

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 or (979) 826-7670."
		_____ 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'.

- _____ _____ L. Indicate **Proposed:**
 _____ Blocks, Lots, and Reserves (including 1' for road buffer).
 _____ Streets and Alleys w/Typ. Cross Sections (green street signs).
 _____ Building setback lines.
 _____ Easements and any areas of special use (e.g. drill site).
- _____ _____ M. Lots shall have at minimum:
 _____ 1.5 net acres for private water well & private septic.
 _____ 1.0 net acres for public water & private septic.
- _____ _____ N. Name and Right-of-Way dimensions for all proposed and existing streets (App A.9).
- _____ _____ O. Proposed and existing utilities, easements, and detention reserves.
- _____ _____ P. Storm Water Pollution Prevention Plan (SWPPP).
- _____ _____ Q. Provide Temporary Bench Marks (TBM) at convenient points, with description, location and Mean Sea Level elevations.
- _____ _____ R. Boundaries to be shown include: (1) City Limits, (2) Extraterritorial Jurisdictions, (3) County Lines and (4) 100-year Floodplain.
- _____ _____ S. Fire Code painting and signage compliant with 2009 IFC.
- _____ _____ T. Waller Construction Notes list included in Plan Notes
- _____ _____ U. WC Driveway Details and Driveway General Notes (see Driveway/Culvert Regulations). Note: expansion joint 2' on each side of culvert & culverts 36" and larger shall require SET's w/runners. (N/A if TXDOT)
- _____ _____ V. Culvert size and length, inlet and outlet flowline elevations
- _____ _____ W. Subdivision Road and Drainage Design Standards:
 _____ Water and sanitary (App A.1).
 _____ Max Block length (App A.3.2).
 _____ Min. Street Requirements (App A.4).
 _____ Proper Subgrade, Base Material & Wearing Surface (App A.6, 7 & 8).
 _____ Pipelines (App A.12).
 _____ Food service establishments require space to double septic area.
- _____ _____ X. Drainage:
 _____ Detention Calculations
 _____ Concrete Pilot Channel
 _____ Emergency Over Flow
 _____ 30' Maintenance Berm or meet BKDD requirements
 _____ Detention Pond outfall must be at least 20' from property line.
- _____ _____ Y. Applicable fees must be paid with the submission of the Plans. Payable to: Waller County.

email questions or comments to: engineering@wallercounty.us

For Waller County Use ONLY:

Date Received _____

Reviewer _____

Date Returned _____