



# CITY OF CORPUS CHRISTI DEVELOPMENT SERVICES

2406 Leopard St. Corpus Christi, TX 78408 | Phone: 361.826.3240

## New Residential Application Package Checklist

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

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