

Southside Place Plan Submittal Checklist			
Property: _____			
	ITEM	YES	NO
1)	Survey of property (w/ seal and signature of surveyor)		
2)	Site plan (showing all existing & proposed buildings)		
3)	Drainage plans with standard base level certification (if prepared by professional designer or engineer, original seal and signature required)		
4)		Two complete sets of architectural plans	
5)	Area calculations on plans - framed (living and area), pervious (yard), and open areas provided		
6)	Electrical load analysis		
7)	Soils report from geotechnical company provided w/ proof of errors and omissions insurance		
8)	Truss plans OR truss letter		
9)	Energy compliance certificate		
10)	Errors & omissions (GLI Cert) for engineer		
11)	Original windspeed letter - original from engineer (must be signed, sealed, dated)		
12)	8 letters to residents (w/ small site plan in each envelope), signed, stamped with postage; enveloped not sealed; 3 houses in front, 3 houses behind, 1 on each side; Must also include letter for Center Point Energy, Attn: Code Violation Dept, 4300 Bissonnet, Bellaire, TX 77401		
13)	City of Southside Place Application and Building Permit and Registration (4 pages)		
14)	Two complete sets of engineered plans		
15)	List of all subcontractors with addresses and phone numbers to be filed with building inspector by G.C.		