

Office use

Public works _____ Inspections _____ Planning _____ Engineering _____ Fire Marshal _____ Flood Plan _____



**COMMERCIAL & MULTI-FAMILY RESIDENTIAL
BUILDING PERMIT APPLICATION
CITY OF KERRVILLE, TEXAS**

BUILDING DEPARTMENT # _____

Project Address _____

Project Business Name (Commercial Only) _____

Lot # _____ Block # _____ Subdivision _____

Property Owner _____ Phone (Day Time) _____

Mail Address _____

Email Address _____ FAX NUMBER _____

Contractor _____ Phone (Day Time) _____

Mail Address _____

Email Address _____ FAX NUMBER _____

Description of Work and Use of Property _____

Estimated Project Cost (required): _____ New Sq Ft: _____ Total Sq Ft: _____

IF CHANGE OF MAILING ADDRESS OR PHONE NUMBER CHANGE PLEASE CHECK BOX SO WE
BOX SO WE UPDATE IT IN OUR SYSTEM

Office Use Only:

TRANS# 835.0

01-6231 Permit Fee: _____ 01-6247 Flood Plain Fee: _____

01-6243 Plan Check Fee: _____ 01-6437 Water Tap Fee: _____

08-6242 Parkland Fee (East): _____ 01-6438 Sewer Tap Fee: _____

08-6243 Parkland Fee (West): _____ 02-6915 New Acct. Fee: _____

Book #: _____ 02-6446 Install Meter: _____

TRANS# 834.0 (1 TIME GENERAL CONTRACTOR) LICENSE # _____ \$ _____

TOTAL \$ _____

APPROVAL _____ DATE _____

DEPARTMENT

Important requirements you must follow and information you should know.

1. If any portion of the project site lies in the flood plain you **must** submit an application for "Development in the Special Flood Hazard Area."
2. City Ordinance 2004-02 states that the construction of sidewalks along all public rights-of-way is ***generally*** required as follows:
 - a. As part of the building permit requirement for all new commercial and/or multifamily developments **or any** expansion of said developments, regardless of additional square footage.
 - b. As part of the building permit requirement for all new single and/or two-family residential developments, except as follows:
 - 1) In subdivisions legally platted prior to January 1, 1981, including replats of said lots;
 - 2) In subdivisions legally platted after January 1, 1981, where at least 75% of the lots in said subdivision have been developed prior to January 13, 2004;
 - 3) Notwithstanding "a" and "b", above, sidewalks are required if **any** adjacent tract or lot has existing sidewalk or will be required to construct sidewalks pursuant to the ordinance.
 - c. Refer to Ordinance 2004-02 for a more comprehensive list of specific exemption requirements.
3. The Building Official cannot issue a certificate of occupancy prior to the construction of the sidewalk(s) required by City ordinance and approval of the sidewalk construction by City staff.
4. The address of the project must be prominently displayed on the site near the street and the permit displayed in a weatherproof enclosure.
5. By signing this application I swear the information contained is true and correct to the best of my ability and profess to have sufficient knowledge of City of Kerrville codes, Ordinances, State, and Federal regulations. I further agree to abide by all Federal, State, and City regulations, and good engineering practices. I understand that the issuance of this permit does not waive any of regulations and other permits may be required in conjunction with this building permit. I understand that Occupancy of a building by the owner, tenant, or anyone else on which a permit has been issued, prior to the issuance of a Certificate of Occupancy is a violation of City Codes and Ordinances for which I may be held liable.
6. The City of Kerrville requires a foundation form board survey to be conducted and submitted to the Building Inspections Division by a Licensed State Land Surveyor prior to the Building Inspections Division releasing the contractor to pour the foundation system concrete. This is to insure that all minimum zoning and building code setbacks are being maintained and that the structure is being located as was approved on the building plans.
7. I have read the attached memo and acknowledgement about the Stage 3 Water Restrictions and Understand that the City will only provide water when Stage 2 or lower Water Restrictions go into effect.

SIGNATURE OF OWNER, CONTRACTOR, or AGENT

DATE

Permit Submittal Checklist

Please go through the checklist and initial each line below indicating that you have provided the required information for your building permit application submittal. All plans must be to scale and plans must be 18 x 24 or larger.

