

**CIVIL PLANS MUST BE  
SUBMITTED SEPARATELY**



*Welcome to the City of Deer Park, "The Birthplace of Texas"*

## **COMMERCIAL BUILDING PACKET**

July 2025

The information in this packet will guide you through the building permit process and the checklists will help ensure that all the required information is submitted

Each inspector (building, electrical, plumbing, and engineering) will review the portion of the plans that will be inspected in their respective fields. If you have any specific questions, please feel free to contact the inspector at the phone number listed inside the packet

**The total fee (building and review) is required at the time the plans are submitted**

**Please complete all the information on the Building Permit Application**

**\$100 and less - No Fee**

**\$101 to \$2,000**

\$15.02 per thousand or fraction thereof

**\$2,001 to \$15,000**

\$30.00 for the first \$2,001.00 plus \$6.60 for each additional thousand or fraction thereof, to and including \$15,000.00.

**\$15,001 to \$50,000**

\$115.80 for the first \$15,001.00 plus \$6.90 for each additional thousand or fraction thereof, to and including \$50,000.00.

**\$50,001 TO \$100,000**

\$356.45 for the first \$50,001.00 plus \$6.60 for each additional thousand or fraction thereof, to and including \$100,000.

**\$100,001.00 TO \$500,000**

\$697.45 for the first \$100,001.00 plus \$4.00 for additional thousand or fraction thereof, to and including \$500,000.

**\$500,001 and up**

\$2,303.45 for the first \$500,001.00 plus \$3.00 for each additional thousand or fraction thereof.

**A plan review fee of 50% of the building permit cost will be required for any permit.**

## Notice

I have read the builder's packet and have provided the required information; each item that has been checked "yes" is included with the plans. I understand that all items should be checked "yes" unless otherwise noted by the Planning and Development Department, in which case the item will be checked "N/A." I further understand that if any information checked "yes" has not been provided, **the plan review process will stop and the plans will be returned for completion.** I have enclosed a copy of the checklists with the plans.

Note:

It is the responsibility of the owner/contractor to comply with all adopted codes in the City of Deer Park. Any oversight on the part of the city during plan review or the inspection process does not relieve the **Owner/Contractor from compliance to all codes.**

Proposed Address / Location: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Information on Developer

Company Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INFORMATION

July 2025

- Provide a detailed letter describing the nature of the proposed business to occupy this building and any outside lay-down yard. Provide a specific list for any and all chemicals, hazardous materials, flammable, combustibles, that will be utilized and list quantities for each that will be stored. This letter should be provided to the Planning & Development office **before plans are drawn to verify zoning compliance**. This letter must be from the business that will occupy the building.
- Plans are required to be submitted and approved on the cities online permitting portal at: <https://cityofdeerparktx-energovweb.tylerhost.net/apps/selfservice#/home>
- Construction plans submitted on line are required to be submitted before the approval of the final building inspection, ie, Name and address of project
- If a fire sprinkler installation is required: a fire sprinkler contractor shall provide a ISO approved set of plans with a **Registered Texas Engineer's** stamp included with the plans, (see attached Fire Sprinkler Systems sheet for additional details). Parking: show the number of existing and/or proposed parking spaces, the minimum parking space size in 9' X 20' with a minimum of one van handicap at 17' X 20'; provide calculations for the total number of parking spaces required as regulated by Deer Park's Zoning Ordinance and is based on the type of business, *(please request this zoning information from Planning and Development Building Department at 281-478-7270)*.
- All temporary construction buildings used for construction offices, storage of construction material or equipment, etc. must have a Temporary Occupancy Permit; please request detailed information from Planning and Development Department at 281-478-7270 prior to setting any said temporary buildings.
- Temporary diesel or other fuel storage tanks will require a separate fire marshal permit (please request any detailed information from the Fire Marshal's office prior to setting any said fuel tanks.).
- If a health permit will be required, include a copy of the Harris County Health Department approved plans when submitting plans to us.
- Depending on the wash down system, a closed loop system may be required.
- Model energy code: Provide compliance certification before building final

## **CONTACTS**

Building Official	Greg Melching	281-478-7235
Combination Inspector	Danny Rios-Lazo	281-478-7249
Electrical	Danny Rios-Lazo	281-478-7249
Civil Plan Review	Daniel Orta	281-478-7278
Storm Water Review	Dilcia Jimenez	281-478-7244
Flood Plain Development	Daniel Orta	281-478-7278
	Greg Melching	281-478-7235

