



## COMMERCIAL BUILDING PERMIT APPLICATION (SIMPLIFIED)

All fields must be completed

**NOTE:** Buildings and Building Regulations are subject to Chapter 3000, Texas Local Government Code and applicable sections of the City of Missouri City Code of Ordinances. Regulations on the use or installation of a building product or material approved for use by a national model code published within the last three code cycles or a standard or aesthetic method that is more stringent than a standard established under the same national model code(s) shall not be enforced.

The currently adopted national codes include: International Building Code 2015; International Fire Code 2015; International Mechanical Code 2015; International Plumbing Code 2015; International Energy Code 2015; International Fuel Gas Code 2015; National Electrical Code 2014 and adopted amendments.

1. <b>JOB ADDRESS</b> (An assigned address is required to process this application. If address is unknown, contact Planning Division at (281-403-8541):		
2. <b>RECORDED PLAT NAME - INCLUDE LOT(S) / RESERVE(S):</b>	<b>SUBDIVISION / SHOPPING CENTER:</b>	
2. <b>OCCUPANT NAME</b> (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):		
<b>PHONE:</b>	<b>EMAIL:</b>	
3. <b>PROPERTY OR BUILDING OWNER</b> (COMPANY NAME):		
<b>PHONE:</b>	<b>EMAIL:</b>	
4. <b>DESIGN PROFESSIONAL NAME</b> (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):		
<b>PHONE:</b>	<b>EMAIL:</b>	
5. <b>EXISTING USE OF BUILDING/SITE:</b>		
6. <b>PROPOSED USE OF BUILDING/SITE:</b>		
8. <b>DESCRIBE TYPE OF WORK YOU ARE PERFORMING:</b>		
9. <b>WORK CLASS:</b> <b>NOTE:</b> Separate permits are required for driveway, driveway approaches, public walks, ramps, signs, fire, electrical, mechanical, plumbing, heating, or ventilating.		
<input type="radio"/> ADDITION ONLY (EXTERIOR / INTERIOR EXPANSION TO AN EXISTING BUILDING) <input type="radio"/> ALTERATION ONLY (INTERIOR MODIFICATIONS TO AN EXISTING BUILDING OR LEASE SPACE) <input type="radio"/> BUILDOUT ONLY (BUILDOUT OF NEW, NEVER BEEN USED LEASE SPACE) <input type="radio"/> CELL TOWER OR ANTENNA ADDITION	<input type="radio"/> FENCE OVER 6 FEET TALL ONLY <input type="radio"/> NEW STRUCTURE OTHER THAN A BUILDING OR FENCE <input type="radio"/> ROOF REPLACE/REPAIR ONLY <input type="radio"/> SHELL ONLY	
10. I hereby certify that the above information is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.		
Applicant Printed Name	Signature	Date



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division  
Permit & Inspections Division**

1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ■ 281-403-8962 (Fax)  
www.missouricitytx.gov

