



Building & Architectural Plans Submittal Checklist

The following is a checklist of items required to be identified on residential plans. The list is not an all-exhaustive list and does not take the place of the City of Jersey Village Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director of Community Development. Submissions consisting of multiple individual pages of plans will NOT be accepted and will returned back to applicant at the time of submission, please review the submittal guidelines page of this packet.**

Governing Codes are: 2018 IRC, IBC, IMC, IPC, ISPSC, IECC, 2017 NEC

For projects located in the Special Flood Hazard Area (SFHA) please refer to the City of Jersey Village Code of ordinances in 14-222, 14-333, 14-334, 14-358, and 14-359

PROJECT INFORMATION	
Address:	Date:
Contact Phone#:	* Total Square Footage:
Email Address:	
* Should include first/second levels/patios/garages and all covered spaces	

Please note that any item with an asterisk (*), indicates these items are the only items required to be submitted for a Residential Remodel. However, the plan review may warrant an additional item to be submitted during the plan review process.

RESIDENTIAL PLAN SUBMITTAL CHECKLIST			
1.*	<input type="checkbox"/>		Provide a complete and accurate permit application
2.*	<input type="checkbox"/>		Provide Engineer drawings (stamped and sealed by Texas licensed professional)
3.	<input type="checkbox"/>		Provide property survey (registered professional land surveyor of the State of Texas)
4.	<input type="checkbox"/>		Elevation Certificate for proposed construction
5.*	<input type="checkbox"/>		Energy Code compliance letter/certificate
6.	<input type="checkbox"/>		Tree disposition plan / fence protection (Chap. 14 – as applicable based on zoning district)
7.*	<input type="checkbox"/>		Scaled Floor Plan
8.*	<input type="checkbox"/>		Framing Plan (signed by structural engineer)
9.*	<input type="checkbox"/>		Fire Sprinkler System (Chap. 14 – as applicable based on zoning district)
10.	<input type="checkbox"/>		Elevations of structure (labeled)
11.	<input type="checkbox"/>		Height of structure and floor levels (Chap. 14 – as applicable based on zoning district)
12.*	<input type="checkbox"/>		Electrical load analysis (NEC 2017)
13.	<input type="checkbox"/>		Foundation plan (stamped by Engineer) (Chap. 14 – as applicable based on zoning district)
14.*	<input type="checkbox"/>		Plumbing Gas Riser diagram and DMV diagram

The following is a list of important information that should be noted on the plan set submitted for review. If these things are not indicated, it may result in plans having to be resubmitted causing delays in your project.

IMPORTANT INFORMATION TO BE NOTED ON PLANS		
1.		Lot Coverage Calculation (Chap. 14 – as applicable based on zoning district)
2.		Setbacks (All Setbacks shall be indicated on the Plan sets and shall meet the following requirements) (Chap. 14 – as applicable based on zoning district)
	2a.	<i>Front Setback:</i> (Chap. 14 – as applicable based on zoning district)
	2b.	<i>Side Setback:</i> (Chap. 14 – as applicable based on zoning district)
	2c.	<i>Rear Setback:</i> (Chap. 14 – as applicable based on zoning district)
	2d.	<i>Front Facing Garage Setback:</i> (Chap. 14 – as applicable based on zoning district)
	2e.	<i>AC Units / Pool Equipment:</i> (Chap. 14 – as applicable based on zoning district)
3.		Garages (Chap. 14 – as applicable based on zoning district)
4.		Balconies (Chap. 14 – as applicable based on zoning district)
5.		Driveway Width, Transition, and Separation . 14 – as applicable based on zoning district)