## **SETBACKS**

The following are the set-back and height restrictions on various commercial zoned districts:

### Office & Professional:

Front yard	40 feet
Side yard, interior (adjacent to residential)	10 feet
Side yard, interior (adjacent to commercial)	5 feet
Side yard, exterior	10 feet
Side yard, interior (corner lot, on thoroughfares)	40 feet
Rear yard	12 feet
Height	60 feet (maximum)

### Community Service:

Front yard	40 feet
Side yard, interior (adjacent to residential)	10 feet
Side yard, interior (adjacent to commercial)	5 feet
Side yard, exterior	10 feet
Side yard, exterior (corner lot, on thoroughfares)	40 feet
Rear yard	12 feet
Height	35 feet (maximum)

### Highway Service:

Same as Community Service

### General Commercial:

Same as Community Service

Neighborhood Shopping District:  
Same as Community Service

Industrial Park District:

Lot area	20K square feet
Lot width	100 feet
Front yard	40 feet
Side yard	15 feet
Rear yard	20 feet
Height	50 feet

M-1 General Industrial District:

Front yard	25 feet
Side yard (with exceptions, contact Planning & Development)	None
Rear yard	20 feet

# **ADOPTED CODES FOR DEER PARK**

**July 2025**

## **BUILDING:**

- Latest version of the International Building Code (Residential and Commercial) 2024
- Latest version of the International Building Code (Commercial) 2024

## **ELECTRICAL:**

- Latest version of the National Electrical Code 2023, as published by the National Fire Protection Association

## **PLUMBING:**

- 2024 International Plumbing Code and Standard Gas Code, as published by the ICC (International Code Congress)

## **MECHANICAL:**

- 2024 International Building Mechanical Code

## **FIRE:**

- 2024 International Fire Prevention Code

## **ENERGY:**

- 2024 International Energy Conservation Code

## **ZONING:**

- Local Zoning Ordinance

## **PROPERTY MAINTENANCE:**

- 2024 International Property Maintenance Code

City ordinances are available upon request  
and can be accessed at

[www.municode.com](http://www.municode.com) or [www.deerparktx.gov](http://www.deerparktx.gov)

# Required Code Analysis Information

Based on the 2024 International Building Code

The purpose of this list of questions and requested information is to help expedite the plan process and to aid you in navigating the building code.

Does this project have a registered design professional in responsible charge? If so, the name of the professional?

Each item on the list must be answered by the design professional and attached to the application when making application for a building permit. (It is acceptable for all of this information to be part of and be displayed on one of the pages of the drawings.)

Submit a boundary survey showing the exact proposed location of all buildings.

Classification of Occupancy and/or Occupancies Chapters 3 and 4

Statement which supports use(s) and occupancy(s), classification(s). Include in the statement, the nature of the occupancy, process, materials, fluids, gases, hazardous materials, and other pertinent information that may affect the classify this building(s).

Which occupancy classification(s) and options are you using? Sec. 508

Incidental uses Sec. 509

Accessory occupancy Sec. 508.2

Mixed occupancy/non-separated use (the most restrictive must apply Sec. 508.3

Mixed occupancy separated by fire barrier walls. Table 508.4

Separate buildings/separated by a fire wall (as defined in Chapter 7) Sec. 706

Note: If the building has hazardous materials, contact the Planning and Development Department for additional information.

Construction Type Chapter 6

See Table 601 for the required fire-resistance-ratings of building elements.

Compare the exterior wall ratings of Table 601 to those required to the property line, Table 602. See notes f and g of Table 601 which indicates to use the most restrictive.

What is the height and area limits of the building(s) as indicated in Table 504.3?

Indicate the actual height, actual sq. ft. per floor and total area of building(s)

Have you used the height, open perimeter or sprinkler increases as allowed by 504 and 506? Show all applicable increases and calculations.

Indicate accessory use and incidental use areas with calculations qualifying each. If the separate building option is used, indicate calculations for it.

If using the mixed occupancy with the separated use option, show all calculations proving Code compliance Sec. 506 and 508 and Table 508.4

What is the maximum allowable area per Sec. 506?

Are you trying to use the Unlimited Area Building option as described in Sec. 507?

