

City of Shavano Park



INSTRUCTIONS FOR RESIDENTIAL BUILDING PERMIT APPLICATION

This application can only be accepted if the submitter is registered with the City of Shavano Park as a General Contractor.

Application *MUST* be submitted along with the following:

- *Two (2) complete bound copies of correctly addressed plans including Plat plans*
- *One (1) digital copy of plans to be included w/the 2 complete plans*
- *A plot plan to scale showing the proposed structure in relation to the property lines and building setback lines*
- *Existing structures including roads, paved areas & septic systems*
- *Routing of water lines and sewer lines if connecting to the San Antonio Water System (SAWS)*
- *Two foot contour lines showing 100 year flood plain if applicable*
- *Show utility easements*
- *Arrows indicating direction of natural drainage flow across the property and street facings*
- *Prints or drawings to scale giving exterior elevations (front, rear and sides); floor plans, electrical, wall section and foundation plans and applicable construction details, specifications and notes shall be included.*
- *A current, complete and signed three-part RES Check*
- *A statement of proposed use or intended purpose should accompany plans for construction of any building or structure.*
- *A statement from the builder, lender and/or a budget schedule detailing the actual cost of construction.*

All slabs are to be engineered. An Engineering letter or Foundation letter must be received in our office between the time the slab is poured and before the framing takes place. The structural engineer needs to sign off on all plans as the engineer.

Plan reviews for new residential permits may take up to 10 business days.

***** ALL CONTRACTOR'S MUST USE REPUBLIC WASTE DUMPSTER SERVICES**

******* *Incomplete plans will NOT be reviewed* *******

City of Shavano Park

Residential Building Permit Application

***(Contractor must be registered with the City of Shavano Park before permit is issued)**

****1 Digital copy & 2 complete "bound" sets of plans and a RES Check MUST be submitted with this application.**

JOB SITE ADDRESS: _____

OWNER: _____

COMPANY NAME: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

OFFICE: () _____ Cell: () _____ Email: _____

BUILDING INFORMATION:

ENGINEER: _____ Phone: _____

DESIGNER: _____ Phone: _____

Building Type: New Remodel Addition Demolition Septic Other _____

Sq. Footage: _____ Living area _____ Porches _____ Garage _____ Patio _____

Other Type of Construction: (One-Application per job)

Plumbing Electrical Mechanical Garage Fencing/Walls

Patio/Deck Roofing Pool/Spa Irrigation Septic Dig Test-DIAL 811

Valuation of Work: \$ _____

DESCRIPTION OF WORK: _____

Date of application: _____ Signature: _____

FOR OFFICE USE ONLY

Approved/Denied by: Building Inspector: _____ Date: _____

Application Approved/Denied by: City Manager: _____ Date: _____

Reason for Denial: _____

***NOTE: FAILURE TO OBTAIN A PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN A DOUBLE PERMIT FEE.**

****PLAN REVIEW FOR NEW CONSTRUCTION MAY TAKE 10 BUSINESS DAYS.**

*****ALL CONTRACTOR'S MUST USE REPUBLIC WASTE DUMPSTER SERVICES.**