



Commercial Civil  
Application  
Public Works and  
Community Development Department

City of Shenandoah, Texas  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522

**APPLICATION MAY NOT BE RECEIVED BY THE CITY OF SHENANDOAH UNTIL A PRE-APPLICATION MEETING HAS OCCURRED CONTACT CITY STAFF TO REQUEST MEETING.**

When plans are submitted to the city for review, plans must be submitted as follows:

- Acknowledgement of Administrative Completeness Checklist (see second page of application). The City of Shenandoah upon receipt of an application will determine the administrative completeness. Once an application is determined to be administratively complete you will receive written notice to the email provided within this application.
- PLANS SHALL BE SUBMITTED IN A DIGITAL PDF FORMAT.
- Additional fees may apply if not submitted digitally.
- Review rules and regulations for more information regarding plan submission.
- All of the different sets of plans will have a cover sheet identifying what type of plans they are.

Note:

- Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.
- Certificate of Occupancy takes up to 72 hours once the final inspections have passed.
- Inspection turnaround is 24 hours.
- Inspections must be cancelled by 8:30 A.M. to avoid any fees.
- No inspections will be scheduled if a re-inspection fee is due.
- Signs are permitted separately including construction, temporary, and permanent signs.
- Alcohol permit must be submitted to the City and will take approximately three months to obtain a permit.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

<h1 style="margin: 0;">Date Received</h1> <p style="margin: 0;"><i>Office Use</i></p>	
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## ADMINISTRATIVE COMPLETENESS CHECKLIST FOR INITIAL SUBMITTAL

- Pre Application Meeting**, request for meeting shall be submitted to City Staff.
- Completed permit application form**
- One (1) electronic** copy of the engineering plans and all other documents.
- Plan sheet requirements** (including the cover sheet):
  - Sealed and dated by the licensed Professional Engineer.
  - Engineering company's address and the TBPE firm number.
  - North arrow on every plan view.
  - Standard engineering scale (except sheet with standard details or text only).
  - Project title should be the same throughout the plans.
  - All items labelled clearly and legibly.
  - Consistent symbols, line weights, and line types.
  - Sheet size 24"x36"
  - No reference to interim review or "not for construction".
- Plan cover sheet** requirements:
  - Unique project name, clearly identifying the project and its location or address.
  - Vicinity map with adjacent and major streets labelled to reasonably show location.
- Overall paving and utility layout drawings** indexing specific plan and profile sheets.
- City standard details** provided as relevant.
- Any other items requested in pre development meeting**

## ADMINISTRATIVE COMPLETENESS CHECKLIST FOR FOLLOW UP SUBMITTAL

- Letter of response to previous review comments**, with detailed information for each comment regarding specific changes made to the plans in response to that comment.
- Completed permit application form**
- One (1) electronic** copy of the engineering plans and of all other documents.
- Plan sheet requirements** (including the cover sheet):
  - Sealed and dated by the licensed Professional Engineer.
  - Engineering company's address and the TBPE firm number.
  - North arrow on every plan view.
  - Standard engineering scale (except sheet with standard details or text only).
  - Project title should be the same throughout the plans.
  - All items labelled clearly and legibly.
  - Consistent symbols, line weights, and line types.
  - Sheet size 24"x36"
  - No reference to interim review or "not for construction".
- Plan cover sheet** requirements:
  - Unique project name, clearly identifying the project and its location or address.
  - Vicinity map with adjacent and major streets labelled to reasonably show location.
- Overall paving and utility layout drawings** indexing specific plan and profile sheets.
- City standard details** provided as relevant.
- Any other items requested in previous review comments**



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Permit Application**  
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[www.shenandoah.tx.us](http://www.shenandoah.tx.us)

**\* PERMIT EXPIRES IN 6 MONTHS (180 DAY) NON-TRANSFERABLE \***

JOB ADDRESS:			
OWNER:	MAILING ADDRESS:	EMAIL:	TELEPHONE:
CONTRACTOR:	MAILING ADDRESS:	EMAIL:	TELEPHONE:
TDLR REGISTRATION NUMBER:		<b>VALUATION OF WORK:</b>	
<b>WORK DESCRIPTION:</b>		\$	
I waive my right of action by the City of Shenandoah for the plan(s) I am submitting. By waiver of my right of action by the City of Shenandoah under House Bill No. 3167 the City of Shenandoah has no obligation to approve, approve with conditions, or disapprove my plan(s) within 30 days of an initial submission of my plan(s) or 15 days of an subsequent submission of my plan(s).			<b>Initial for waiver for right of action:</b>
<b>DIGITAL PLAN REVIEW (BASED ON NUMBER OF SHEETS PER SET)</b>	<b>1-10 SHEETS</b>	<b>\$15.00</b>	\$
	<b>11-20 SHEETS</b>	<b>\$20.00</b>	\$
	<b>21-30 SHEETS</b>	<b>\$25.00</b>	\$
	<b>31-40 SHEETS</b>	<b>\$30.00</b>	\$
	<b>41-50 SHEETS PLUS</b>	<b>\$50.00</b>	\$
<b>CIVIL PERMIT FEE</b>			<b>\$ 500.00</b>
<b>NOTICE:</b> SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, FIRE SPRINKLERS, OR LAWN SPRINKLERS.			
<b>NOTE:</b> Additional fees will be added if paper plans are submitted. Additional plan review \$250.00 per ten sheets.			
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction or the performance of construction.			
NAME OF PROPERTY OWNER OR AGENT:		SIGNATURE OF PROPERTY OWNER OR AGENT:	
<b>OFFICE USE ONLY</b>			
<b>DATE RECEIVED</b>		<b>TOTAL FEE:</b>	\$