# Required Code Analysis Information

Based on the 2024 International Building Code

Is the building required to have a fire suppressions system? If so, indicate the type to be used Ch 9

Is the building required to have a standpipe system? Ch 9

Are you required to have a fire alarm and/or fire detection system? Plans must be submitted by a State license fire sprinkler professional and a state licensed fire alarm professional. Ch 9

In combustible construction, have you installed fire blocks per Sec. 718.2 and draft stops per Section 718.2.1 in all locations as required per Code.

Are you using combustibles in Type I or II construction? Indicate all areas where fire-retardant-treated wood will be used. Sec. 718.5

Submit UL listings for any fire-resistance-rated construction. Be sure that the application and design matches the requirement in Ch.7. For example: A UL listing for a fire barrier wall needs to match the designated use and design for a fire barrier wall per Sec. 707.

The door and window schedules should include fire-resistance-rated opening protection and closers as required per Code. Sec. 716

Is the corridor required to be fire-resistance rated? Sec. 1018, Table 1018.1

Corridor shall not serve as supply, return exhaust, relief or ventilation air ducts (refer to Exceptions in Sec. 1018.5)

What is the occupancy load of the building? Table 1004.5

How many exits are required? How many are provided? Sections 1026

What are the required widths of doors, stairs and ramps? Show your calculations, Section 1023.

Is this project large enough to require a life safety plan? If so, submit one.

Are the handrails and guards in compliance? Sec. 1014, 1015

Pre-manufactured metal buildings and structural steel buildings need three (3) sets of structural drawings stamped by a structural engineer. They must be submitted and approved before any building erection is started.

Wood trusses and floor trusses need three (3) sets of structural drawings stamped by a structural engineer. They must be submitted and approved before any truss erection is started. Sec. 2303.4

On wood construction, be sure to indicate studs to be strapped every stud and roof framing every other rafter per city ordinance. This is addition to other strapping required by a design professional.

List on your code analysis information sheet all special inspections that you are requiring.



CHAPTER 46. FLOODS.

ARTICLE I. IN GENERAL.

SECTION 1. DESIGN CRITERIA FOR FLOOD DETENTION FACILITIES.

Design criteria for flood detention facilities are hereby established for property being developed within the city as follows:

1. Basic Standards: Revised to 0.65 acre feet
  - a. The minimum detention storage rate shall be fifty-five hundredths (   ) acre-feet per acre (ac-ft./ac) or greater for all new development larger than one (1) acre. Minimum storage rate does not apply for a single-family residential structure and/or accessory buildings proposed on an existing lot
  - b. The use of hydrograph timing as a substitution for detention on any project is prohibited.
  - c. The design for localized storm conveyance systems or detention facilities are required to incorporate the most recent Harris County, Region 3 rainfall data as specified in the current Harris County Engineering Department (HCED) development regulations, OR the design for localized storm conveyance systems or detention facilities are required to utilize Atlas 14 rainfall data for design.
  - d. For drainage areas being developed which are fifty (50) acres or larger, the detention facility design and criteria shall be approved by the Director of Planning & Development.
2. Additional Standards – The detention facility shall be designed for easy maintenance and every consideration shall be given to designing of the facility for multi-purpose use, such as playgrounds, ball fields, mini-parks, etc. To ensure that maintenance will be accomplished, the design shall include the following:
  - a. A twenty (20) foot maintenance roadway shall encompass the perimeter of the detention facility and be considered a part of the facility.
  - b. A twelve (12) foot wide reinforced concrete access ramp shall be provided into the basin for maintenance equipment access.
  - c. An earthen detention basin shall have a minimum on side slopes of four to one (4:1) and minimum bottom width of ten (10) feet.
  - d. A minimum of five (5) foot wide, six (6) inch thick, reinforced concrete, trickle channel shall be constructed through the basin bottom to accommodate low flow and allow fast drying.
  - e. The bottom of the detention basin shall have a minimum of twenty-five hundredths percent (0.25%) cross slope to facilitate quick drainage.
  - f. Inlets, outlets and required trash racks shall be located for easy accessibility.
  - g. Inlets and outlet pipes shall have erosion control devices.
  - h. When necessary, high overflow shall be constructed six (6) inches above the design water surface elevation.

1. Detention shall be designed in order to have a minimum of twelve (12) inch freeboard.
- J. The detention basin, maintenance roadway, and right-of-way shall be hydro-mulched with Bermuda seed and watered to facilitate full grass coverage, prevent erosion, and provide slope stabilization and protection.
- k. When necessary, provide for ingress/egress to the detention basin including dedicated right-of-way.
- I. Maximum detention basin release is five-tenths (0.5) cubic-feet per second per acre (cfs/ac).

