**Planning Process Phase**

**Step 1:** Is property located within the corporate limits of League City?
- Yes: Proceed to Step 2.
- No: Discuss annexation or other options with City staff.

**Step 2:** Is property zoned for the proposed use or has a special-use permit been granted?
- Yes: Proceed to Step 3.
- No: Discuss rezoning or special use permit with planning department staff.

**Step 3:** Is the tract a legally platted and recorded lot of record?
- Yes: Property must proceed through the subdivision platting process.
- No: Property will require a preliminary plat, infrastructure plans, and final plat approval. Proceed to Step 5 when completed.

**Step 4:** Is the appropriate public infrastructure serving the lot(s) in place (water, sewer, roads, drainage, etc.)?
- Yes: Proceed to Step 5.
- No: Property will require a preliminary plat, infrastructure plans, and final plat approval. Proceed to Step 5 when completed.

**Step 5:** If the proposed use is not an existing structure, then submit the following 3 items to the City: building permit application, construction plans, and site plans.

**Step 6:** Request final inspection after all building and sub-trade inspections are complete (ex: plumbing, gas, electrical, etc.).

**Step 7:** Certificate of Occupancy issued after final inspection approval is received.

**Building Permit Phase**

If the interior or exterior will not be remodeled, then proceed to obtaining business registration, which includes, but is not limited to Fire Marshal inspection and parking calculation. Proceed to Step 6 after completing these items.

If remodeling will occur, construction plans must be submitted to the City and sub-inspections must be completed before proceeding to Step 6.