



New Residential Application Package Checklist



(Note: Incomplete Applications / Submittals will not be accepted for review)

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LEGAL ADDRESS: _____

RESIDENTIAL PERMIT APPLICATION - must be completely filled out and signed to include all of the following:

- ___ Project Address, Subdivision Name, Lot and Block
- ___ Is Property Platted?
- ___ Occupancy Description - Single Family, Duplex, Townhome
- ___ Detailed Description of Work
- ___ Total Project Valuation where located in a floodplain - Including Breakdown of Building, Mechanical, Electrical, Plumbing and Sitework
- ___ **General Contractor, Trade Sub Contractors, Applicant, Owner, Design Professional, Energy Compliance Tester & Engineer** - Company Name, Address, City, State, Zip Code, Phone number, and E-mail Addresses; Please signify Contact Person for each capacity.

ALL PERMIT SUBMITTALS SHALL BE COMPLIANT WITH THE FOLLOWING CODES. RELATED MUNICIPAL ORDINANCES. AMENDMENTS, AND REQUIREMENTS:

- 2021 International Residential Code & International Energy Conservation Code
- 2020 National Electric Code

REQUIRED DOCUMENTS:

- ___ WPI -1 (*Prepared by a Certified Windstorm Engineer*)
- ___ Signed Energy Software Report or Prescriptive Analysis of Envelope, Lighting, & Mechanical
- ___ Notice of Intent - Required if Disturbing > 1 acre
- ___ Tap Application
- ___ Manual J / Duct Layout
- ___ Thermal Envelope - Must show wall section/ceiling/roof
- ___ Water Contract (For Projects Located in the ETJ)
- ___ Elevation Certificate - Required in **A or V Flood Zones** - Prepared by a State Licensed Surveyor, Architect or Engineer
- ___ Health Department Approval Letter (For Projects Utilizing Septic Systems)
- ___ Beachfront Construction Certificate & Dune Protection Permit (Where Applicable)

DRAWINGS - An electronic submittal is required appropriately bound in a single PDF file

- ___ Site Plan for New Buildings (Scaled including Driveway, Easement & Setback Requirements)
- ___ Architectural Plans
- ___ Engineered Foundation Plans - **Sealed & Signed by State Licensed Engineer**
- ___ Windstorm Plans - **Sealed & Signed by Certified Windstorm Engineer**
- ___ Electrical Plans
- ___ Mechanical Plans

PLAN REVISIONS - An electronic submittal is required appropriately bound in a single PDF file ("Complete" set of plans with revisions clouded)

- **SUBCONTRACTOR PERMIT APPLICATIONS TO BE SUBMITTED AFTER BUILDING PERMIT ISSUANCE:**
CONTRACTOR'S REGISTRATION REQUIRED TO BE VALID/CURRENT WITH THE CITY OF CORPUS CHRISTI
 - **MECHANICAL PERMIT APPLICATION** - Completely filled out & signed by Applicant
 - **ELECTRICAL PERMIT APPLICATION** - Completely filled out & signed by Applicant
 - **PLUMBING PERMIT & TAP APPLICATION** - Completely filled out & signed by Applicant

I have reviewed the above minimum Residential Plan Submission requirements and certify that the plan submission contains all required information and documents necessary for review. I acknowledge upon review of the application, additional information, documents or permits may be required.

Authorized Applicant (*Print Name*)

Company Name

Applicant Signature

Date