

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.

The following information *MUST* be submitted with this application:

- Completed, signed and dated, Residential Building Permit Application.
- Home Owner's Association (HOA) – Architectural Board Letter of approval (if applicable).
- Two (2) complete bound & sealed copies of correctly addressed plans, including Plat plans
- One (1) digital copy of 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.

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

*The following **MUST** be submitted with this application.*

1 Digital copy & 2 complete "bound" sets of plans, and a RES Check, HOA Architectural Board Letter of Approval.

JOB SITE ADDRESS: _____ CITY: _____ ZIP: _____

OWNER: _____ PHONE: _____

COMPANY/CONTRACTOR NAME: _____

CONTACT FOR PROJECT: _____

CONTRACTOR ADDRESS: _____

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

PROJECT INFORMATION:

ENGINEER: _____ Phone: _____

DESIGNER: _____ Phone: _____

Project Type: New Residence* - \$1.23 / sq. ft. Accessory Building* - \$1.23 / sq. ft.

Addition* - \$1.23 / sq. ft. Improvements / Remodels** - \$0.77 / sq. ft.

Total Sq. Footage of Project: _____ (New Residence, Accessory Buildings, Additions and Remodels ONLY)

* Square footage calculation includes all area under roof

** Improvements/Remodels only - square footage calculation includes only areas affected by construction

Driveway - \$150 Patio / Deck - \$150 Fence - \$100 Masonry Wall - \$200 Roof (or re-roof) - \$150

Pool / Spa - \$600 Cabana - \$250 Sports Court - \$250 Demolition – No cost

Other - \$100 (Please explain below)

DESCRIPTION OF WORK: _____

Date of application: _____ Signature: _____

FOR OFFICE USE ONLY

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

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.**

Revised – 06/24/19