

KATY MILLS BULLETIN

Permitting Tips

(10/22/18)

This bulletin is to make you aware of any issues that have been identified in discussions with the authorities having jurisdiction. The landlord recommends all tenants, architects, and engineers thoroughly review the following and incorporate changes as they relate to the tenants contract and permit drawings.

City of Katy

910 Avenue C

Katy TX 77492-0617

T: (281) 391-4830

F: (281) 391-4834

katypermits@cityofkaty.com

Hours of Operation: 7:00 a.m. – 5:00 p.m. Mon-Friday

Building Department Web Site:

<http://cityofkaty.com/departments/permits-inspections/>

- Permit applications and plans can be submitted on line using the following email address: katypermits@cityofkaty.com
- Katy Mills building information: Occupancy Class M Mercantile or Class A-2 Assembly, Type II B, fully sprinkled, non-combustible building that is governed by the 2012 IBC. Please refer to City's website for applicable codes.
- The City of Katy requires three (3) complete sets of plans no larger than 36" in all dimensions signed/sealed by a State of Texas Licensed Architect and Engineer.
- At the conclusion of the project the city requires that a complete set of as built plans be submitted on a flash drive in PDF format.
- ALL Tenants **must** submit a Certificate of Occupancy application to the city prior to being allowed to occupy the space. This application will trigger a building and fire inspection that must be passed before plans can be submitted for review and/or any work can be performed within the space.
- The State of Texas and the City of Katy require an asbestos inspection before the permit can be issued. The mall does not keep prior inspections on file. A new inspection will need to be performed at the beginning of the project.
- Prior to scheduling the final building inspection the will require a COMcheck report showing the building meets the requirements of the International Conservation Code (IECC) and ASHRAE 90.1.
- All sign(s) shall be permitted, installed, inspected and approved separate from the building permit. This inspection should be scheduled concurrently with the final building or C/O inspection.
- Any revisions, alterations, or additions after the issuance of a C/O, may require additional plans and a separate permit application. Please contact your tenant coordinator for further guidance prior to performing any work outside the LL approved plans.
- The State of Texas charges a renovation tax. Be sure to inquire about the correct percentage when permitting with the City.

The tenant is responsible to comply with all regulations of the **Texas Architectural Barriers Act**. This includes review and approval of plans, and the inspection of the space at the conclusion of construction. Failure to adhere to these regulations is a violation of the Lease Agreement.

For more information, please contact:

Texas Department of Licensing and Regulation (TDLR)

PO Box 12157,
Austin, TX 78711
Telephone: (512)463-3211 or (877)278-0999,
Fax (512)475-2886
Website: www.license.state.tx.us

Tenants with food operations please contact the following for additional requirement:

Harris County Public Health

2223 West Loop South
Houston, TX 77027
P: 713-439-6000
Hours of Operation: Mon-Fri 9:00 am-5:00 pm
<https://publichealth.harriscountytexas.gov/About/Organization-Offices/EPH/Food-Safety>

The store address shall be: _____ (Store Name)

Katy Mills
Suite _____ (Space)
5000 Katy Mills Circle
Katy, TX 77494