<b>11. JOB ADDRESS:</b> (An assigned address is required to process this application. If address is unknown, contact Planning Division at 281-403-8541).																										
<b>12. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) PROJECT NUMBER:</b> 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.  <b>TDLR NUMBER:</b>																										
<b>13. ZONING USE DISTRICT:</b>	<b>14. TOTAL VALUATION OF WORK:</b>	<b>15. FLOOD ZONE:</b>																								
<b>16. BUILDING DETAILS:</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width:25%;">Construction Type:</td> <td style="width:25%;">Occupancy Group:</td> <td style="width:25%;">Occupancy Load:</td> </tr> <tr> <td colspan="2">Number of Stories:</td> <td></td> </tr> <tr> <td colspan="2">Square feet of each floor:</td> <td style="background-color: black;"></td> </tr> <tr> <td></td> <td>1<sup>st</sup>:</td> <td></td> </tr> <tr> <td></td> <td>2<sup>nd</sup>:</td> <td></td> </tr> <tr> <td></td> <td>3<sup>rd</sup>:</td> <td></td> </tr> <tr> <td></td> <td>Add'l Floors</td> <td></td> </tr> <tr> <td colspan="2">Total Bldg (SF):</td> <td></td> </tr> </table> <p style="margin-top: 5px;">(State N/A to those sections that do not apply)</p>		Construction Type:	Occupancy Group:	Occupancy Load:	Number of Stories:			Square feet of each floor:				1 <sup>st</sup> :			2 <sup>nd</sup> :			3 <sup>rd</sup> :			Add'l Floors		Total Bldg (SF):			<b>17. SPECIAL CONDITIONS:</b> Within this proposed Occupancy, are there any products provided for human consumption:  <input type="radio"/> YES If yes, describe:  <input type="radio"/> NO  <b>18. HOMEOWNERS/PROPERTY OWNERS ASSOCIATION:</b> Is the location subject to a Homeowners Association (HOA) or a Property Owners Associations (POA):  <input type="radio"/> YES <input type="radio"/> NO
Construction Type:	Occupancy Group:	Occupancy Load:																								
Number of Stories:																										
Square feet of each floor:																										
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	3 <sup>rd</sup> :																									
	Add'l Floors																									
Total Bldg (SF):																										
<b>19. EXPEDITED REVIEW:</b> To enhance customer service expedited review options are offered at an additional rate. Please see the <b>fee schedule</b> for available expedited reviews. Expedited plan reviews are guaranteed to be completed within 10 business days following the quality control period. Please indicate if an expedited review is requested:  <input type="radio"/> YES <input type="radio"/> NO																										
<b>20. 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.</b>  Date: _____  <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Printed Name _____</td> <td style="width:50%; border: none;">Signature _____</td> </tr> <tr> <td colspan="2" style="border: none;">Company _____</td> </tr> <tr> <td style="border: none;">Phone _____</td> <td style="border: none;">Fax _____</td> </tr> <tr> <td colspan="2" style="border: none;">E-Mail Address _____</td> </tr> </table>			Printed Name _____	Signature _____	Company _____		Phone _____	Fax _____	E-Mail Address _____																	
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Company _____																										
Phone _____	Fax _____																									
E-Mail Address _____																										



## ARCHITECTURAL BARRIERS PROJECT FORM

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

<b>PROJECT ADDRESS:</b>	
<b>OWNER:</b>	
<b>CONTRACTOR:</b>	
<input type="checkbox"/> This project involves public funds, public land, or is a state lease. <input type="checkbox"/> This project is privately funded, on private land for private use.	
<b>BUILDING/FACILITY OWNER (NOT TENANT):</b>	
<b>MAILING ADDRESS</b>	<b>PHONE:</b>

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

<b>BUILDING/FACILITY OWNER (NOT TENANT):</b>	
<b>MAILING ADDRESS</b>	<b>PHONE:</b>

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 # Date

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

\_\_\_\_\_  
 Email address Date



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## SUBMITTAL CHECKLIST

<b>JOB ADDRESS</b> (An assigned address is required to process this application. If address is unknown, contact Planning Division at 281-403-8541).	
<b>DESCRIBE TYPE OF WORK YOU ARE PERFORMING</b> (Must match the permit application)	
<b>City Contact</b> (To be completed by staff)	
<b>Application Submittal Date</b> (To be completed by staff)	
<b>Application Status</b> (To be completed by staff)	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>

<b>Table 1. ALL WORK CLASSES</b>			
<b>Information/Document Required</b>		<b>Print Copies Required</b>	<b>Electronic Copy Format Required</b>
<b>Staff Complete</b>	<b>Applicant Complete</b>		
<input type="checkbox"/>	<input type="checkbox"/> APPLICATION FEE	N/A	N/A
<input type="checkbox"/>	<input type="checkbox"/> ADDRESS CONFIRMATION (If applicable)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> ARCHITECTURAL BARRIERS PROJECT FORM	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> MUNICIPAL UTILITY DISTRICT LETTER	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> DRAINAGE DISTRICT LETTER	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> LEVEE IMPROVEMENT DISTRICT LETTER	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> STORMWATER POLLUTION PREVENTION PLAN (SWPPP)	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> BUILDING ENVELOPE THERMAL CALCULATIONS	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> PLAN SHEETS (including sheet identifying the location of the project within the building)	2 copies (24 x 36 inches)	.pdf
<input type="checkbox"/>	<input type="checkbox"/> HOA OR POA COMMENTS OR COPY OF NOTIFICATION ATTACHED	1 copy	.pdf
<input type="checkbox"/>	<input type="checkbox"/> SLAB ELEVATION <b>Note:</b> Signed and stamped form survey with slab form MSL elevation is required prior to slab inspection. Where construction is in a flood zone: Finished construction elevation certificate required to obtain certificate of	1 copy	.pdf



