

Permit # _____ Fee _____ Receipt # _____ Date Paid _____ Received By _____	<b>Building Permit Application - Commercial</b>
<b>Job Site Information</b>	
Address _____	
Name _____	
Start Date _____ End Date _____ <b>R1-R2-B1-B2-B3-B4</b>	
<b>Contractor Information</b>	HVAC Contractor _____
Name _____	Phone _____
Address _____	Electrical Contractor _____
Office Phone _____	Phone _____
Cell Phone _____	Plumbing Contractor _____
Fax _____	Phone _____
Email _____	<b>*EACH CONTRACTOR MUST PULL THEIR OWN PERMIT</b>
Briefly describe work being completed: (New Building, remodel, roof, etc.)  Est. Valuation of Work \$ _____	New Business? YES NO If YES, Sign? YES NO Business Remodel? YES NO Total Square Footage: _____ If yes, what percent is being remodeled? _____* *Remodeling 50% or more may prompt changes in allowed signage, fire protection equipment requirements, or compliance with other current codes
<b>*If work is begun before obtaining a permit, above fees are doubled*</b> <b>*Second and subsequent violations within two years, above fees are tripled*</b> All work is to be done according to the International Residential Code, One and Two Family Dwellings, 2015 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. <b>Will any trees be removed during this construction? Yes No</b>	
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. One set of plans.
2. Site plan showing the proposed location of all work. If a remodel, show the 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 the 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 the presence or absence of asbestos materials in existing construction.

**Allow 5-7 working days for plan review.**

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

**Inspection Requests**

- Log on to MyGovernmentOnline between 8:30 a.m. and 4:30 p.m. for next-day inspections
- Provide the 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.
- Re-inspection fees are \$120.00 and must be paid prior to the re-inspection.

**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)