



Necessary Forms Outline for the Building Department

All documents are to be submitted to BuildingDocuments@LeagueCityTX.gov

- Files are to be separated out and named appropriately as outlined below, with files for 1 address only per e-mail.

EXAMPLE FILE NAMES:

- 1234 Smith Lane – Form Survey
- 1234 Smith Lane – Elevation Survey
- 1234 Smith Lane – Foundation Certification Form (tension cable foundations only)
- 1234 Smith Lane – TCI Request Form
- 1234 Smith Lane – Energy Certification Form
- 1234 Smith Lane – WPI-2 / WPI-8
- 1234 Smith Lane – Certificate of Occupancy Request Form (when no WPI-8 is submitted)
- 1234 Smith Lane – Final Survey
- 1234 Smith Lane – Final Elevation Certification

Foundation:

1. Form Survey
2. Elevation Survey (this information is allowed be to be a part of the Form Survey.) Keep in mind that even in Flood X Zones a League City ordinances **Sec. 22-13** & **Sec. 50-81** requires all new construction a minimum of 2' above the crown of the road.
3. Foundation Certification Form (this is required for tension cable foundations only and serves as the inspection.)

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4. These forms are required to be submitted and approved before a foundation inspection will be scheduled. When using a Foundation Certification Form, it must be submitted and approved before any other inspections will be scheduled.

Temporary Utilities "TCI" Request Form:

1. This form is required to be submitted or a TCI inspection will not be scheduled.
2. This form may be submitted as early as the time of application.

Certificate of Occupancy:

1. This is required by the 2015 IRC Section R110 Certificate of Occupancy.
2. Must have a passed a Public Works Final Inspection who also enters that inspection into our system. The request can be made by calling 281-554-1390.
3. A Final Energy Certification report has been submitted.
4. A WPI-2 or WPI-8 has been submitted. **Please be aware:** that by submitting a WPI-2 you will need to fill out a Certificate of Occupancy Application and you will be issued a Temporary Certificate of Occupancy. The Building Department will require a WPI-8 to be submitted no later than 90 days after the date of this application or the Certificate of Occupancy will be voided.
5. Provide a final survey. Final survey must include the setback information for all construction and equipment on the property.
6. Provide finished construction elevation certificate. The final elevation certificate must include final elevation of all construction and equipment on the property. If the property is in a Flood X Zone the final elevation certificate must list the elevation of the crown of the road as required by League City Ordinance **Sec. 22-13** & **Sec. 50-81**

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