

# Building Permit Application

City of Hill Country Village  
116 Aspen Lane  
San Antonio, Texas 78232  
Phone (210) 494-3671 Fax (210) 490-8645

Permit # \_\_\_\_\_  
Fee \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Rec'd by \_\_\_\_\_

New Business? Yes No If so, use? \_\_\_\_\_

Business remodel? Yes No If yes, what percent is being remodeled? \_\_\_\_\_\*

\*Remodeling of 50% or more may prompt changes in allowed signage, fire protection equipment requirements, or compliance with other current codes.

Start date \_\_\_\_\_ End date \_\_\_\_\_

Job Site Address \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Contractor (Business) Name \_\_\_\_\_

Contractor (Business) Address \_\_\_\_\_

Phone \_\_\_\_\_ Cellular \_\_\_\_\_

Construction Value \$ \_\_\_\_\_ TRCC # \_\_\_\_\_  
(required for new homes/remodels)

Briefly describe work to be done: (New home, remodel, roof, etc.)

HVAC Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_ Phone \_\_\_\_\_

**\*If work is begun before obtaining a permit, above fees are tripled\***  
**Second and subsequent violations within two years, above fees are quadrupled**

All work is to be done according to the International Residential Code, One and Two Family Dwellings, 2003 Edition, and the Codes of the City of Hill Country Village.

Work must begin within 90 days of obtaining a permit and may not cease for a period of more than 90 days or the permit becomes invalid.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please print Applicant's name \_\_\_\_\_

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

*Revised 1/13/09 Call 494-3671 between 8:30 a.m. and 4:30 p.m. for next day inspections. You must have your permit number. Permit must be posted at job site, visible from the street.*

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## GUIDE TO PLAN SUBMITTAL TO OBTAIN A BUILDING PERMIT.

The following covers **most** situations regarding plan submittal.

When making application for a building permit, please submit the following:

### Residential (New and remodel)

1. Site plan showing the proposed location of all work. If a remodel, show location of existing structures and the septic system location and layout.
2. Foundation plan. Designed and sealed by a structural engineer.
3. Floor plan and elevations.
4. Electrical and plumbing layout (may be included as part of the floor plan).
5. Heating and air conditioning layout.
6. Construction detail sheet showing building materials, insulation, window construction, masonry, etc.
7. Certification that proposed construction will meet the current energy code (Rescheck or Comcheck).

### Commercial

All of the above, plus:

1. TDLR registration number for new construction and remodel work in excess of \$50,000.00 (available online at <http://www.license.state.tx.us/>).
2. An asbestos survey confirming presence or absence of asbestos materials in existing construction.

**Allow 10 working days for plan review.**

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### Inspection Requests

- **Call 494-3671**
- **Provide type of inspection, permit number, contact name and phone number (if needed). Inspections will not be processed without this information.**
- **Inspections are usually done between noon and 5:00 the next day. Inspection slips are left on the job.**
- **Reinspection fees are \$75.00 and must be paid prior to the reinspection.**

### Required inspections (new construction and remodeling):

1. **Plumbing rough-in**
2. **Foundation**
3. **Frame Out – includes all mechanical rough-ins and gas**
4. **Approach/Flatwork**
5. **Final – includes all mechanical finals and gas**
6. **Special Inspections (as needed)**

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