_____ **Site plan (5 sets)** - Show sizes and locations of water and wastewater service connections.

Also show the nearest fire hydrant on the plans. Show distances from all sides of the proposed building to the property lines. All plans must include utility easements and setbacks on the site plan. **Survey may be required.** Show new and existing sidewalk locations.

Sidewalks (where required, see page 2, number 2 of this document) shall be constructed in the following locations and widths:

1. Commercial Areas - 5' wide along all adjacent public Right of Ways for all new commercial and expansions of existing.

_____ **Drainage Plan** - Showing compliance with the State of Texas and the City of Kerrville requirements.

_____ **Foundation Plan** - Showing the size & location of all grade beams, sizes, spacing of steel, beam detail, and layout of any drilled piers.

_____ **Floor Plan** - Showing and labeling the rooms of the building, window sizes; the locations of all electrical devices such as plugs, lights, switches ceiling fans, smoke detectors, sub-panels, service panel; locations of all plumbing fixtures, water distribution line details, building drain details, the location and size of heating & A/C unit and appliances (such as washers, dryers, and water heaters).

_____ **Elevations** - At least (5) two elevations (front and back) to be shown on residential plans and (5) four on commercial plans. NOTE: this may not be required on small jobs

_____ **Framing plan/material list** – Provide or describe sizes, spans, spacing, and material type and grade of all framing members including headers, ceiling joists, and rafters.

_____ **Roofing material** - Submit the type of roofing material to be used (wood roofing shingles and shakes are not allowed)

_____ **International Energy Conservation Code** - Paper work showing compliance with the International Energy Conservation Code. This is obtained by using the **COM-CHECK** software (commercial construction). This site will be located on the Internet under (www.energycodes.gov)

_____ **Asbestos survey** - If this is a commercial or public building remodel or demolition, an asbestos survey is required. A State of Texas licensed asbestos survey company must complete the survey. A copy of the survey must be included with your application.

_____ **Accessibility Standards** - If this a commercial job over \$50,000.00 your plans must be registered with the Texas Department of Licensing and Regulations (TDLR), for compliance with the Texas Accessibilities Standards (TAS). You must submit the registration number with your plans.

_____ **Retaining Walls** - If there is a retaining wall four feet (4'-0) or more in height being built as part of this project, an engineered design must be submitted. Shorter walls may require engineered plans depending on the type, location, and other factors.

_____ **TCEQ or EPA permits** - If the project is located on a site of one (1.00) acre or more, you must obtain a permit from the Texas Commission on Environmental Quality (TCEQ) or if five (5.00) acres or more you must obtain a permit from the Environmental Protection Agency (EPA). More information maybe found at the TCEQ website at www.tceq.state.tx.us

_____ **Number of plans required** – All commercial, industrial and multi-family building permit applications require a minimum of five (5) sets of plans and (1) CD to be submitted.

_____ **Code Summary Table** – All building plans (except single and two-family) shall include a code summary table. This table shall contain at a minimum, building area, building height, number of stories, building code use and occupancy classification, actual building use, building code construction type designation, design occupancy numbers, number of parking spaces provided, is a sprinkler system provided, is a fire detection system provided, and any other information the design professional feels would be useful or is required by the code official.

_____ **Water Restriction Information** --- Owner, Contractor and all other effected parties have read and understand the Water Restrictions that the City of Kerrville is currently under.

_____ **Permit / Inspection boards with address MUST be on site for new construction. This provides a place for proper posting of permits as well as a place for city inspectors to leave inspection reports for the contractors.**

This checklist is to help guide you through the plan submittal process. If you have not provided all the required information, action on your permit application will be delayed until that information is submitted and reviewed. Please note that although you have turned in everything on the checklist, the plans examiner may request additional information later. If there is other information about the project that you feel is important for the construction of your project, please submit that information at this time. If you have any questions, please feel free to ask the permit technician or the building official.

Signature _____ Date _____



VERIFICATION STATEMENT FROM FORM BOARD SURVEYS

(Name of Survey Company) _____ has visited
the construction project located at (Address of Project) _____
Kerrville, Texas and has determined the concrete slab forms are located on the lot so as not to
encroach into any setbacks or easements. (This form may be faxed to Building Services at
(830) 896-0517 or delivered to Development Services Department, 200 Sidney Baker St. North,
Kerrville, TX 78028; Building Services must have this form in our office before any concrete
pour will be released.)

(Signature of Registered Surveyor) _____ (Date) _____

(Surveyor's Seal):

This form may be copied as needed.