



CITY OF BAYTOWN

RESIDENTIAL 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.

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 RESIDENTIAL 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 the following project information:
 - Index of drawings
 - Design Criteria – 2015 IRC, IPC, IFGC, IMC, IECC and 2023 NEC
 - Wind Design Criteria – 150 mph (ultimate design wind speed, V ult)
 - Address, model name/number, selected options and elevation
 - Lot coverage calculations including all improvements on property
 - Identify the flood zone in which the property is located
- Current Property Survey
- Proposed Plot Plan – Include public sidewalk in the right-of-way
- Plan View Drawings
- Elevation View Drawings – Front, Rear, Sides
- Engineered Foundation Plan and Details – Top of form shall extend 18” above crown of the road*
- Engineered Frame and Windstorm Resistant Construction Plan and Details (150 mph V ult)
 - Roof Framing Plan – Identify purlin size, location, length and bearing location of brace.
 - Ceiling framing plan – Identify beams used for roof bracing
 - Roof ventilation plan and calculations – identify attic area, ventilation methods and total net free ventilation area in upper and lower thirds
 - Wall framing plan – Identify header location, size and span.
 - Wall Section details
- Provide the following documents:
 - Isometric drawings and riser diagrams for gas and plumbing
 - Load calculations and one-line diagrams for electrical
 - Heating and cooling load calculations, sizing and design for mechanical systems
 - Documents shall be specific to each model, option and elevation and bear the seal and signature of a licensed professional engineer or the name, signature and license number of the master of the respective trade.
- Energy Code Analysis (REScheck or equivalent – 2015 IECC)

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