox"/>	<input type="checkbox"/> SLAB ELEVATION Note: Signed and stamped form survey with slab form MSL elevation is required prior to slab inspection. Where construction is in a flood zone: Finished construction elevation certificate required to obtain certificate of occupancy.	1 copy	.pdf	CIVIL ONLY; GROUND UP CONSTRUCTION; PARKING LOT ONLY;
<input type="checkbox"/>	<input type="checkbox"/> DESIGN REVIEW APPLICATION, FEE, APPLICABLE INFORMATION	1 copy	.pdf	GROUND UP CONSTRUCTION;
<input type="checkbox"/>	<input type="checkbox"/> DRAINAGE DISTRICT LETTER	1 copy	.pdf	GROUND UP CONSTRUCTION;
<input type="checkbox"/>	<input type="checkbox"/> LEVEE IMPROVEMENT DISTRICT LETTER	1 copy	.pdf	CIVIL ONLY; GROUND UP CONSTRUCTION; PARKING LOT ONLY;
<input type="checkbox"/>	<input type="checkbox"/> STORMWATER POLLUTION PREVENTION PLAN (SWPPP)	1 copy	.pdf	CIVIL ONLY; GROUND UP CONSTRUCTION; PARKING LOT ONLY;

I hereby certify that the above information is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Applicant Printed Name _____ Signature _____ Date _____



FEE SCHEDULE (CONTINUED)

EXPEDITED REVIEW

Expedited reviews are only available if applicable fees are provided below.

- Zoning Compliance** – Forthcoming
- Infrastructure Design Manual** – Forthcoming
- International Building Code** – Forthcoming

International Fire Code:

Item	Fee
Automatic Fire Extinguishing Systems (subsection 105.7.1)	
Fire sprinkler system installation	
1 st 10,000 square feet	\$150.00 (Base fee)
Each additional 10,000 square feet	Base fee + \$75.00 (per 10,000 square feet)
Remove, add, or relocate over 25 sprinkler heads	\$75.00
Specialty systems including dry systems, foam systems, or anti-freeze systems	Base fee + (additional fee, if applicable) + \$150.00
Fire Alarm and Detection Systems (subsection 105.7.4)	
Fire alarm system installation	
1 st 20,000 square feet	\$100.00 (Base fee)
Each additional 20,000 square feet	Base fee + \$75.00 (per 20,000 square feet)
Fire Pumps (subsection 105.7.5)	
	\$150.00
Smoke Control or Smoke Exhaust (subsection 105.7.12)	
	\$100.00
Standpipe Systems (subsection 105.7.14)	
Per 2 connections	\$100.00
Underground Private Fire Mains (subsection 105.7.16)	
	\$150.00
Transport/Courier	\$105.00 (estimated – to be determined at the time of request)

PENALTIES

Where work for which a permit is required by an adopted city code is started or proceeded prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of any adopted code in the execution of the work nor from any other penalties prescribed.



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INDEX OF PLAN DRAWINGS

Plans for the applicable work scope are required to be submitted in print as well as electronic format in accordance with the application checklist. Electronic files should be labeled in accordance with the index of drawings included in the plan set.

Electronic files should include the following

- 1 full set of plans
- 1 set of individual plan sheets, separated as follows:
 - Civil (if applicable)
 - Architectural (if applicable)
 - Landscaping (if applicable)
 - MEP (if applicable)
 - Structural (if applicable)

Individual plan sheet file names should include the sheet number and the date of submittal only. **Example:** YrMonth_Sheet number - 2002_A101