

CONSTRUCTION PLAN CHECKLIST

Date _____

Project Name _____

Project Address _____

PID # _____

Every set of plans must include the following:

Engineer	Waller County	
_____	_____	A. Submit the Development Permit application via the Waller County MGO Connect portal .
_____	_____	B. See Fee Schedule
_____	_____	C. Submit Floodplain Checklist if applicable
_____	_____	D. RV & Mobile Home Parks require IDP (see Fee Schedule).
_____	_____	E. Method of payment Cash _____ Check # _____ CC _____
		Note: Plan review will not begin until all forms are submitted, completed and payment received.
		Note: Fees will double if construction starts before permit is issued.
_____	_____	F. _____ Sheet size shall be 24"x36" of 22"x34", at a scale of not more than 20 feet (20') per inch with a 1" binding margin on all sides.
		_____ Multiple sheet plans shall have the subdivision name and sheet number located in the lower right hand corner of each sheet. A key map shall be provided showing individual sheet relationships.
_____	_____	_____ Provide a scale and north arrow.
_____	_____	G. Cover Sheet:
		_____ Waller County Approval Block.
		_____ 'Call Before You Dig' 811 info.
		_____ Vicinity Map showing location of Project in relation to existing streets, highways and railroads within one (1) mile.
		_____ Project name and address.
		_____ Name, address, telephone number and email address for the project owner, developer and surveyor and/or engineer w/Texas Firm Registration No.
		_____ Index with page number and sheet title.
		_____ Add Note: "Contact Waller County Engineering at least 48 hours prior to start of construction at engineeringinspection@wallercounty.us "
		_____ Add Note: "Project will not adversely affect adjoining properties"
		_____ BKDD permit # (if applicable).
		_____ TXDOT Permit # (if applicable).
_____	_____	H. Boundary survey of the tract and scaled dimensions, both linear and angular.
_____	_____	I. Existing topographic contours, which may be obtained from the U.S. Geological Survey 7.5 minute quadrangle map (or more recent data from TNRIS, HCFCD or other source).
_____	_____	J. Show the following: Existing property lines and easements, adjacent property owners' names, streets, lakes and waterways, utility lines and drainage culverts within the tract or immediately adjacent within 100'.

