

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'.

