



Building Department
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League City, TX 77573
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Single Family Residence Building Document Submittal Guidelines

***All documents must be uploaded via the CSS Portal.**

***Documents must be labeled using the naming convention below or they will not be accepted.**

Example: 1234 Street Name – Type of Document (Final Survey, ect)

***All final documents should be submitted at one time. Each time you make an upload it takes about two business days to get processed. Multiple uploads will slow the process down.**

1. Form survey and Elevation Certificate (Under Construction): Must both be submitted at one time. Must be approved before plumbing ground inspection requested.

2. Foundation Letter: Must be stamped/dated/signed by engineer confirming passed inspection of foundation pour. Must be approved before any rough inspections are requested.

3. Final Documents:

a) Final Survey and Elevation Certificate (Finished Construction)

b) Final Energy Inspection Report

c) WPI-8 (WPI-2 will be accepted for inspection; WPI-8 must be submitted for Certificate of Occupancy)

Must all be approved before final inspections are requested.

https://tylerenergovweb.leaguecitytx.gov/energov_prod/selfservice#/home