



DEVELOPMENT SERVICES DEPARTMENT

Permits and Inspections Division

1522 Texas Parkway, Missouri City, TX 77489

Phone (281) 403-8600 • Fax (281) 261-4382

www.missouricitytx.gov

developmentservices-psr@missouricitytx.gov

COMMERCIAL BUILDING PERMIT APPLICATION

***Applicant must complete all required spaces where applicable**

EXTERIOR MODIFICATIONS ONLY: This work DOES NOT DOES lie within the authority of a POA. If it DOES, you must provide a copy of the notification letter sent to the POA.*

FEMA ELEVATION CERTIFICATE (Required regardless of Flood Zone): Attached

NOTICE: Separate permits are required for driveway, driveway approaches, public walks, ramps, signs, fire, electrical, mechanical, plumbing, heating, or ventilating.

1. JOB ADDRESS* (correct address is required to process this application)																		
2. LEGAL DESC.*	LOT NO.*	BLOCK* / RESERVE*	SUBDIVISION*/ SHOPPING CENTER*															
3. OCCUPANT*	MAILING ADDRESS		ZIP PHONE															
4. BUILDING OWNER *	MAILING ADDRESS		ZIP PHONE															
5. DESIGN PROF*	MAILING ADDRESS		ZIP PHONE															
6. CONTRACTOR *	MAILING ADDRESS		ZIP PHONE															
7. USE OF BUILDING*																		
8. CLASS OF WORK*: <input type="radio"/> NEW ADDITION <input type="radio"/> ALTER /REPAIR <input type="radio"/> GRADE / FILL <input type="radio"/> UTILITIES <input type="radio"/> SHELL <input type="radio"/> ALTER EXISTING <input type="radio"/> OTHERS																		
9. DESCRIBE TYPE OF WORK YOU ARE PERFORMING*:																		
10. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) PROJECT NUMBER* This is required for all non-residential projects that exceed \$50,000.00 in valuation cost. A project number will be assigned to the project and must be provided to the City on this application for acceptance of plans. To register call 512- 463-7357. TDLR NUMBER: _____																		
11. FLOOD ZONE*	12. TOTAL VALUATION OF WORK*	13. TYPE OF ROOF*	14. BLDG HEIGHT*															
15. APPLICANT TO COMPLETE* (State N/A to those sections that do not apply)		16. SLAB ELEVATION*																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Construction Type</th> <th>Occupancy Group</th> <th>Occupancy Load</th> </tr> </thead> <tbody> <tr> <td>1st Floor (SF)</td> <td>Number of Stories</td> <td>Parking Spaces</td> </tr> <tr> <td>2nd Floor (SF)</td> <td>Total Paving</td> <td>Use Zone</td> </tr> <tr> <td>3rd Floor (SF)</td> <td>Lot Size</td> <td>Fire Sprinkler Req</td> </tr> <tr> <td>Add'l Floors</td> <td>Total Bldg (SF)</td> <td>% Lot Coverage</td> </tr> </tbody> </table>		Construction Type	Occupancy Group	Occupancy Load	1 st Floor (SF)	Number of Stories	Parking Spaces	2 nd Floor (SF)	Total Paving	Use Zone	3 rd Floor (SF)	Lot Size	Fire Sprinkler Req	Add'l Floors	Total Bldg (SF)	% Lot Coverage	<p>*Slab/lowest floor of structure shall be certified by a registered engineer or registered public surveyor to be in compliance with the COMC Code of Ordinances – Chapter 42 – Floodplain Management. *A signed and stamped form survey with slab form MSL elevation shall be submitted prior to slab inspection. <u>Where construction is in a flood zone:</u> Finished construction elevation certificate will be required to obtain the certificate of occupancy.</p>	
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		17. SPECIAL CONDITIONS*: Within this proposed Occupancy, are there any products provided for Human Consumption? <input type="radio"/> No <input type="radio"/> Yes Describe: _____																

<p style="text-align: center;">(For Office Use Only)</p> <p>Building Permit # _____</p> <p>Plan Review Fee x .50: \$ _____ (Due at time of submittal)</p> <p>Inv: # _____</p> <p>PSR: _____ Date: _____</p> <p style="text-align: center;">PLAN REVIEW APPROVAL</p> <p>Building Official: _____</p> <p>Date: _____</p> <p>Building Permit Fee \$ _____ (Due at time of approval)</p> <p>Inv: # _____</p> <p>PSR: _____</p> <p>Date: _____</p>	<p>I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*</p> <p>Date: _____</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant</p> <p>_____</p> <p style="text-align: center;">Printed Name</p> <p>_____</p> <p>Cell Phone</p> <p>_____</p> <p>E-Mail Address</p> <p>_____</p> <p>Fax Number</p>
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PLAN REVIEW FEE

When the valuation of the proposed construction exceeds \$1,000.00, and the City requires a plan to be submitted, a plan-review fee shall be paid to the City at the time of submitting plans and specifications. Such plan review fee shall be equal to one-half of the required building permit fee. **Such fee is in addition to the Building Permit Fee.**

BUILDING PERMIT FEES (Total Valuation)

A. Building

Less than \$1,000	\$15.00 fee	
\$1,000 to \$49,999.99	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$49,999.99	
\$50,000 to \$99,999.99	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$99,999.99	
\$100,000 to \$499,999.99	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof to and including \$499,999.99.	
\$500,000 and up	\$1,600.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.	

B. Moving Fee \$100.00 For the moving of any building or structure.

C. Demolition Fee: \$50.00 For the demolition of any building or structure,
0 to less than 100,000 cu. ft.

\$0.50/ 100,000 cu. ft. and over
1,000 cu ft

PENALTIES

Where work for which a permit is required by this Code is started or proceeded prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.



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ARCHITECTURAL BARRIERS PROJECT FORM

For questions about this form, please contact the TDLR at 1-800-803-9202.

PROJECT ADDRESS _____
OWNER _____
CONTRACTOR _____

This project involves public finds, public land, or is a state lease.
 This project is privately funded, on private land for private use.

Building/Facility Owner (Not Tenant)

Mailing Address _____ Phone _____

All plans and specifications for construction or for substantial renovation, modification, or alteration of a building or facility that has an estimate construction cost of \$50,000 or more and that is subject to the provisions of the Texas Civil Statutes, Article 9102 shall be submitted to the Texas Department of Licensing and Regulation (TDLR) for review and approval. The information below must be submitted to the City of Missouri City Permits & Inspections Division prior to issuance of building permit.

Buildings or facilities that have an estimate construction cost of less than \$50,000 require no submittal to TDLR, but require 100% compliance with TDLR.

Signature _____ Date _____

Construction documents have been submitted to the Texas Department of Licensing and Regulation.

Project #: _____

Construction documents have been submitted to the following contact provider.

Name	RAS #	Telephone
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I hereby notify the Texas Department of Licensing and Regulation of the described project and of my intent to perform, or cause to be performed, all services necessary to design said project in accordance with the provisions of Article 9102, Texas Civil Statutes. I certify that I am the owner/contractor/registered design professional with overall responsibility for the design of the project and whose seal is affixed to the construction documents.

Signature	Title
E-Mail Address	Date