

Project Address: _____
Contact Person Name/Number: _____

CITY OF KATY

KATY MAIN STREET COMMERCIAL PROJECT APPLICATION PROCESS

PLANS SUBMITTED FOR CONSTRUCTION/SIGNAGE/LANDSCAPE WITHIN THE KATY MAIN STREET PDD MUST INCLUDE A LETTER STATING THE PLANS HAVE BEEN APPROVED BY KATY MAIN STREET. CONTACT CHAD FERGUSON – 281-530-0900.

- I. PERMITS DEPARTMENT**, 910 Avenue C, Katy, Texas 77493 (281) 391-4830
Commercial Application for Certificate of Occupancy/Water Service to the City of Katy
ATTENTION: Roy Frankum/Angela Jordan
- II. ADMINISTRATION OFFICE**, 910 Avenue C, Katy, Texas 77493 (281) 391-4800
 - Step 1 City Planning & Zoning Commission Approval
 - Step 2 City Council Approval
 - Step 3 Signed & Recorded Plat on file in City Secretary's office
 - Step 4 Detention Pond or Drainage Impact Fee paid to City Secretary
- III. PERMITS DEPARTMENT**, 910 Avenue C, Katy, Texas 77493 (281) 391-4830
 - 1. Contractor Registration form (Completed & Signed)**
 - a. Copy of Texas Driver's License
 - b. Copy of General Liability Insurance showing City of Katy with our address as Certificate Holder
 - c. Contractor Registration Fee of \$100.00 cash or check only

NOTE: Water Application and Deposit Required Prior To Permits Being Released

APPLICATIONS:

- _____ **2. Building Permit Application (Completed/Signed)**
THREE COMPLETE SETS OF PLANS PLUS ONE SET OF PLANS ON DISC-PDF
FORMAT-AS BUILT SET ON DISC MUST BE SUBMITTED AT END OF PROJECT
SPECS TO INCLUDE:
 - _____ a. Foundation Plan Signed/Sealed by Texas-licensed engineer
 - _____ b. Site Plan showing all easements and location of dumpster pad/enclosure
 - _____ c. If building is sprinkled, fire sprinkler/fire alarm plans signed/sealed by Texas-licensed engineer/RME
 - _____ d. Compliance w/Texas Engineering/Texas Architects' Practice Acts
 - _____ e. If truss system, Engineered plans must be submitted prior to building permit being issued
 - _____ f. Energy Code Report
 - _____ g. Landscape Plans
 - _____ h. TDLR Application (If Project is \$50k or over) ADA
 - _____ i. TCEQ (If septic/water well)
 - _____ j. Asbestos Report (If applicable; removing walls/demo)
- _____ **3. Flatwork Permit Application (Completed/Signed)**
- _____ **4. Water/Sewer Permit Applications (Completed/Signed)**
- _____ **5. Curb Cut Application (if applicable) (Completed/Signed)**
- _____ **6. Dumpster Enclosure Application (Completed/Signed)**
- _____ **7. Floodplain Development Permit Application**

NOTE: _____ Plan Check Fee (50% of project valuation) see reverse side of Building Application. Must be paid, by cash or check only, at the time of submittal of all of the above forms.

The signature below is acknowledgement that **ALL OF THE ABOVE** has been submitted for approval. Should all forms not be included, plans will be held from plan review until all missing documents are submitted.

APPLICANT SIGNATURE _____ **PRINT NAME** _____