



**BUILDING INSPECTION**

**COMMERCIAL PERMIT APPLICATION**

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

<b>CITY OFFICE USE ONLY</b>	<b>PERMIT No.:</b>			
	Dept.	Date.		Info.
	BLDG			
	P&Z			
	ENG			
	FIRE			
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.

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:

INSPECTION 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

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

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**REVIEW PROCESS:** Once application is submitted with payment the intake process begins; it will typically take a minimum of (20) business days for a first response on Commercial 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.**

**PLEASE ALLOW 48 HOURS FOR SCHEDULED INSPECTIONS.**

**All performed inspections will be paid for before a final inspection will be completed**

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.

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

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PRINTED NAME