

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 doubled

Second and subsequent violations within two years, above fees are tripled

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.

Will any trees be removed during this construction? Yes No

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. Two sets of plans.
2. Site plan showing the proposed location of all work. If a remodel, show location of existing structures and the septic system location and layout.
3. Foundation plan. Designed and sealed by a structural engineer.
4. Floor plan and elevations.
5. Electrical and plumbing layout (may be included as part of the floor plan).
6. Heating and air conditioning layout.
7. Construction detail sheet showing building materials, insulation, window construction, masonry, etc.
8. 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 15 working days for plan review.

**PERMIT MUST BE POSTED AT THE JOB SITE.
CONSTRUCTION IS ALLOWED 7 A.M. – 7 P.M., 7 DAYS A WEEK**

Inspection Requests

- Call 210-494-3671 between 8:30 a.m. and 4:30 p.m. for next day inspections
- 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 8:00 and 5:00 the next day. Inspection slips are left on the job.
- Reinspection fees are \$90.00 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)