



Commercial Civil  
Application  
Public Works and  
Community Development Department

City of Shenandoah, Texas  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522

**APPLICATION MAY NOT BE RECEIVED BY THE CITY OF SHENANDOAH UNTIL A PRE-APPLICATION MEETING HAS OCCURRED CONTACT CITY STAFF TO REQUEST MEETING.**

When plans are submitted to the city for review, plans must be submitted as follows:

- Acknowledgement of Administrative Completeness Checklist (see second page of application). The City of Shenandoah upon receipt of an application will determine the administrative completeness. Once an application is determined to be administratively complete you will receive written notice to the email provided within this application.
- PLANS SHALL BE SUBMITTED IN A DIGITAL PDF FORMAT.
- Additional fees may apply if not submitted digitally.
- Review rules and regulations for more information regarding plan submission.
- All of the different sets of plans will have a cover sheet identifying what type of plans they are.

Note:

- Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.
- Certificate of Occupancy takes up to 72 hours once the final inspections have passed.
- Inspection turnaround is 24 hours.
- Inspections must be cancelled by 8:30 A.M. to avoid any fees.
- No inspections will be scheduled if a re-inspection fee is due.
- Signs are permitted separately including construction, temporary, and permanent signs.
- Alcohol permit must be submitted to the City and will take approximately three months to obtain a permit.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

<p><b>Date Received</b> <i>Office Use</i></p>	
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## ADMINISTRATIVE COMPLETENESS CHECKLIST FOR INITIAL SUBMITTAL

- Pre Application Meeting**, request for meeting shall be submitted to City Staff.
- Completed permit application form**
- One (1) electronic** copy of the engineering plans and all other documents.
- Plan sheet requirements** (including the cover sheet):
  - Sealed and dated by the licensed Professional Engineer.
  - Engineering company's address and the TBPE firm number.
  - North arrow on every plan view.
  - Standard engineering scale (except sheet with standard details or text only).
  - Project title should be the same throughout the plans.
  - All items labelled clearly and legibly.
  - Consistent symbols, line weights, and line types.
  - Sheet size 24"x36"
  - No reference to interim review or "not for construction".
- Plan cover sheet** requirements:
  - Unique project name, clearly identifying the project and its location or address.
  - Vicinity map with adjacent and major streets labelled to reasonably show location.
- Overall paving and utility layout drawings** indexing specific plan and profile sheets.
- City standard details** provided as relevant.
- Any other items requested in pre development meeting**

## ADMINISTRATIVE COMPLETENESS CHECKLIST FOR FOLLOW UP SUBMITTAL

- Letter of response to previous review comments**, with detailed information for each comment regarding specific changes made to the plans in response to that comment.
- Completed permit application form**
- One (1) electronic** copy of the engineering plans and of all other documents.
- Plan sheet requirements** (including the cover sheet):
  - Sealed and dated by the licensed Professional Engineer.
  - Engineering company's address and the TBPE firm number.
  - North arrow on every plan view.
  - Standard engineering scale (except sheet with standard details or text only).
  - Project title should be the same throughout the plans.
  - All items labelled clearly and legibly.
  - Consistent symbols, line weights, and line types.
  - Sheet size 24"x36"
  - No reference to interim review or "not for construction".
- Plan cover sheet** requirements:
  - Unique project name, clearly identifying the project and its location or address.
  - Vicinity map with adjacent and major streets labelled to reasonably show location.
- Overall paving and utility layout drawings** indexing specific plan and profile sheets.
- City standard details** provided as relevant.
- Any other items requested in previous review comments**



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Permit Application**  
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[www.shenandoah.tx.us](http://www.shenandoah.tx.us)

**\* PERMIT EXPIRES IN 6 MONTHS (180 DAY) NON-TRANSFERABLE \***

<b>JOB ADDRESS:</b>			
<b>OWNER:</b>	<b>MAILING ADDRESS:</b>	<b>EMAIL:</b>	<b>TELEPHONE:</b>
<b>CONTRACTOR:</b>	<b>MAILING ADDRESS:</b>	<b>EMAIL:</b>	<b>TELEPHONE:</b>
<b>TDLR REGISTRATION NUMBER:</b>		<b>VALUATION OF WORK:</b>	
<b>WORK DESCRIPTION:</b>		\$	
I waive my right of action by the City of Shenandoah for the plan(s) I am submitting. By waiver of my right of action by the City of Shenandoah under House Bill No. 3167 the City of Shenandoah has no obligation to approve, approve with conditions, or disapprove my plan(s) within 30 days of an initial submission of my plan(s) or 15 days of an subsequent submission of my plan(s).			<b>Initial for waiver for right of action:</b>
<b>DIGITAL PLAN REVIEW (BASED ON NUMBER OF SHEETS PER SET)</b>	<b>1-10 SHEETS</b>	<b>\$15.00</b>	\$
	<b>11-20 SHEETS</b>	<b>\$20.00</b>	\$
	<b>21-30 SHEETS</b>	<b>\$25.00</b>	\$
	<b>31-40 SHEETS</b>	<b>\$30.00</b>	\$
	<b>41-50 SHEETS PLUS</b>	<b>\$50.00</b>	\$
<b>CIVIL PERMIT FEE</b>			<b>\$ 500.00</b>
<b>NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, FIRE SPRINKLERS, OR LAWN SPRINKLERS.</b>			
<b>NOTE: Additional fees will be added if paper plans are submitted. Additional plan review \$250.00 per ten sheets.</b>			
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction or the performance of construction.			
<small>NAME OF PROPERTY OWNER OR AGENT:</small>		<small>SIGNATURE OF PROPERTY OWNER OR AGENT:</small>	
<b>OFFICE USE ONLY</b>			
<b>DATE RECEIVED</b>		<b>TOTAL FEE:</b>	\$



