

City of
Hill Country Village

116 Aspen Lane
San Antonio, TX 78232

P – 210 494 3671
F – 210 490 8645

Permit # _____
Fee _____
Receipt # _____
Date Paid _____
Received By _____

Building Permit Application

Job Site Information

Address _____
Name _____
Start Date _____ End Date _____

Contractor Information

Name _____
Address _____
Office Phone _____
Cell Phone _____
Fax _____
Email _____

HVAC Contractor _____
Phone _____
Electrical Contractor _____
Phone _____
Plumbing Contractor _____
Phone _____

***EACH CONTRACTOR MUST PULL THEIR OWN PERMIT**

Briefly describe work being completed: (New home, remodel, roof, etc.)

New Business? YES NO If YES, use? _____

Business Remodel? YES NO

If yes, what percent is being remodeled? _____*

Est. Valuation of Work \$ _____

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

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.

Applicant's Name _____

Applicant's Signature _____

Date _____

Building Inspector _____

Date _____

Fire Inspector (if necessary) _____

Date _____

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.

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)**

Revised 2/12/16 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.

Construction is allowed 7am to 7pm, 7 days a week.