

Project Address: _____

Contact Person Name/Number: _____

CITY OF KATY
RESIDENTIAL PROJECT CHECKLIST

I. ADMINISTRATION OFFICE: 910 Avenue C, Katy, Texas 77493 (281) 391-4800

- 1. Check with City Secretary's Office for any applicable requirements (zoning, drainage impact assessment fees, etc.)**

II. PERMITS DEPARTMENT: 910 Avenue C, Katy, Texas 77493 (281) 391-4830

- 1. Contractor Registration Form (Completed/Signed)**
- a. Copy of Texas Drivers License**
 - b. Copy of General Liability Insurance showing City of Katy with our address as Certificate Holder**
 - c. Contractor Registration Fee \$100.00 cash or check only**

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

III. APPLICATIONS:

	<u>Approved</u>
_____ 1. <u>Building Permit Application (Completed/Signed)</u>	_____
_____ <u>TWO COMPLETE SETS OF PLANS/SPECS TO INCLUDE:</u>	
_____ a. Plot Plan	_____
_____ b. Foundation Plan signed/sealed by Texas-Licensed Engineer	_____
_____ c. Energy Code Report	_____
_____ 2. <u>Flatwork Permit Application (Completed/Signed)</u>	_____
_____ 3. <u>Water/Sewer Application (Completed/Signed)</u>	_____
_____ 4. <u>Curb Cut/Culvert Application (Completed/Signed)</u>	_____
_____ 5. <u>Request for Temporary Utilities Form</u>	_____
_____ 6. <u>Floodplain Development Permit Application</u>	_____

PLAN REVIEW
NOTES: _____

APPLICANT SIGNATURE _____ **PRINT NAME** _____