

# BUILDING PERMIT APPLICATION FORM

Updated: October, 2019

Permit # \_\_\_\_\_



## CONTACT INFORMATION

Contractor's Name		Property Owner	
Contractor's Mailing Address		Owner's Mailing Address	
Contractor's Phone		Owner's Phone #	
Contractor's Email		Owner's Email	
License Number		Construction Value	

## PROPERTY INFORMATION

Description and Name of Project: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Is the Property in the Floodplain\*  Yes  No \*Response Required & Floodplain Permit required if YES

## DESCRIPTION OF REQUEST

New – Square Footage: \_\_\_\_\_  Addition – Square Footage: \_\_\_\_\_  
 Remodel - Square Footage: \_\_\_\_\_  Other: \_\_\_\_\_ Square Footage: \_\_\_\_\_

For New & Addition: Square Footage of Lot \_\_\_\_\_ Square Footage of Parking Area \_\_\_\_\_  
Square Footage of Structure \_\_\_\_\_ Square Footage of Sidewalk/Porch/Patio/Etc. \_\_\_\_\_  
Number of Buildings \_\_\_\_\_ If Apartment, Number of Units \_\_\_\_\_

Asbestos Abatement required: Has building been inspected for Hazardous Material?  Yes  No  
Does building contain any Hazardous Material?  Yes  No

## AUTHORIZATION

*All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.*

Plan Review and Filing fees as noted on pg. 2 Technology Fee \$13 TOTAL FEE ATTACHED \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

*Please be prepared to provide a current driver's license as proof of identification when submitting this application*

## FEES FOR BUILDING PERMIT APPLICATION

NEW CONSTRUCTION FILING FEES			
<input type="checkbox"/>	Single Family Residential:	<input type="checkbox"/>	\$0.49 per square foot
<input type="checkbox"/>	All other categories of construction (including shell buildings):	<input type="checkbox"/>	\$0.69 per square foot
<input type="checkbox"/>	Multi Family Fee:	<input type="checkbox"/>	\$7.00 per bedroom
<input type="checkbox"/>	Multifamily Improvement Credit: (to be applied for redevelopment of a site)	<input type="checkbox"/>	\$11.00 per bedroom
<input type="checkbox"/>	Residential Storage Building (pre-built):	<input type="checkbox"/>	\$31.00
<input type="checkbox"/>	Residential Storage Building (built on site):	<input type="checkbox"/>	\$60.00
REMODELING, REPAIR & ALTERATION FEES			
<input type="checkbox"/>	Additions to existing building:	<input type="checkbox"/>	same as new construction
<input type="checkbox"/>	Residential Interior Remodel	<input type="checkbox"/>	½ of new construction filing fee for area remodeled Minimum: \$115.00
<input type="checkbox"/>	Remodeling existing building & tenant finish out (commercial)	<input type="checkbox"/>	½ of new construction filing fee for area remodeled Minimum: \$230.00

## CHECKLIST FOR BUILDING PERMIT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Building Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Plan Review Fee: 50% of Calculated Permit Fee (max Technology Fee: \$2,000) \$13	<input type="checkbox"/>	
<input type="checkbox"/>	Approved or submitted Site Prep Permit SP/CSPP# _____	<input type="checkbox"/>	
<input type="checkbox"/>	One digital set of all items below uploaded to My Permit Now	<input type="checkbox"/>	
<input type="checkbox"/>	COM Check / RES Check (Energy Calculations)	<input type="checkbox"/>	
<input type="checkbox"/>	Asbestos Requirements (if applicable, commercial)	<input type="checkbox"/>	
<input type="checkbox"/>	ADA Registration (if applicable, commercial) #EABPRJ _____	<input type="checkbox"/>	
<input type="checkbox"/>	Architectural or Engineer Seal on AEI Occupancies (assemblies, educational, institutional)	<input type="checkbox"/>	

<input type="checkbox"/>	<p>Utility and Site Plan(s) drawn to scale and properly dimensioned to show compliance with ordinances, including: (unless on site prep plans)</p> <ul style="list-style-type: none"> <li>• Utility service tap locations</li> <li>• Nearest fire hydrant and flow</li> <li>• Accurate boundaries of the property &amp; lot dimensions</li> <li>• Legal description of property</li> <li>• Special plat notes, as applicable</li> <li>• Recorded easements</li> <li>• Statement indicating whether or not the property is in the floodplain</li> <li>• Building footprints (existing &amp; proposed)</li> <li>• Parking Spaces</li> <li>• Tree Survey with protection measures, if tree removal is proposed</li> <li>• Landscaping details including tree &amp; shrub names and sizes (not required for interior remodel)</li> </ul> <p>*if yard is grassed, please show single family &amp; duplex requirements: 2 – 2" trees and 3 of the following:</p> <p><input type="checkbox"/> <i>full grass/ground cover</i>    <input type="checkbox"/> <i>2 small trees</i>  <input type="checkbox"/> <i>4 large shrubs</i>                      <input type="checkbox"/> <i>8 small shrubs</i></p> <ul style="list-style-type: none"> <li>• Driveways Details – width of approach, 5" radius for turn-outs</li> <li>• Sidewalks Details &amp; location along Right of Way</li> <li>• Other site features</li> <li>• Calculations of impervious cover and landscaped areas</li> <li>• Silt fencing and construction entrance</li> <li>• Post construction drainage run-off, must not be diverted to front or rear of property and not to adjacent neighbor</li> </ul>	<input type="checkbox"/>	<p>fire protection system required, may be submitted separate from project</p> <p>actual property lines, not edge of pavement are required to determine building setbacks</p>
<input type="checkbox"/>	<p>Building Plan(s) drawn to scale and properly dimensioned, including:</p> <ul style="list-style-type: none"> <li>• Floor Plan of Building with dimensions</li> <li>• Wall Section including Ceiling and Roof Framing Detail</li> <li>• Foundation Plan with details (engineers Seal if required)</li> <li>• Electrical, Plumbing and Mechanical Plan</li> <li>• Elevation Sheets showing Facades – 4 Exterior Elevations</li> <li>• Construction Classification (I, II, III, IV, V)</li> <li>• Proposed use of Building or Area</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Floodplain Elevations and Notations, where required</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>If subject to TDLR review, registration number prior to plan submittal #</p>	<input type="checkbox"/>	
<p><b>Additional information may be required at the request of the Department</b></p>			
<p>*each item listed must be submitted or an explanation provided  **No explanation required</p>			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Engineer     Architect/Planner     Surveyor     Owner     Agent