

City of Shavano Park



INSTRUCTIONS FOR NEW COMMERCIAL BUILDING PERMIT APPLICATION

THIS APPLICATION CAN ONLY BE ACCEPTED IF THE SUBMITTER HAS REGISTERED WITH THE DEVELOPMENT SERVICES OFFICE AS A GENERAL CONTRACTOR.

Application must be submitted along with:

Three (3) complete bound sets of correctly addressed plans that must include the following:

- ✓ *One (1) digital copy of plans*
- ✓ *3 sets of stapled & bound plans to include fire alarm and fire sprinkler plans.*
- ✓ *Plat plans*
- ✓ *Site Work and Grading plans*
- ✓ *Water and Sewer Lines*
- ✓ *Elevation plans*
- ✓ *Electrical plans*
- ✓ *HVAC plans*
- ✓ *Plumbing plans*
- ✓ *Foundation plans*
- ✓ *Fire sprinkler system plans*
- ✓ *Fire alarm system plans*
- ✓ *Landscape plans & Irrigation*
- ✓ *Tree Preservation plans*
- ✓ *Fencing/Wall plan*
- ✓ *SIGN Plan*
- ✓ *Bid Proposal*
- ✓ *A current, complete & signed three-part COM Check*
- ✓ *An ADA letter with EAB number on it for buildings valued over \$50,000.00*
- ✓ *Copy of Contract or statement from lender for actual cost of construction (Per Building Ordinance No. 100-03-07)*

*****NOTE: Plan review fees are 40% of the permit cost**

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

ALL CONTRACTORS MUST USE REPUBLIC SERVICES WASTE DUMPSTER SERVICES.

Plan review on Commercial Plans may take up to 30 business days.

*******Incomplete applications/plans will not be reviewed *******

City of Shavano Park

COMMERCIAL BUILDING PERMIT APPLICATION

JOB SITE ADDRESS: _____

NAME OF BUSINESS & PROPOSED USE: _____

BUILDING OWNER: _____

ADDRESS: _____ PHONE: _____

MAX. OCCUPANCY OF BUILDING: _____ ZONING: _____

GAS IN BLDG: Yes No FIRE SPRINKLER: Yes No FLOOD PLAIN: Yes No

SQUARE FOOTAGE: Main Floor space: _____ Sq. Ft Number of floors: _____

BUILDING/WORK TYPE: NEW NEW (SHELL ONLY) TENANT FINISH OUT ADDITION REMODEL
 DEMOLITION SITE WORK LANDSCAPE FIRE SPRINKLER/ALARM OTHER _____

VALUATION OF WORK: \$ _____

PAPERWORK CHECK LIST: THE FOLLOWING ITEMS MUST BE SUBMITTED WITH PERMIT APPLICATION:

- | | |
|---|---|
| <input type="checkbox"/> 3 Complete Sets of Plans (MUST include fire alarm/sprinkler plans <i>Stapled & Bound</i>) | <input type="checkbox"/> 1 Disc Copy of Plans |
| <input type="checkbox"/> ADA Letter (jobs over \$50,000) | <input type="checkbox"/> Fire Alarm Plan |
| <input type="checkbox"/> COM Check | <input type="checkbox"/> Sign Plan |
| <input type="checkbox"/> Landscape & Irrigation | <input type="checkbox"/> Tree Preservation Plan |
| <input type="checkbox"/> Contract/Bid Proposal | <input type="checkbox"/> Asbestos Survey |
| <input type="checkbox"/> Storm Water Plan | <input type="checkbox"/> Bid Proposal |
| | <input type="checkbox"/> Fire Sprinkler Plan |
| | <input type="checkbox"/> Fence/Wall Plan |
| | <input type="checkbox"/> Grading |
| | <input type="checkbox"/> Storm Water Run-off |
| | <input type="checkbox"/> SAWS Approval/Permit |

CONTRACTOR INFO: ***(All contractors must be registered with the City of Shavano Park before a permit can be issued)***

COMPANY NAME & ADDRESS: _____

CONTRACTOR/APPLICANTS NAME: _____

OFFICE PHONE: () _____ CELL: () _____ EMAIL: _____

ENGINEERING INFO: Structural _____ Electrical: _____

HVAC/Plumbing: _____

DESCRIPTION OF WORK:

Date of application: _____ Signature: _____

For Office Use Only

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

Application Approved/Denied by: Fire Marshall: _____ Date: _____

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

Application Approved/Denied by: Public Works Director: _____ Date: _____

Reason for Denial:

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

PLAN REVIEW MAY TAKE UP TO 30 BUSINESS DAYS