**PLEASE COMPLETE IMPORTANT INFORMATION BELOW:**

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emissions Standards for Hazardous Air Pollutants (NESHAP)?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Date of Survey \_\_\_\_\_                      TDH Inspector License # \_\_\_\_\_

\*If the answer is no, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the TAHPR and NESHAP prior to a renovation/demolition permit being issued by the City of Deer Park.

**\*If no, plans cannot be accepted by the City of Deer Park for review at this time.**

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If the valuation of the work is over \$50,000.00, have you submitted plans to Texas Department of Licensing and Regulation Architectural Barriers for review?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

\*If you have submitted but do not have a copy of the plans, please provide the file number on the following line:

File # \_\_\_\_\_

**Note: The File Number will be verified, please be accurate in recording this number. If the File Number cannot be confirmed, a permit will not be issued**

**CITY OF DEER PARK  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**Detention Requirement Checklist**

As Of July 2025

Yes	No	N/A	Item	Description
_____	_____	_____	1	Provide size of the site in acres
_____	_____	_____	2	Provide the detention storage rate (Cs)
_____	_____	_____	3	Provide the required detention storage volume a. Ensure proper storage volume has been provided
_____	_____	_____	4	Provide the design water surface elevation for the detention pond
_____	_____	_____	5	Provide the maximum permitted outflow rate (0.5 crs/acre)
_____	_____	_____	6	Provide design outflow rate
_____	_____	_____	7	Provide the calculated orifice size with calculations (Minimum 6" restriction)
_____	_____	_____	8	Provide the detention pond dimensions
_____	_____	_____	9	Provide the detention pond elevations. (Includes bottom and top finish grade) Include concrete trickle channel dimensions, elevations, slope percent and
_____	_____	_____	10	construction detail
_____	_____	_____	11	Include entrance and exit slope protection with details
_____	_____	_____	12	Provide trash rack specifications and details
_____	_____	_____	13	Provide note for hydro-mulch seeding
_____	_____	_____	14	Provide all detention related calculations
_____	_____	_____	15	Minimum slope on trickle channel is .25%

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT**

**Commercial Building Plan Checklist**

As of July 2025

*Submit the following information to apply for the permit: This information is not inclusive, additional information may be required.*

**PROVIDE:**

Yes	N/A	Item	Description
___	___	1	Detailed letter which supports declared occupancy and use
___	___	2	Cover page for plans, including:
___	___		a. Name of business for this project
___	___		b. Address of project
___	___		c. Owner's name, address and phone number
___	___		d. If design built, give contractors contact information
___	___		e. Height and area
___	___		f. Occupancy and Use per Mixed Occupancy Provision Section 508
___	___		g. Type of construction
___	___		h. Table of Contents
___	___		i. Indicate codes used based on current adopted codes
___	___		j. List of all special inspections required
___	___	3	Boundary survey, with reference benchmark. (All elevations based on TSARP reference mark NAVD 88, 2001 adjustments)
___	___	4	Site plan with all pertinent information and measurements including:
___	___		a. Minimum of 4' public sidewalk per City specifications (1' off property line)
___	___		b. Paving and driveway details
___	___		c. Adjacent property, including undeveloped and developed
___	___		d. Setbacks per Zoning Ordinances
___	___		e. Finished floor elevation (minimum 2' above curb)
___	___		f. Verify minimum requirements of proposed finished floor elevations for the applicable F.I.R.M. Zone, including bench mark datum and adjustment with local government agency prior to starting construction
___	___		g. F.I.R.M. 48201C0903L "Particular Zone: must be on elevation certification furnished on final building inspection
___	___		h. Existing easements
___	___	5	IECC Comm Check including all calculations-envelope, lighting and mechanical
___	___	6	Project over \$50,000, submit file number indicating submitted for architectural barriers
___	___	7	Code information:
___	___		a. Mixed occupancy, separated use, non-separated use, accessory use incidental use areas. Calculations supporting Code compliance.
___	___		b. Allowable height and area, actual height and area, sprinkler increase, open perimeter increase. Calculations supporting Code compliance.
___	___		c. Number of means of egress required, occupant load and calculations
___	___		d. Design compliant per all applicable codes, laws and ordinances

