



# 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](http://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.
- Payments will only be accepted at the time of permit issuance, prepayments will be returned.
- Engineered and Architectural drawings larger than 24 by 36 will not be accepted.

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