



# Necessary Forms Outline for the Building Department

All documents are to be submitted to [BuildingDocuments@LeagueCityTX.gov](mailto:BuildingDocuments@LeagueCityTX.gov)

- Files are to be submitted individually (multiple files are allowed) and named appropriately as outlined below, with files for 1 address only per e-mail.

EXAMPLE FILE NAMES:

1. 1234 Smith Lane – Form Survey
2. 1234 Smith Lane – Elevation Survey
3. 1234 Smith Lane – Foundation Certification Form (tension cable foundations)
4. 1234 Smith Lane – TCI Request Form
5. 1234 Smith Lane – Energy Certification Form
6. 1234 Smith Lane – WPI-1 / WPI-8
7. 1234 Smith Lane – Final Elevation Certification (as required)

## Foundation:

1. Form Survey
2. Elevation Survey (this information is allowed to be a part of the Form Survey.)
3. Foundation Certification Form (this is for tension cable foundations only.)
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 is allowed to be submitted at time of application.

## Certificate of Occupancy:

1. A Final Energy Certification report has been submitted.
2. A WPI-1 or WPI-8 has been submitted. Please be aware that by submitting a WPI-1 the Building Department will require a WPI-8 to be submitted no later than 60 days after the date of this application or the Certificate of Occupancy will be voided.
3. Provide finished construction elevation certificates if located in a flood zone.
4. Must have passed a Public Works Final Inspection. The request can be made by calling 281-554-1390.

## League City Building Department