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT  
Commercial Building Plan Checklist**

As of July 2025

Yes	N/A	Item	Description
_____	_____	8.	Plans:
_____	_____		a. Designed in a professional manner
_____	_____		b. Clearly depict how to construct the project and materials to be used
_____	_____		c. Designed to meet City Ordinance, applicable codes and per owner's specifications
_____	_____		d. Door, window and hardware schedules
_____	_____		e. Fire rated construction: UL Listings, and fire-resistant-rated opening protection listed in door, window and hardware schedules
_____	_____		f. Interior finish meets flame spread and smoke development per Code
_____	_____	9.	Wood Frame Construction
_____	_____		a. All joist, rafters, 20" o.c. maximum
_____	_____		b. All studs 16" o.c. maximum
_____	_____		c. All truss, truss joist microllam, parallam, etc., engineered and stamped
_____	_____		d. Submit truss drawing to this department for approval before installation
_____	_____	10.	Buildings designed for 141 mph three second gust
_____	_____	11.	Project s over \$50,000, dated and stamped by registered professional as required by the City of Deer Park, IBC and the State of Texas
_____	_____	12.	Approval for Construction Trailer must be obtained before placement.
_____	_____	13.	Hazardous material: MSDS sheets. Requested special, enlarged check list from this department. Not included with this packet
_____	_____	14.	Fire suppression system. ISO approved and stamped by a licensed fire suppression contractor along with license number (No cover inspection until fire suppression permit obtained)
_____	_____	15.	Foundations and Parking Lots: minimum reinforcements: #3 rebar 18" o.c. or #4 rebar 24" o.c. No wire mesh allowed
_____	_____	16	Decorative material, such as glass, stucco, or finished wood, on exterior of building which faces or fronts a public street. Minimum area 12 x the horizontal dimension (width) of the facing area
_____	_____	17	Fencing:
_____	_____		a. Required fencing not exceeding the maximum height allowed
_____	_____		b. Barbed wire minimum of 8' above grade
_____	_____		c. No fence arms projecting inside of property line
_____	_____		d. Drawings submitted for commercial fencing abutting residential made of solid material, such as masonry, wood slats, etc.
_____	_____		e. Drawings submitted for required lay-down fencing must be 8', solid and unable to be viewed from street
_____	_____	18	Parking spaces:
_____	_____		a. Number of spaces per City Ordinance
_____	_____		b. Regular parking spaces 9' x 20'
_____	_____		c. Van handicap parking, 17' x 20' (minimum of one)
_____	_____		d. Typical handicap parking 14' x 20'

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT**

**Building Plan Checklist**

As of July 2025

Yes	N/A	Item	Description
_____	_____	18	Parking spaces: (Continued)
_____	_____		e. Access lane between rows of parking spaces 20'
_____	_____		f. Fire lanes per Fire Marshal's requirements
_____	_____	19	Approval certificate from Harris County for any occupancy requiring a health certificate

**Wood Frame Construction**

- |       |       |   |   |
|-------|-------|---|---|
| _____ | _____ | 1 | All joist and rafters must be on 20" centers as a maximum   |
| _____ | _____ | 2 | All studs must be on 16" centers  |
| _____ | _____ | 3 | All truss, truss joints, microllam, parallam, etc. are to be engineered. Provide the stamped detail plans. *All truss joist must be on 20" centers as a maximum |

*I have read through the building check list and provided all the information requested. I further understand that if any information requested was not provided will result in all plan review process to stop and the plans will be returned to the applicant for correction..*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF DEER PARK**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

