

Project Address: _____
Contact Person Name/Number: _____

CITY OF KATY
COMMERCIAL PROJECT APPLICATION PROCESS

- 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.

PLAN REVIEW NOTES: _____

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** _____