



City of Pearland

COMMUNITY DEVELOPMENT

3523 LIBERTY DR., PEARLAND, TEXAS 77581

Commercial Building Permit Application Checklist

Plans must be submitted online through eTRAKiT or in-person on a CD/USB in the following format. Please ensure your commercial plan submittal adheres to the following format. Incorrectly formatted plan sets will not be processed.

- All Construction-related documents should be in one PDF file and named: Construction Documents or Plans.
- All applications & supporting documents (Including Energy Compliance Letter) should be in a separate PDF file.
- All pages should be in the correct order as the Index and correct orientation: no upside down or sideways pages.

Order of Construction-related documents.

1. **Cover Page/Index** to include: the project name, address, area map, owner contact info, the architect, all engineers and designers
2. **Elevation Certificate****
3. **Commercial Energy Code Compliance Report**
4. **Copy of Recorded Plat**
5. **Site Plan**- Must reflect location of existing or proposed building(s), circulation, parking, setbacks and utilities. ([Site Plan Checklist](#))
6. **Façade Elevations** (refer to articulation requirements in [UDC Ch 2](#))
7. **Code Analysis Sheet**: To include code references, occupancy classification, type of construction, allowed and proposed areas with calculations, occupant load, fire suppression and alarm details, restroom fixture calculations and any other relevant details if applicable.
8. **Civil Plans**: To include Topographic Survey, Plat, Grading and Drainage Plan (including detention/retention calculations), utility locations and details, SW3P and details, paving plans showing parking calculations, and all applicable construction details and general notes
9. **Landscape Plan**: Must reflect the location of existing and proposed building(s), parking and landscape improvements (refer to landscape ordinance requirements [UDC Ch 4](#)).
10. **Foundation Plans**: Engineered foundation plans and details
11. **Structural Plans**: Engineered structural frame designed to the applicable gravity and wind loads.
12. **Architectural Plan**: To include occupancy classification, construction type, type of fire suppression, and fire alarm system, occupant load, sq footage allowed and proposed, and restroom fixture count.
13. **MEP Plans**: Engineered if required to include Mechanical, electrical and plumbing plans with all applicable details, calculations, one line diagrams and schedules needed to perform the review.

*Only applicable documents need be submitted

**Elevation certificates are required for all new commercial structural intended for human occupation or accessory thereto.

Note: The plan check and processing fees must be paid before the plan review will commence. These fees will be calculated at the time the permit is submitted.

If the property does not have an address, please submit an address application online through eTRAKiT. For addressing questions please contact the Addressing Coordinator, Jonathan Riley, at 281-652-1733 or jariley@pearlandtx.gov.