**Electrical Plan Checklist**

As of July 2025

Yes	No	Item	Description
_____	_____	1	Is the entire electrical design for this project designed per the 2023 National Electric Code?
_____	_____	2	Have you shown the power company's point of attachment to the building, (overhead). Show the proposed route for the service lateral cable to the power company's equipment in their easement (underground).
_____	_____	3	Show the proposed route for the electrical service entrance cable (indicate overhead or underground) and provide a copy of any easements given
_____	_____	4	Provide a complete load analysis, based on the 2020 NEC, giving code references for any derates used and enough information to confirm the service size; provide more notes
_____	_____	5	Show the location of the outside service main as required by local ordinance
_____	_____	6	Provide a one-line drawing of the proposed and/or existing electrical service including the following: A. All panels, disconnects, wire ways, etc. B. Indicate the NEMA rating for all panels, disconnects, wire ways, etc. C. Size of all conduits to and from all panels, transformers, disconnects and wire ways D. Size of wires to all panels, disconnects, wire ways, etc., with the type of insulation and temperature rating (75° F; will be assumed if temperature rating is not provided) E. Provide the conductor sizes for the grounding electrode to include 1. Structural steel 2. Cold water 3. Rod 4. Any other metal piping
_____	_____	7	Provide all panel schedules including: A. Panel rating B. Main size or indicate main lug only C. Provide the total KVA load on the panel D. Indicate the wire and breaker size for each circuit
_____	_____	8	Show all panel locations
_____	_____	9	If any part of the electrical system is to be located in a hazardous location as per code, identify those areas and show the classification for the wiring system and A. Provide the air change calculations to reduce the classification B. Provide a list and MSDS for all chemicals to be used or stored in these areas
_____	_____	10	Provide engineered fire alarm plans if required or installed
_____	_____	11	If there is any power under a cooking hood, provide detailed drawings for the ansul system turning power off when activated

*I have read through the electrical check list and provided all the information requested. I further understand that if any information requested was not provided will result in all plan review process to stop and the plans will be returned to the applicant for correction.*

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT**

**Plumbing Plan Check List**

As of July 2025

Yes	No	Item	Description
_____	_____	1	Provide plans with the location of water lines, sanitary and storm sewer lines and all taps and connections to city lines along with any profiles of bores or road crossings and type of material used
_____	_____	2	Provide plans with calculations and location of storm drainage with all required catch basins and flow lines. All storm lines shall be backfilled with stabilize sand.
_____	_____	3	Provide plans showing one (1) common building drain and sewer line. Building drain and sewer line shall be sized per the 2024 International Building and Plumbing Codes. A two (2) pipe system shall be installed when required by the "Code Official".
_____	_____	4	Show a riser diagram with size calculations on all water, drain and vent systems.
_____	_____	5	Show a riser diagram with size calculations on all gas piping.
_____	_____	6	Show a complete fixture schedule and detail sheet with number of fixtures required, calculated per the the 2024 International Building and Plumbing Codes.
_____	_____	7	Show all required floor drains with accessible trap primers, trap guards may be used only when approved by the " CODE Official "
_____	_____	8	Show location of all service sinks
_____	_____	9	Provide plans showing any required grease trap or separator with sizing calculations and manufacture information. Grease trap or separator shall have city approved sample well (See attached diagram).
_____	_____	10	Provide plans showing inside fire sprinkler system, along with plans for outside fire line with an approved backflow preventor w/meter by-pass installed above ground and properly supported
_____	_____	11	Provide plans showing lawn irrigation with type of material and location of heads. Irrigation system shall have an approved backflow preventor installed and properly supported

NOTE: Sample wells shall be installed when required by the "Code Official"

*I have read through the plumbing check list and provided all the information requested. I further understand that if any information requested was not provided will result in all plan review process to stop and the plans will be returned to the applicant for correction.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT**

**Mechanical Plan Check List**

As Of July 2025

Yes	No	Item	Description
_____	_____	1	Provide plans and calculations for all the supply, return and exhaust duct systems along with any required fire and smoke dampers per the 2024 International Mechanical Code
_____	_____	2	Show all material to be used, including insulation, coverings, fire and smoke dampers and duct material along with their UL listings.
_____	_____	3	Show location of condensate drain discharge Note: Condensate drain shall discharge to an approved location

**NOTE: All Plans Submitted Shall Have Licensed Engineer Stamp**  
*Unless not required by the Planning and Development Department*

*I have read the requirements for the mechanical plan review and understand that if any information requested was not provided that the plan review process would stop and plans will be returned to the applicant for correction. I also understand that the job in question may be subject to field correction.*

Comments:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF DEER PARK  
PLANNING AND DEVELOPMENT DEPARTMENT**

**Fire Plan Check List**

As Of July 2025

Yes	No	N/A	Item	Description
_____	_____	_____	1	Include names of all chemicals on site
_____	_____	_____	2	Provide MSDS on all chemicals on site
_____	_____	_____	3	Provide quantities of all chemicals on site
_____	_____	_____	4	Provide plot plan with location of chemicals
_____	_____	_____	5	Indicate type of fire protection for chemicals

**Fire Sprinkler Systems**

○ If the fire sprinkler plans are not submitted with the building package, a separate building permit will be required. No work can be started on a fire sprinkler system until the plans have been approved.

