

PERMIT PROCESS

Check Zoning before beginning project.



Make sure your Contractor is registered



Complete Permit Application



Submit completed Permit Application and plans (if needed) to the Permit Office



City Inspector will review & approve application. Permit is then issued.



Homeowner/Contractor initiates work



Contact Permit Office to schedule required inspections



City Inspector makes Inspections



Approved?



Yes: (Pass) Notice issued by Inspector. You may continue with your project.

OR

NO: (Fail) You must make all corrections as noted by the Inspector before proceeding. In addition, a reinspection fee of \$50.00 MUST BE PAID PRIOR TO SCHEDULING THE REINSPECTION.

PERMIT FEES

*BASED ON THE VALUE OF WORK

Less than \$2,000.00

*Flat Fee of \$50.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$2,001.00—\$5,000.00

*Flat Fee of \$100.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$5,001.00—\$8,000.00

*Flat Fee of \$200.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$8,001.00—\$12,000.00

*Flat Fee of \$300.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$8,001.00—\$12,000.00

*Flat Fee of \$300.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$12,001.00—\$18,000.00

*Flat Fee of \$400.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$12,001.00—\$18,000.00

*Flat Fee of \$400.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$18,001.00—\$25,000.00

*Flat Fee of \$500.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$25,001.00—\$50,000.00

*Flat Fee of \$750.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$50,001.00—\$100,000.00

*Flat Fee of \$1,000.00. Includes Fee for Building, Electrical, HVAC, Plumbing & Plan Review.

\$100,001.00—\$500,000.00

*Flat Fee of \$1,000.00 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.

CONTRACTOR'S :

All Contractor's must be registered with the City of Shavano Park. Residents may request a list of registered contractors from City Hall. If a contractor is not registered they may visit the City website at: www.shavanopark.org, and download a Contractor registration form. (There is no fee for this service.)

City of Shavano Park



HOMEOWNER INFORMATION FOR REMODELING



HOME PROJECTS

NOT REQUIRING PERMITS:

1. Retaining walls that are not over 4ft (1219 mm) in height measured from the bottom of the footing to the top of the wall.
2. Water tank supported directly upon grade if the capacity does not exceed 5,000 gallons (18927L) and the ratio of height to diameter or width does not exceeded 2 - 1.
3. Painting, papering, tiling, carpeting, cabinetry, counter tops, and similar finish work.
4. Pre-fabricated swimming pools that are less than 24 inches (610 mm) deep.
5. Swings and other playground equipment accessory to a one or two-family dwelling.
6. Window awnings supported by an exterior wall which do not project more than 54 in. (1372mm) from the exterior wall and do not require additional support.
7. Water Heaters.

ELECTRICAL

1. Replacement of lamps.
2. Connection of approved portable electrical equipment or approved permanently installed receptacles.

GAS

1. Portable heating, cooking, or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system are not interconnected to a power grid.

MECHANICAL

1. Portable heating, cooking, or clothes drying appliances.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors or 1 horse power (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

REQUIRED PERMITS:

- Building: i.e. Remodeling/Additions
- Plumbing
- Electrical
- Mechanical
- Fence
- Irrigation
- Demolition
- Driveway/Sidewalk
- Re-roofing i.e. over 10%
- Sports Courts
- Swimming Pool/Spa/Water Feature
- Patio/Outdoor Kitchens
- Any Outdoor Shed/Stable/Kennel, etc.
- Green House/Cabanas

***NOTE: For specific questions, please contact the permit office at 210-493-3478

EMERGENCY REPAIRS

Where equipment replacements and repairs must be performed in an emergency situation, the permit application must be submitted by the next working business day to the Permit Office/ Development Department.

REQUIRED PLANS:

Certain Projects will require plans such as:

1. Site Plan: Required if pouring additional slab to existing foundation.
2. Floor Plan: Required if increasing the square footage of existing home.
3. Elevation Plan: Required if pouring additional slab to existing foundation.
4. Electrical Plan: Required if adding circuits or upgrading existing service.
5. Foundation Plan: Required if pouring additional slab to an existing foundation.
6. Plumbing Plan: Required if adding to current system.
7. Heating/Air Conditioning: Required if adding or upgrading existing unit or units.
8. Landscaping & Tree Preservation Plan: Required if removing or trimming existing trees.
9. Irrigation Plan: Required if installing or upgrading current sprinkler system.
10. Fire Alarm & Sprinkler: Required if installing a new or upgrading a current system.

**Note: Please check zoning guidelines*

Phone: 210-493-3478

Fax: 210-492-3816

E-mail: permitclerk@shavanopark.org