



City of Hill Country Village

Commercial Construction/Development Packet

City Hall has developed this Construction/Development Packet to consolidate instructions, the permits required, and zoning rules for construction in the Village.

Please contact City Hall at 210-494-3671 if you have any questions.

Contents of this packet include the following:

- Page 2. Summary of City codes related to development
- Page 3. Guide to Permits & Inspections
- Page 4. Guide for plan submittal
- Page 5. Sign Code
- Page 6. Building Permit Application
- Page 7. Electrical Permit Application
- Page 8. Plumbing Permit Application
- Page 9. Heating & Air Conditioning Permit Application
- Page 10. Sign Permit Application.
- Page 11. International Codes 2015/2017 adoption with amendments

Summary of City codes related to development

Commercial Lots (City Code Sec. 78-16c)

The entire Zoning Code may be viewed online at http://www.hcv.org/code_of_ordinances.htm.

B1, B2, B3, B4 Business Districts		
Dumpsters	Shall be located on a concrete pad enclosed on three sides by a solid masonry wall with solid gates across the front. Walls shall be at least six feet tall and at least two feet higher than the top of the dumpster.	
Height	May not be more than 30 feet or two stories	
Merchandise	May not be stored outside	
Parking	Use	Parking Requirements
Please see Code Sec. 78-16(c)(4) for more information	Professional offices and studios and office suite, administrative and professional	One space per 300 sq. ft. of gross floor area
	General business, retail, clinics, personal service establishment, specialty retail shops	One space for 200 sq. ft. of gross retail/sales service area and one space per 800 sq. ft. gross storage, processing, and/or display area, or one space per 400 sq. ft. of combined retail sales/service area and display area
	Recreational indoor facilities	One space per 100 sq. ft. of gross area
	Restaurants, cafeterias, delicatessens, and other food serving establishments, except drive-in establishments	One space per 100 sq. ft. of gross area
	Automotive, nursery, and affiliated	One space per 200 sq. ft. of gross sales/service floor area, and one space per 200 sq. ft. of open sales/storage/display area
	Churches	One space per four seats, or: (a) one space per 200 sq. ft. of indoor recreational area exceeding 20,000 sq. ft., and (b) one space per 100 sq. ft. of associated indoor use, whichever is greater.
Setbacks	Front: 50 (or 35) feet Side and rear: 25 feet (Please see Code Sec. 78-16(c)(6), Buffering of adjacent residences.	

Guide to Permits & Inspections

This is a guide to required permits and inspections. The following covers most situations regarding work requiring permits and necessary inspections.

Building/Construction	<ol style="list-style-type: none">1. New structures including a residence, garage, greenhouse, fence, barn, sauna, swimming pool, storage building, workshop, tennis court, outdoor play set, etc.2. Structural changes to existing structures, including interior and/or exterior walls, window additions and change-outs, 25% or more of roof areas, add-ons, etc.
Air Conditioning & Heating	<ol style="list-style-type: none">1. New installations2. Replacement or modification of existing systems.
Electrical	<ol style="list-style-type: none">1. New installations.2. Modifications to existing systems.3. Meter change outs or upgrades.
Plumbing	<ol style="list-style-type: none">1. New installations.2. Modifications to existing systems.3. Gas work of any kind.
Septic & Sewer	<ol style="list-style-type: none">1. New installations.2. Modifications to existing systems, including tie-ins as a result of changes to a residence.

Failure to obtain a permit prior to beginning construction:

First offense: Double the permit fee.

Second offense: Triple the permit fee.

City Staff will call the applicant with the price when the permit is approved and ready to be picked up at City Hall.

Inspections

Monday through Friday. Call 210-494-3671 between 8:30 a.m. and 4:30 p.m. for next day inspections. You must have your permit number.

Required inspections include:

Temporary meter loop (TML)

Plumbing rough-in (sleeve all PVC that will be encased in concrete)

Foundation with in-slab plumbing (sleeve all copper in slab)

Framing, prior to insulation (provide insulation certification letter to city) –

includes: plumbing top-out, electrical rough-in, HVAC rough-in, framing.

Final – includes: plumbing final, electrical final, HVAC final, building final.

Guide to Plan Submittal

This is a 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:

Commercial

1. Provide one set of digital plans.
2. Site plan showing the proposed location of all work. If a remodel, show location of existing structures.
3. Foundation plan, designed and sealed by a structural engineer.
4. Floor plans and elevations.
5. Electrical and plumbing layout (may be included as a 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 (COMcheck).
9. TDLR registration number for new construction and remodel work in excess of \$50,000 (available online at <http://www.license.state.tx.us/>).
10. An asbestos survey confirming presence or absence of asbestos materials in existing construction.

All work is to be performed according to the 2015/2017 Editions of the International Code series. City Staff will call the applicant with the price when the permit is approved and ready to be picked up at City Hall.

Allow a minimum of 15 working days for plan review.

Summary of City Sign Code

Business Signage (City Code Chapter 50)

Permanent Signs

Multi-tenant businesses or property owners may submit a signage plan for review by the Business District Construction Review Board to use signage other than the regulations below.

Building signs
1. Limited to 32 square feet in area and three feet in height
2. Must begin and terminate no less than two feet from the edge of each building or occupied space
3. May not be higher than the front wall line or eave of a building

Freestanding signs		
	Street Frontage	
	Small (140 ft or less)	Large (larger than 140 feet)
Freestanding signs allowed per lot	1 pole or monument	1 pole and/or monument
Monument size limits	10 ft high / 8 ft wide (80 sq. ft)	16 ft high / 8 ft wide (128 sq. ft)
Pole size limits	96 square feet / 25 ft high	144 square feet / 35 ft high
Total Freestanding Signage	96 square feet maximum	144 square feet maximum

If you are unsure of your property's frontage, City Hall can provide that information.

Temporary signs
1. Must be wall-mounted and may not be attached to the ground with stakes.
2. Must be no larger than the greater of 80 square feet or 20 percent of the building façade upon which is it placed.
3. Materials are limited to vinyl, canvas, cardboard, wallboard, or similar material.
4. Limited to one per certificate of occupancy or street address.
5. Limited to 120 days in a calendar year.