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	occupancy.		
<input type="checkbox"/>	<input type="checkbox"/> DESIGN REVIEW APPLICATION, FEE, APPLICABLE INFORMATION	1 copy	.pdf

I hereby certify that the above information is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Applicant Printed Name	Signature	Date
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**FEE SCHEDULE (CONTINUED)**

**EXPEDITED REVIEW**

Expedited reviews are only available if applicable fees are provided below.

- Zoning Compliance** – Forthcoming
- Infrastructure Design Manual** – Forthcoming
- International Building Code** – Forthcoming

**International Fire Code:**

Item	Fee
<b>Automatic Fire Extinguishing Systems (subsection 105.7.1)</b>	
Fire sprinkler system installation	
1 <sup>st</sup> 10,000 square feet	\$150.00 (Base fee)
Each additional 10,000 square feet	Base fee + \$75.00 (per 10,000 square feet)
Remove, add, or relocate over 25 sprinkler heads	\$75.00
Specialty systems including dry systems, foam systems, or anti-freeze systems	Base fee + (additional fee, if applicable) + \$150.00
<b>Fire Alarm and Detection Systems (subsection 105.7.4)</b>	
Fire alarm system installation	
1 <sup>st</sup> 20,000 square feet	\$100.00 (Base fee)
Each additional 20,000 square feet	Base fee + \$75.00 (per 20,000 square feet)
<b>Fire Pumps (subsection 105.7.5)</b>	
	\$150.00
<b>Smoke Control or Smoke Exhaust (subsection 105.7.12)</b>	
	\$100.00
<b>Standpipe Systems (subsection 105.7.14)</b>	
Per 2 connections	\$100.00
<b>Underground Private Fire Mains (subsection 105.7.16)</b>	
	\$150.00
<b>Transport/Courier</b>	\$105.00 (estimated – to be determined at the time of request)

**PENALTIES**

Where work for which a permit is required by an adopted city 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 any adopted code in the execution of the work nor from any other penalties prescribed.



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## INDEX OF PLAN DRAWINGS

*Plans for the applicable work scope are required to be submitted in print as well as electronic format in accordance with the application checklist. Electronic files should be labeled in accordance with the index of drawings included in the plan set.*

### **Electronic files should include the following**

- 1 full set of plans
- 1 set of individual plan sheets, separated as follows:
  - Civil (if applicable)
  - Architectural (if applicable)
  - Landscaping (if applicable)
  - MEP (if applicable)
  - Structural (if applicable)

Individual plan sheet file names should include the sheet number and the date of submittal only. **Example:** YrMonth\_Sheet number - 2002\_A101





## IMPORTANT INFORMATION

### **APPLICATION SUBMITTALS**

1. A completed application form, documents as indicated on the associated application checklist, and applicable fees, may be submitted by the applicant or applicant's agent as follows:
  - a. In person, during regular business hours: 8:00 am to 4:00 pm.
  - b. By mail or courier service;
  - c. By email to: [developmentsservicespsr@missouricitytx.gov](mailto:developmentsservicespsr@missouricitytx.gov)
  - d. By fax to: (281) 403-8962Applications submitted by mail, courier or email must ensure that all applicable documents and fees are provided to the city.
2. An incomplete application will be disapproved.
3. An application, received by the city, will be processed within 10 calendar days following receipt.

