



BUILDING INSPECTION

COMMERCIAL PERMIT APPLICATION

- NEW CONSTRUCTION ADDITION REMODEL POOL
 - STORAGE BUILDING SIGN FENCE FLATWORK
 - FOUNDATION OFFICE TRAILER
- OTHER: _____

CITY OFFICE USE ONLY	PERMIT No.:			
	Dept.	Date		Info.
	BLDG			
	P&Z			
	ENG			
	HLTH			

Address: _____

 BUSINESS OR DEVELOPMENT NAME
 STREET ADDRESS _____
 AS ASSIGNED BY COMAL COUNTY

***THIS APPLICATION IS TO BE COMPLETELY & LEGIBLY FILLED OUT TO PREVENT DELAY.
 ALL PERMIT FEES ARE DUE AT TIME OF SUBMITTAL.
 CONSTRUCTION DOCUMENTS AND PLANS ARE REQUIRED FOR ALL PROJECTS.***

CONTRACTOR OF RECORD: _____
 (MUST BE REGISTERED WITH CITY) COMPANY NAME TELEPHONE #

NAME EMAIL
 ADDRESS FAX#
APPLICANT: _____
 NAME TELEPHONE #
 COMPANY ADDRESS EMAIL

DESCRIBE IN DETAIL PROPOSED SCOPE OF WORK:

FOR CITY OFFICE USE ONLY:

RECEIPT # \$ FEE PAID : 1/2 2X \$ ROAD IMPACT STAFF INITIALS
 PYMT: CHECK #: _____ CASH CREDIT CARD SERVICE AREA #: _____
 NOTES:

TIME STAMP DATE RECEIVED: _____
 DATE NOTIFIED: _____ EMAIL PHONE FAX

FEES DUE
 \$ _____

5 SETS OF CONSTRUCTION DOCUMENTS AND PLANS ARE REQUIRED FOR ALL PROJECTS.

MUST INCLUDE IF APPLICABLE: Site Plan Floor Plan Elevation Plan COM Check
 Engineered Foundation Letter (New Construction) Foundation Plan
 Electrical Plan Mechanical Plan Plumbing Plan

NEW CONSTRUCTION/ADDITION/FOUNDATION: TOTAL AREA (SQUARE FOOTAGE): _____

TOTAL COST OF PROJECT: \$ _____

TYPE OF CONSTRUCTION: 1A 1B 2A 2B 3A 3B 4A 4B 5A 5B

TYPE OF OCCUPANCY: Assembly Business Storage Factory Utility
 Mercantile Residential Educational Institutional

**ALL FACILITIES OFFERING FOOD SERVICES TO THE GENERAL PUBLIC MUST CONTACT THE CITY
SANITARIAN'S OFFICE AT (830) 221-4070**

REVIEW PROCESS: Once application is submitted with payment the intake process begins; it will typically take a minimum of ten (10) business days for a first response on Commercial projects; four (4) business days on Residential projects. **INCOMPLETE PLANS/APPLICATION** can delay the review process. Upon submittal the application the plans are reviewed by the following (if applicable):

- Planning & Zoning Department
- Building Department
- Engineering Department
- Fire Department
- Health Department

ISSUANCE OF THE PERMIT: To help expedite the permit processes you will NOT need to call to see if your permit is ready for pickup. When all applicable Departments have approved the plans and application; the Building Department will issue the permit and promptly notify the applicant that the permit is ready to be picked up.

NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF THE PERMIT. THE PERMIT SHALL BE POSTED AND VISIBLE ON THE PROJECT SITE ALONG WITH STAMPED APPROVED PLANS.

ALL SUB TRADES WILL NEED TO APPLY FOR PERMITS SEPARATELY IF APPLICABLE BASED ON TYPE OF CONSTRUCTION PERFORMED. PLEASE PROVIDE YOUR SUBCONTRACTORS WITH YOUR BUILDING PERMIT NUMBER.

AUTHORIZED APPLICANT SIGNATURE (AT TIME OF SUBMITTAL TO THE BUILDING DEPARTMENT)

PRINTED NAME