



APPLICATION CHECKLIST

Commercial

Public Works Department

25 Oak Drive • Lake Jackson, TX 77566

Inspection Line (979) 415-2432 • Phone (979) 415-2430 • Fax (979) 415-2530

• www.lakejackson-tx.gov

**Use this checklist to ensure that all necessary
Information is provided for review of your project.**

**An application intake appointment is recommended.
Call 979-415-2430 to schedule intake appointment.**

Requirements for Submittal

- _____ One (1) Completed commercial building permit application packet
- _____ Storm Water permit application
- _____ Two (2) copies of the surveyed Site Plan
- _____ Two (2) sets of Architectural Drawings
- _____ Two (2) sets of Engineered Drawings and Calculations. Including: Structural, Plumbing, Mechanical, Electrical, Windstorm, Geotechnical, etc..
- _____ Two (2) Project Specification Manuals if available
- _____ Two (2) copies of the 2015 ComCheck Energy Code Compliance Forms
- _____ Two (2) copies of the Commercial Cross Connection Control Survey
- _____ Two (2) copies of the TDLR Barrier Free registration form with registration number for projects valued over \$50,000
- _____ Two (2) copies of plumbing and mechanical cut sheets
- _____ Two (2) copies of fire sprinkler and fire alarm plans. Plans must be reviewed by a NICET Level III professional
- _____ One electronic PDF copy of plans and specification

Please Note:

If this project involves a new or renovated sign a sign permit may be required
Incomplete applications and deferred submittals may delay review and issuance of permits

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL
INFORMATION REQUESTED ON FORMS IS PROVIDED.**