



CITY OF BAYTOWN

COMMERCIAL DEVELOPMENT PLAN CHECKLIST

APPLICANTS SHALL USE THIS CHECKLIST TO AID IN SUBMITTING COMPLETE PERMIT PLANS FOR REVIEW. ALL PLANS ARE SUBJECT TO A FULL REVIEW AND ADDITIONAL INFORMATION/CORRECTIONS MAY BE REQUIRED.

**Not all plan sets require this sheet (i.e. Civil only, Building only, size thresholds, etc.). It is the owner/agent's responsibility to review the Ordinance Requirements at library.municode.com/TX/Baytown*

Is my property in City Limits? What is the zoning of my property?

- Go to Baytown-tx.maps.arcgis.com enter your address and reference the legend.
(Additional information available with layer options)

COMPLETE COMMERCIAL PERMIT APPLICATION ON CSS.BAYTOWN.ORG

Must create a username and password to save progress and receive updates on the project.

- Digital Copy of Plans to be uploaded upon application
- Plan Cover Sheet with Building Code Analysis

CIVIL

- Utility Plan (Water / Sewer, with meter & tap locations)
- Drainage & Grading Plans
- SWPPP Plan (Complete a Storm Water Permit Application under sub records after application has been submitted)
- Fire Lane Requirements *

ARCHITECTURAL

- Recorded Plat
- Current Property Survey
- Proposed Site Plan w/ Parking & Lot Coverage Calculations
- Building Elevations & Façade Materials
- Landscaping Plan *

STRUCTURAL

- Floor Plan with Egress & Dimensions
- Engineered Foundation, Wind Design (150MPH Ultimate wind speed design V ult) & Framing Plans
- Energy Code Analysis * (COMcheck / ASHRAE)
- Mechanical/Electrical/Plumbing Plans *

Incomplete plans will be returned as having not been reviewed and administratively incomplete.



Scan the QR code to go to Energov Citizen Self Service (CSS) to apply for your permit