

City of Kemah, Texas

New Commercial Development Checklist



Pre-Development Meeting

- Before submitting an application for a commercial building permit (typically, structures greater than ¼ acre or \$50,000 in value), applicants are encouraged to hold a pre-development meeting with City representatives. Please call the City at 281-334-1611 to schedule an appointment.

Platting *(Required if subdividing land into tracts smaller than five acres or reconfiguring platted lots)*

- Preliminary Plat – Section 86-31
- Final Plat – Section 86-32

Alcohol Sales

- It shall be unlawful to sell or offer for sale any alcoholic beverage from a place of business which is located within 300 feet of a church or public school.
- Check with City Secretary about alcohol permit

Commercial Warehouses

- It shall be unlawful to build, construct, erect, or operate a commercial warehouse within the city limits within 250 feet of a residential dwelling.

Other Requirements

- Separate Sign Permit(s) shall be required
- Commercial construction adjacent to residential property shall include a barrier between the residential property and the commercial property (Section 18-1)
- Landscaping and planting requirements for new commercial construction are located in Section 98-84

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Submittal Requirements



CONSTRUCTION DOCUMENT SUBMITTALS: **Three (3) copies** of construction documents are required for plan review. Documents must be submitted along with a completed plan review form. Additional sets of plans may be required for fire sprinklered buildings and/or for projects requiring a health review.

NOTE: Drawings must be drawn to scale, dimensioned and of sufficient clarity. Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS

(City may request additional information if necessary)

- Site Plan (including parking layout)
- Floor Plans and Roof Plans
- Exterior Elevation
- TxDOT permit and engineered plans for driveways accessing State Highways (if applicable)
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedule
- Structural plans: Foundation plans, roof and floor framing plans, wall sections and details
- Mechanical, electrical and plumbing site plans and schedules
- Plumbing plans (including riser diagrams)
- Mechanical Plans (including HVAC system)
- Electrical Plans (including riser diagrams)
- Fire lane, Fire suppression system, and fire alarm system plans and documents
- Certified Energy Compliance Report (U.S. Dept. of Energy, www.energycodes.org)
- Asbestos Survey (For renovation or demolition permits. Tx Dept. of Health, 512-834-6600)
- Texas Dept. of Licensing and Regulation architectural barriers project registration information
(If \$50,000 or over: 1-800-803-9202, www.license.state.tx.us)
- Grading/Site Drainage Plan (Chapter 46 of City Code)
- Storm Water Pollution Prevention Plan (1 Acre +) & Notice of Intent filed with TCEQ
- Elevation Certificate (For projects within 100 year Flood Hazard Area)
(Construction Drawings : Building Under Construction : Finished Construction)
- Letter of Capacity or Concurrence for Water and Sanitary Sewer Service from the Municipal Utility or Water District of record
- Traffic Impact Analysis (Only required for development greater than 25 acres with 100 trips/peak hr. or 1,000 trips/day)

International codes adopted by reference.

- 2009 International Building Code.
- 2009 International Residential Code.
- 2009 International Mechanical Code.
- 2009 International Plumbing Code.
- 2009 International Fuel Gas Code.
- 2009 International Energy Conservation Code.
- 2009 International Private Sewage Disposal Code.
- 2009 International Performance Code.
- 2009 Property Maintenance Code.
- 2009 International Existing Bldg Code.
- 2011 National Electrical Code.
- 2009 International Fire Code.