### **APPLICATION REVIEW**

1. The target review period for an application on the initial submittal is 15 business days. The target review period for resubmitted plans is 7 business days. The city will make every effort to meet these target dates based upon available resources and workloads.
2. The status of an application and review comments, as available may be found using the City's online services. An applicant may also contact a Development Review Coordinator for information.

### **EXTENSIONS AND MODIFICATIONS**

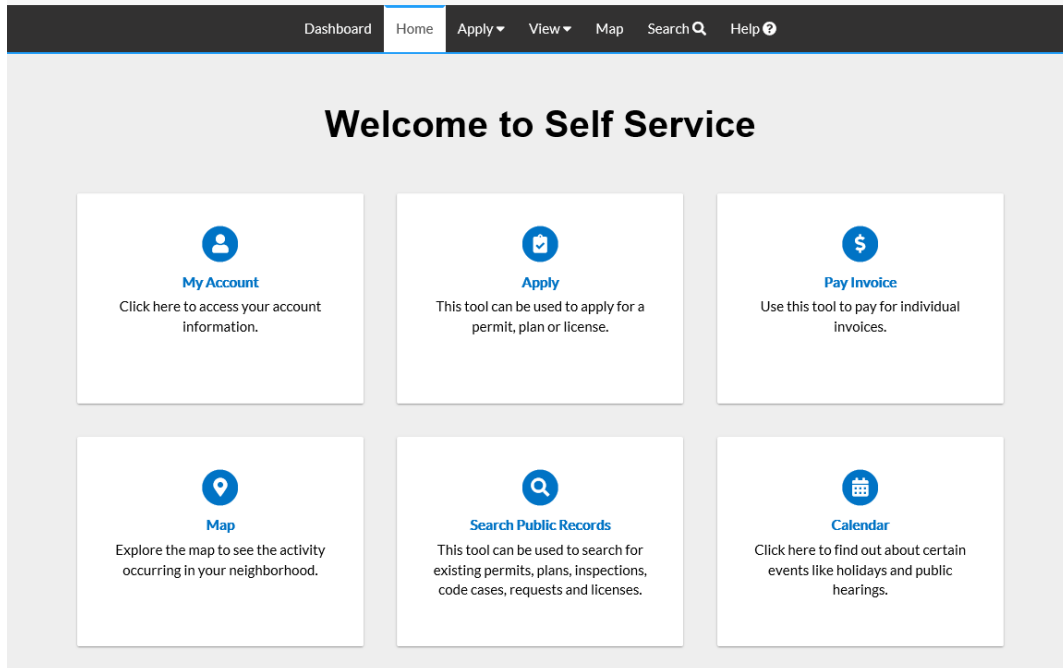
1. Minor modifications to an application that has been filed must be received by the Development Services Department no later than 10 days prior the end of the 15 day target review period, if action has not already been taken. Major modifications will be disapproved.

### **ONLINE SERVICES**

1. Citizen Self Service (CSS) may be used to locate application status; pay invoices; download review comments; upload responses; and schedule inspections.
2. Visit the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov) to find additional information regarding the development review, Planning and Permitting processes.



## CITIZEN SELF SERVICE (CSS)



**Citizen Self Service (CSS)** is the city’s online development portal. The following services can be completed online:

- ∨ Apply for Plans & Permits (**Not yet active**)
- ∨ Review application details and statuses
- ∨ Pay invoices (**Not yet active**)
- ∨ Download review comments
- ∨ Upload documents and plans
- ∨ Request inspections

Additional features available through CSS include a map that can be used to locate development activity within the city and its extraterritorial jurisdiction (ETJ); as well as a calendar function which can include pertinent dates (i.e. – required meetings/public hearings; scheduled inspections) for projects.

An account, including a user name, full name, and email address must be created in order to utilize CSS. The information included in the account must match the contact information included on the applicable development application. The city will assign a Development Review Coordinator and/or the Planning Technician as the city’s contact for each project.

For questions, concerns, or help using CSS, please contact the Planning & Development Division at [planning@missouricitytx.gov](mailto:planning@missouricitytx.gov).