

## Submittal Checklist for Residential Building Plan Review

1. **Building Permit Application:** Complete entire application, including: Valuation of Project, contact information including phone number and applicant's signature.
2. **A Plan Review Fee** will be collected at the time the Building Permit application is submitted and the balance of the Building Permit Fee will be collected when plans are approved and the permit is processed and picked up by the Contractor.
3. **Planning and Zoning Approval:** City Planner (281) 290-1491. Approved plans and survey from the City Planner should be included in the building application submittal.
4. The City of Tomball is currently under the 2015 International Residential Building Code. Submit a complete set of **Building Plans** in PDF form, including the following, to our digital plan submittal system listed below.
  - a. Floor Plans
  - b. Identify Construction Type, Occupancy Type, Occupant Load, and Fire Separation.
  - c. Elevations
  - d. Plumbing, Mechanical and Electrical Plan (NEC 2017) and Details.
  - e. Structural Plans: Include Foundation Plan with Details, Framing and Shear Wall Bracing locations with Details (Nailing Pattern, and Hold-downs).
  - f. Site Plan: with dimensions showing all buildings on the property, the driveway location, property boundaries, building setback lines, and all existing easements.

### **DIGITAL PLAN SUBMITTALS:**

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

**WEBSITE:** [tomballtx.gov/secur SEND](http://tomballtx.gov/secur SEND)  
**USERNAME:** tomballdd  
**PASSWORD:** Tomball1

5. Submit a **2015 Energy Analysis Report** building envelope, lighting loads and mechanical loads. Your engineer can do this for you or you may use **ResCheck 2015 IECC** which is a free download software at U.S. Department of Energy website.
6. Provide the following information for **New Utility Connections**.
  - a. Sewer Tap (Number of taps and their sizes)
  - b. Water Tap (Number of taps and their sizes)
  - c. Gas Tap (A list of gas fixtures including the total BTU Load)
7. **\*\* Contractor must provide Liability Insurance with a minimum of \$500,000 of combined single limit coverage Equal to or Greater than the contract amount, whichever is greater. The City of Tomball must be listed as the "Certificate Holder" on the policy.**

Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is abandoned for a period of 6 months at any time after work is commenced. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law relating to construction, nor does it give authorization or approval to encroach on any easement or property or violate any deed restrictions. The City of Tomball shall never be liable for any damage or loss by reason of the issuance hereof. Each holder and other persons acting under authority of this permit are personally responsible for compliance with all the above provisions and assume the entire risks incidental to the work being permitted.