

BUILDING PERMIT APPLICATION FORM

Updated: October, 2018

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 \$12 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"/>	\$0.48 per square foot
<input type="checkbox"/>	All other categories of construction (including shell buildings):	<input type="checkbox"/>	\$0.68 per square foot
<input type="checkbox"/>	Multi Family Fee:	<input type="checkbox"/>	\$6.00 per bedroom
<input type="checkbox"/>	Multifamily Improvement Credit: (to be applied for redevelopment of a site)	<input type="checkbox"/>	\$10.00 per bedroom
<input type="checkbox"/>	Residential Storage Building (pre-built):	<input type="checkbox"/>	\$30.00
<input type="checkbox"/>	Residential Storage Building (built on site):	<input type="checkbox"/>	\$58.00
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 \$2,000) Technology Fee: \$12	<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"> • Utility service tap locations • Nearest fire hydrant and flow • Accurate boundaries of the property & lot dimensions • Legal description of property • Special plat notes, as applicable • Recorded easements • Statement indicating whether or not the property is in the floodplain • Building footprints (existing & proposed) • Parking Spaces • Tree Survey with protection measures, if tree removal is proposed • Landscaping details including tree & shrub names and sizes (not required for interior remodel) <p>*if yard is grassed, please show single family & 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"> • Driveways Details – width of approach, 5" radius for turn-outs • Sidewalks Details & location along Right of Way • Other site features • Calculations of impervious cover and landscaped areas • Silt fencing and construction entrance • Post construction drainage run-off, must not be diverted to front or rear of property and not to adjacent neighbor 	<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"> • Floor Plan of Building with dimensions • Wall Section including Ceiling and Roof Framing Detail • Foundation Plan with details (engineers Seal if required) • Electrical, Plumbing and Mechanical Plan • Elevation Sheets showing Facades – 4 Exterior Elevations • Construction Classification (I, II, III, IV, V) • Proposed use of Building or Area 	<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>Additional information may be required at the request of the Department</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