# Impact Fee Calculation Worksheet

**\*ESTIMATE ONLY\***

City of Shenandoah  
29955 I-45 North  
Shenandoah, TX 77381  
281-298-5522

*Instructions for use:* Use the City of Houston impact fee service unit equivalent table below to determine the service unit equivalent for your type of development. Enter the equivalency factor into the box below. Enter the service unit equivalent per unit in the box below. The total service unit equivalents will be calculated automatically, as well as the water, wastewater, and total impact fee.

Property Address: \_\_\_\_\_

Development Type	<b>see below</b>
Service Unit Equivalent	<input type="text"/>
Per (sqft, bed, seat, etc.)	<input type="text"/>

Total Service Unit Equivalent \_\_\_\_\_

Water Impact Fee \_\_\_\_\_

Wastewater Impact Fee \_\_\_\_\_

**Total Impact Fee** \_\_\_\_\_

**Recommended SUs are based on 1.0 SU = 250 gpd.**

Line No.	Type of Development	Service Unit Equivalent	Per
1.	Bakery	0.0019	Square Foot
2.	Banquet Hall (No Cooking, Warming Kitchen Only)	0.0200	Occupant
3.	Barber Shop	0.6048	Bowl
4.	Beauty Shop or Beauty Salon	0.6048	Bowl
5.	Bowling Alley (Dining Additional Charge)	0.8000	Lane
6.	Car Repair (Office Additional Charge)	0.00020	Square Foot
7.	Carwash, Tunnel, Self-Service	8.00	Carwash
8.	Carwash, Tunnel, With Attendant	39.60	Carwash
9.	Carwash, Wand Type, Self-Serve	1.54	Carwash Bay
10.	Church or Fellowship Hall	0.0037	Occupant
11.	Club, Tavern, or Lounge	0.0399	Occupant
12.	Concert Hall	0.0399	Occupant
13.	Country Club	0.4032	Member
		0.1008	Guest
14.	Dance School or Dance Studio	0.0399	Occupant
15.	Day Care Center	0.0399	Occupant
16.	Dormitory (Dining Additional Charge)	0.3604	Bed
17.	Fire Station (Dining Additional Charge)	0.3604	Capita
18.	Fitness Center/Club – Freestanding	0.0015	Square Foot
19.	Fitness Club – Within Shopping Center	0.0399	Occupant
20.	Funeral Home (Services Per Week)	0.39	Service
21.	Gas Station with Carwash	11.78	Station
22.	Gas Station Without Carwash	2.21	Station
23.	Grocery Store, 5,000-28,999 Sq. Ft	0.00033	Square Foot
24.	Grocery Store, 29,000 + Sq. Ft	0.0009	Square Foot
25.	Homeless Shelter (No Cooking or Dining)	0.1323	Bed
26.	Hospital (Dining Additional Charge))	0.8001	Bed
27.	Hotel or Motel, With or W/O Kitchenettes	0.7554	Room
28.	Manufacturing	0.00020	Square Foot
29.	Mobile Home Park	1.00	Space
30.	Movie Theater	0.0200	Seat
31.	Nail Salon (Manicure or Pedicure)	0.0004	Square Foot
		0.3024	Bowl
32.	Nursing Home (Salon & Dining Additional Charge)	0.3604	Bed
33.	Office (Includes Studio, Therapy & Massage)	0.000237	Square Foot
34.	Park	0.0200	Occupant
35.	Post Office, Excluding Dock	0.000320	Square Foot
36.	Prison	0.3654	Capita
37.	Racquetball Court	0.6426	Court
38.	Recreational Vehicle Park	0.3000	Vehicle
39.	Residence, Apartment with Washer / Dryer	0.4762	Unit

Line No.	Type of Development	Service Unit Equivalent	Per
40.	Residence. Apartment Without Washer / Dryer	0.4046	Unit
41.	Residence, Condominium	0.4762	Unit
42.	Residence, Single Family or Townhouse, Up To 3000 Sq. Ft (Additional Charge Of 0.0002 SU Per Sq. Ft Over 3000 Sq. Ft)	1.000	Unit
43.	Restaurant, Fast Food	0.0021	Square Foot
44.	Restaurant, Full Service / Dining / Bar Area	0.0033	Square Foot
45.	Retail	0.000281	Square Foot
46.	School (College, High, Middle, Elementary)	0.0198	Seat
47.	Skating Rink	0.0200	Capita
48.	Stadium	0.0126	Seat
49.	Swimming Pool	0.0200	Swimmer
50.	Toilet (Park Amenity)	0.1640	Toilet
51.	Transportation Terminal (Dining Additional Charge)	0.0200	Passenger
52.	Warehouse	0.000121	Square Foot
53.	Washeteria	0.5639	Machine
54.	Water Dispensing Unit – Freestanding	4.5630	Unit