



RESIDENTIAL PERMIT APPLICATION

☐ NEW CONSTRUCTION ☐ ADDITION ☐ REMODEL ☐ FOUNDATION
☐ STORAGE BUILDING ☐ DECK ☐ FENCE ☐ POOL
☐ FLATWORK ☐ OTHER _____

CITY OFFICE USE ONLY

PERMIT No.:

Dept.

Date.

Info.

Address:

BLDG

P&Z

ENG

FIRE

HLTH

NAME OF OWNER: _____

STREET ADDRESS: _____

AS ASSIGNED BY COMAL COUNTY

THIS APPLICATION IS TO BE COMPLETELY & LEGIBLY FILLED OUT TO PREVENT DELAY.

CONSTRUCTION DOCUMENTS AND PLANS ARE REQUIRED FOR ALL PROJECTS.

CONTRACTOR OF RECORD: _____
(MUST BE REGISTERED WITH CITY) COMPANY NAME

TELEPHONE #

NAME

EMAIL

ADDRESS

FAX#

APPLICANT: _____
NAME

TELEPHONE #

COMPANY: _____ ADDRESS: _____ EMAIL: _____

INSPECTION EMAIL: _____

DESCRIBE IN DETAIL PROPOSED SCOPE OF WORK:

FOR CITY OFFICE USE ONLY:

RECEIPT # \$FEE PAID: 1/2 2x \$ROADWAY IMPACT STAFF INITIALS

PYMT: CHECK #: _____ ☐ CASH ☐ CREDIT CARD

SERVICE AREA #: _____

NOTES:

TIME STAMP DATE RECEIVED: _____

DATE NOTIFIED: _____ ☐ EMAIL ☐ PHONE ☐ FAX

FEES DUE

\$ _____

TWO SETS OF CONSTRUCTION DOCUMENTS AND PLANS ARE REQUIRED FOR ALL PROJECTS.

MUST INCLUDE IF APPLICABLE: ☐ Site Plan ☐ Floor Plan ☐ Elevation Plan ☐ RES Check
☐ Engineered Foundation Letter (New Construction) ☐ Foundation Plan
☐ Electrical Plan ☐ Mechanical Plan ☐ Plumbing Plan

NEW CONSTRUCTION/ADDITION/FOUNDATION: TOTAL AREA (SQUARE FOOTAGE): _____
TOTAL COST OF PROJECT: \$ _____

MANUFACTURED HOUSING (MOBILE HOME) INFORMATION:

YEAR: _____ **MODEL:** _____ **MANUFACTURER:** _____
SERIAL NUMBER: _____ **HOME SIZE: WIDTH:** _____ **x LENGTH:** _____

DOES THIS PROPERTY HAVE AN EXISTING SEPTIC? ☐ YES ☐ NO

IF SEPTIC SYSTEM IS REQUIRED FOR THIS PROJECT CONTACT THE SANITARIAN'S OFFICE AT (830) 221-4070

REVIEW PROCESS: Once application is submitted with payment the intake process begins; it will typically take a minimum of ten (10) business days for a first response on Residential new construction projects. INCOMPLETE PLANS/APPLICATION can delay the review process. Upon submittal the application the plans are reviewed by the following (if applicable):

- Planning & Zoning Department
- Building Department
- Engineering Department
- Fire Department
- Health Department

ISSUANCE OF THE PERMIT: To help expedite the permit processes you will NOT need to call to see if your permit is ready for pickup. When all applicable Departments have approved the plans and application; the Building Department will issue the permit and promptly notify the applicant that the permit is ready to be picked up.

NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF THE PERMIT. THE PERMIT SHALL BE POSTED AND VISIBLE ON THE PROJECT SITE ALONG WITH STAMPED APPROVED PLANS.

PLEASE ALLOW 48 HOURS FOR SCHEDULED INSPECTIONS.

ALL SUB TRADES WILL NEED TO APPLY FOR PERMITS SEPARATELY IF APPLICABLE BASED ON TYPE OF CONSTRUCTION PERFORMED. PLEASE PROVIDE YOUR SUBCONTRACTORS WITH YOUR BUILDING PERMIT NUMBER.

AUTHORIZED APPLICANT SIGNATURE (AT TIME OF SUBMITTAL TO THE BUILDING DEPARTMENT)

PRINTED NAME