○ The fire line contractor will provide an ISO approved set of plans with a Registered Texas Mechanical Engineer's stamp and signature for the fire sprinkler system to the City before the project begins.

○ The fire line contractor will be responsible for making any taps or road bores and the City inspector will do the inspection. All road bores will require a plan and profile on the plans to be reviewed.

○ The City water supply shall be protected by a Reduced Pressure Principal Backflow Preventor (RPZ), installed per the latest version of the International Plumbing Code, above grade and as close to the water tap as possible, but not in the street right-of-way.

○ The fire line contractor must conduct a hydrostatic pressure test, as per NFPA 13 and provide a material test certificate for aboveground and underground piping that will be submitted to the City before final plumbing inspection will be made.

CITY OF DEER PARK

DEPARTMENT

Floodplain Management Check List

As of July 2025

Item

Yes	No	Description
_____	_____	1 Is the development within the Special Flood Hazard Area? If so you will be required to fill out the Floodplain Development Permit Application and submit to floodplain administrator for review. <b><i>If the property is not within the Special Flood Hazard Area no further action is required.</i></b>
_____	_____	2 Provide a site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
_____	_____	3 Development plans, drawn to scale, and specifications, including where applicable: details for anchoring of structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the base flood elevation (BFE), details of floodproofing of utilities located below the BFE.

**NOTE: No Certificate of Occupancy will be issued until the floodplain manager reviews the elevation certificate (of final construction) for accuracy.**

*I have read the requirements for the floodplain review and understand that if any information requested was not provided that the plan review process would stop and plans will be returned to the applicant for correction. I also understand that the job in question may be subject to field correction.*

Comments:

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Print Name

Print Title

Signature

Date



# COMMERCIAL BUILDING PERMIT

710 E. San Augustine, Deer Park, TX 77536

Phone: 281-478-7270 Fax: 281-478-0394

<b>PROJECT ADDRESS:</b>	Deer Park, TX 775		
	Lot #	Block #	Subdivision Name:

<b>OWNER / BUILDER INFO</b>	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

<b>CONTRACTOR INFO</b>	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

<u>PERMIT TYPE</u>		<u>Utility &amp; Site Work</u>	
<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer (Ft)
<input type="checkbox"/> Church	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Catch Basins	<input type="checkbox"/> DOM Water Line (Ft)
<input type="checkbox"/> Industrial	<input type="checkbox"/> Service Station	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Fire Hydrants
<input type="checkbox"/> Restaurant / Store	<input type="checkbox"/> Office / Bank	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Backflow Devices
<input type="checkbox"/> New Addition	<input type="checkbox"/> School Facilities	<input type="checkbox"/> Fire Line	<input type="checkbox"/> Fire Line
<input type="checkbox"/> Commercial Remodel	<input type="checkbox"/> Other _____	(Inside)	(Outside)

**For Utility/Site Work Only use the Utility Site Work Application**

DESCRIPTION OF IMPROVEMENTS: \_\_\_\_\_

VALUE OF THE PROJECT: \$ \_\_\_\_\_

OCCUPANCY TYPE: \_\_\_\_\_ SQUARE FOOTAGE \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_ HEIGHT \_\_\_\_\_

IS THE PROJECT IN THE 100 YEAR FLOODPLAIN?  YES  NO (IF YES COMPLETE A FLOODPLAIN DEVELOPMENT PERMIT)

If project is in a floodplain, an elevation certificate will be required stating the finished floor elevation.

WILL MORE THAN 1-ACRE OF LAND BE DISTURBED?  YES  NO (IF YES COMPLETE A STORMWATER PERMIT)

**REMODEL / DEMOLITION ONLY** - BY MY SIGNATURE, I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING RENOVATED AND/OR DEMOLISHED. A COPY OF THE ASBESTOS SURVEY IS INCLUDED WITH THIS PERMIT APPLICATION. THIS CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF DEER PARK AND BY THIS SIGNATURE; THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.

