

CIVIL/FIRE CODE REVIEW ROUTING PROCEDURES

To insure the fastest possible review and permitting, submit the entire project (Fire Code review and civil review) simultaneously on separate Compact Disk (PDF). Paper plan submittals are received, in 24 X 36" only, however may require extended review and approval time over plans received on CD. ONE SET per review accompanied by the appropriate Permit Application/Routing Form.

The civil review must be approved prior to or simultaneously with the fire code review.

CIVIL INITIAL SUBMITTAL

One Commercial Application/Routing Sheet must accompany all submittals. Submittals will receive plan review only or plan review and permitting as indicated on this form. http://hcpid.org/permits/docs/CV_proj_review_route_form.pdf

One Express Review Sheet Complete all sections which apply (http://hcpid.org/permits/docs/express_review_sheet.pdf)

One set of digital black-line drawings is required for the Preliminary Review. Any soil, environmental, and/ or engineering reports may also accompany the first set submitted. A computer-generated project number will be assigned to the project and should be referenced for the duration of the review. A Phase 1 Permit Fee is also required at time of Preliminary submittal, or before comments are returned to you.

Subsequent Submittal must include the first set of black-lines that are marked with review comments made by the various Flood Control Watershed and Commercial Review Sections during the Preliminary Review. The "Mark-ups" along with the revised original drawings are required at the second submittal to obtain a Final Review. Approval signature(s) may be secured at the end of this Final Review process. If signatures are not secured, additional revisions may be required. No fees are required for subsequent submittals.

Preliminary Review: All applicable regulatory sections will be reviewed. All aspects of the development will be addressed to the extent that the submission allows and the review may include, but will not be limited to the following: surface drainage run-off, subdivision, platting, flood plain, sewerage treatment, storm water quality and permitting. Each review section will mark the drawings accordingly. The listed contact person will be notified that the plans are ready for pick up with comments or approval.

Final Review: Final review must include

- (1) a "marked-up" black-line of the project drawings;
- (2) a clean set of original drawings for final signature;
- (3) an impact fee receipt if applicable; and,
- (4) the routing sheet for proper record documentation.

If you have indicated that you are only seeking approved plans and not permitting at this time the contact person will be notified to pick up the approved plans. (NOTE: Plans left in our office 90 days past notification are assumed to be abandoned and may be destroyed)

Impact Fee: Should the project be assessed an impact fee, please bring the plans and payment, at the time of your **Final Review (ONLY)**, to the Flood Control Receiving Department at 10555 NW Freeway Suite 170 Houston, TX 77092. Payment will ONLY be accepted in the form of a Cashier's Check & must be submitted in the exact amount, along with the routing form, to the Flood Control Receiving Department, made payable to the Harris County Flood control District.

FIRE CODE (BUILDING) INITIAL SUBMITTAL

One Permit Application/Routing Form, (List additional buildings separately on back of Fire Code Application/Routing)

One Fire Code Review Sheet (http://hcpid.org/permits/docs/fc_review_sheet.pdf), for each building to be permitted.

One set of architectural drawings (digital black-lines) and any other sheets referenced for entries on the Fire Code Review Sheet.

One site-plan showing Fire Lane/Fire Access Road and location of fire hydrants.

Your submittal will be given a project number, which will be listed on your submittal receipt. This number should be referenced in all inquiries regarding this project. (You may check on the status of your project at our website

http://hcpid.org/permits/public/PAWS_PlanReviewModule/PlanReviewSearchPublicListPage.aspx).

An address is required for your project and may be obtained from **Centerpoint Energy 713-207-4460**.

A preliminary review of all aspects of the project will be conducted for compliance with the Harris County Fire Code which includes, International Fire Code 2006 and adopted portions of the International Fire Code, 2006 Edition).

The applicant will be contacted when the plans are ready for pickup.

Subsequent Submittals Must Include:

1. **The initial submittal** (drawings along with Fire Code Permit Application/Routing Sheet)
2. **The initial review comments** (markups.)
3. **A revised plan set/review sheet on CD, signed and sealed for final review.** If no additional comments are needed your project may receive final review, signature, and approval at this time.
4. **Obtaining Permit:**

Your **approved** plans, and permit application/routing sheet, are scanned into our records and additional sets for permitting will not be necessary. Permit(s) will be issued for your project when both Civil and Fire Code (Building) plans have been approved. The permit technician will contact you (with the fee statement) when the permits are ready for pickup.