

City of Kemah, Texas

New Commercial Development Checklist



Pre-Development Meeting

_____ Before submitting an application for a commercial building permit applicants are encouraged to schedule 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

_____ Separate fire alarm and fire suppression permits

_____ Commercial construction adjacent to residential property shall include a barrier between the residential property and the commercial property (Section 18-1)

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Submittal Requirements



CONSTRUCTION DOCUMENT SUBMITTALS: A **digital copy** of construction documents are required for plan review. Please submit documents with a completed plan review form to permits@kemahtx.gov.

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 review.

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)

- ____ Recorded plat
- ____ Site Plan (so scale) minimum 24" x 32", should include [parking plan and analysis](#), [landscape plans](#), [fire lanes](#), [North Arrow](#), [existing structure and dimension with square footage](#), [any proposed structures and dimensions with square footage](#), [existing number of seating \(if applicable\)](#), [proposed number of seating \(if applicable\)](#), [use of each room/area of the structure](#), [occupancy calculations](#), [all exits of the structure](#), [all setback distances from property lines](#), [easements, etc.](#), [all entrances and exits to the property and dimension](#), [number of existing parking spaces](#), [number of proposed parking spaces](#), [all ADA Accessible parking spaces](#)
- ____ Architectural sheets to include code analysis Floor Plans, Exterior Elevations, Door schedules, window schedules, hardware schedules Construction details; interior elevations and interior finish schedule. ([when a licensed architect is required](#))
- ____ Structural plans and [WPI-2](#): Foundation plans, roof and floor framing plans, wall sections and details Designed in accordance with [TDI requirements](#) for the [required windspeed](#)
- ____ Mechanical, electrical and plumbing plans and schedules ([designed by a licensed engineer when applicable](#))
- ____ 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,)
- ____ Grading/Site Drainage Plan ([Chapter 46 of City Code](#))
- ____ [TxDOT permit](#) and engineered plans for driveways accessing State Highways (if applicable)
- ____ 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.

- 2021 International Building Code.
- 2021 International Residential Code.
- 2021 International Mechanical Code.
- 2021 International Plumbing Code.
- 2021 International Fuel Gas Code.
- 2021 International Energy Conservation Code.
- 2021 International Private Sewage Disposal Code.
- 2021 International Performance Code.
- 2021 Property Maintenance Code.
- 2021 International Existing Building Code.
- 2021 International Fire Code.
- 2021 International Swimming Pool and Spa Code.
- 2020 National Electrical Code.