APPLICANT'S PRINTED NAME: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADDRESS NUMBER MUST BE POSTED DURING CONSTRUCTION AND PERMANENTLY AT TIME OF FINAL INSPECTION**

**A \$45 re-inspection fee will be charged for all failed inspections**



# COMMERCIAL BUILDING PERMIT APPLICATION

## SITE WORK ONLY

710 E. San Augustine, Deer Park, TX 77536

Phone: 281-478-7270 Fax: 281-478-0394

<b>PROJECT ADDRESS:</b>	Deer Park, TX 775		
	Lot #	Block #	Subdivision Name:

<b>OWNER / BUILDER INFO</b>	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

<b>CONTRACTOR INFO</b>	Name:			
	Address:	City:	State:	Zip:
	Phone:	Fax:	Email:	

PERMIT TYPE			
<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Sanitary Sewer (Ft)
<input type="checkbox"/> Church	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Catch Basins	<input type="checkbox"/> DOM Water Line (Ft)
<input type="checkbox"/> Industrial	<input type="checkbox"/> Service Station	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Fire Hydrants
<input type="checkbox"/> Restaurant / Store	<input type="checkbox"/> Office / Bank	<input type="checkbox"/> Man Holes	<input type="checkbox"/> Backflow Devices
<input type="checkbox"/> New Addition	<input type="checkbox"/> School Facilities	<input type="checkbox"/> Fire Line	<input type="checkbox"/> Fire Line
	<input type="checkbox"/> Other _____	<input type="checkbox"/> (Inside)	<input type="checkbox"/> (Outside)

**Site Work Only: For Building Structure use the Commercial Building Permit Application**

DESCRIPTION OF IMPROVEMENTS: \_\_\_\_\_

VALUE OF THE SITE WORK: \$ \_\_\_\_\_

IS THE PROJECT IN THE 100 YEAR FLOODPLAIN?  YES  NO (IF YES COMPLETE A FLOODPLAIN DEVELOPMENT PERMIT)

If project is in a floodplain, an elevation certificate will be required stating the finished floor elevation.

WILL MORE THAN 1-ACRE OF LAND BE DISTURBED?  YES  NO (IF YES COMPLETE A STORMWATER PERMIT)

**REMODEL / DEMOLITION ONLY** - BY MY SIGNATURE, I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING RENOVATED AND/OR DEMOLISHED. A COPY OF THE ASBESTOS SURVEY IS INCLUDED WITH THIS PERMIT APPLICATION. THIS CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF DEER PARK AND BY THIS SIGNATURE; THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.

APPLICANT'S PRINTED NAME: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADDRESS NUMBER MUST BE POSTED DURING CONSTRUCTION AND PERMANENTLY AT TIME OF FINAL INSPECTION**

**A \$45 re-inspection fee shall be assessed for each re-inspection**



Storm Water Department  
710 E San Augustine P.O. Box 700  
Deer Park, Texas 77536

## Storm Water Permit Application For Construction Activities

New Permit  Amendment

### APPLICATION PURPOSE

Under the Phase II storm water regulations affecting small municipalities, the City of Deer Park is required to develop and implement a program to reduce pollutants in storm water from construction activities disturbing **one or more acres** on land. As part of our program, the city is requiring construction operators of sites located within city limits, to comply with the requirements of the TPDES construction permit. The following information is required to confirm compliance.

### PROJECT INFORMATION

Project Name

Site Address

Lot, Block, Subdivision/Tract

Harris County Appraisal District Tax ID #

Total Acres Disturbed

Brief Project Description

Residential Development

Commercial Development

Phased Development

### APPLICANT & OWNER INFORMATION

Applicant Name (Primary Operator): \_\_\_\_\_

Mailing Address

City

State

Zip Code



**Storm Water Department**  
**710 E San Augustine P.O. Box 700**  
**Deer Park, Texas 77536**

\_\_\_\_\_  
 Email Phone Fax

**Owner Name:** \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Email Phone Fax

**Contact Person (If different from applicant):** \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Email Phone Fax

**CHECKLIST**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| <b>Permit Application Form &amp; Plan Review Checklist</b>                   | <input type="checkbox"/> | <b>Paper copy of SWPPP drawings</b>                          | <input type="checkbox"/> |
| <b>TCEQ Notice of Intent or Construction Site Notice</b>                     | <input type="checkbox"/> | <b>Electronic copy of SWPPP narrative and SWPPP drawings</b> | <input type="checkbox"/> |
| <b>Copy of Check submitted to TCEQ or Electronic Confirmation of Payment</b> | <input type="checkbox"/> |  |                          |

\_\_\_\_\_  
 Applicant Name (Please Print) Applicant Signature Date