

Project Address: \_\_\_\_\_  
Contact Person Name/Number: \_\_\_\_\_

**CITY OF KATY**

**KATY MAIN STREET COMMERCIAL PROJECT APPLICATION PROCESS**

PLANS SUBMITTED FOR CONSTRUCTION/SIGNAGE 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  
Letter of Intent 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** \_\_\_\_\_