



PLANNING & COMMUNITY DEVELOPMENT  
 INSPECTIONS DIVISION  
 1400 SCHERTZ PARKWAY, BLDG. #1  
 SCHERTZ, TEXAS 78154-1634  
 (210) 619-1750  
<http://schertz.com/>

## NEW RESIDENTIAL BUILDING PERMIT APPLICATION

JOB ADDRESS:		COUNTY:	
ZONING:	BLOCK:	LOT:	SUBDIVISION:
OWNER NAME:	ADDRESS, CITY, ST. ZIP:		PHONE:
CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE:
ELECTRICAL CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE:
PLUMBING CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE:
MECHANICAL CONTRACTOR:	ADDRESS, CITY, ST. ZIP:		PHONE:
ARCHITECT:	ADDRESS, CITY, ST. ZIP:		PHONE:
ENGINEER:	ADDRESS, CITY, ST. ZIP:		PHONE:
CLASS OF WORK: CHECK ALL THAT APPLY : <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> INTERIOR FINISH OUT <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVING <input type="checkbox"/> DEMOLITION * <input type="checkbox"/> OTHER <input type="checkbox"/> _____			
DESCRIPTION OF WORK: CHECK ALL THAT APPLY AND INCLUDE SUB-TRADE(S) THAT APPLY TO THIS PROJECT: ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> FLATWORK <input type="checkbox"/> ASPHALT/PAVING <input type="checkbox"/> FENCE <input type="checkbox"/> > CHAIN LINK OR PRIVACY? WOOD DECK <input type="checkbox"/> CONCRETE PATIO <input type="checkbox"/> > COVERED OR UNCOVERED? SHED <input type="checkbox"/> > TYPE OF FLOOR _____ WINDOW REPLACEMENT <input type="checkbox"/> > NO. _____ SIDING/FASCIA <input type="checkbox"/> OTHER TYPE OF PERMIT <input type="checkbox"/> EXPLAIN: _____			
COST OF CONSTRUCTION: NEW CONSTRUCTION RESIDENTIAL: * _____ TOTAL SQUARE FEET (Under Roof) X \$75.00 PER SQ FT = \$ _____ * FOR RESIDENTIAL NEW CONSTRUCTION, SQUARE FOOTAGE IS BASED ON TOTAL SQUARE FEET, NOT HABITABLE SPACE. ACTUAL COST OF CONSTRUCTION: \$ _____ ALL OTHER CONSTRUCTION - COST/VALUE OF WORK: _____			
*TOTAL SQ. FT.		NUMBER OF STORIES:	TYPE OF CONSTRUCTION:
FIRE SPRINKLER REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/>			NUMBER OF OFF STREET PARKING?
IS THIS PROPERTY WITHIN A FLOOD ZONE? YES <input type="checkbox"/> NO <input type="checkbox"/>		FLOOD ZONE:	
NOTICE		FOR DEPARTMENT USE ONLY	
THIS APPLICATION FOR PERMIT SHALL INCLUDE ALL SUB-TRADES OF ELECTRICAL, MECHANICAL AND PLUMBING. THIS PERMIT BECOMES NULL AND VOID WITHIN 6 MONTHS OF ISSUANCE. ANYONE HOLDING AN UNEXPIRED PERMIT MAY APPLY FOR AN EXTENSION, IN WRITING. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER.  I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.  AS CONTRACTOR, I AUTHORIZE THE PROPERTY OWNER TO PICK UP THIS PERMIT ON MY BEHALF. I UNDERSTAND THAT WORK MAY NOT BEGIN UNTIL THE PERMIT IS POSTED ON THE JOB SITE. I ASSUME ALL RESPONSIBILITY FOR ANY PENALTY THAT MAY BE ASSESSED IF WORK IS PERFORMED WITHOUT THE PERMIT BEING POSTED.		PERMIT NUMBER: _____  TOTAL AMOUNT DUE: _____	
SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT		APPLICATION ACCEPTED BY _____ DATE _____	
PRINT NAME OF OWNER, CONTRACTOR OR AUTHORIZED AGENT		APPLICATION APPROVED BY _____ DATE _____	
DATE	EMAIL ADDRESS (PRINT)		





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## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Project Address: \_\_\_\_\_

The following information shall accompany all residential plan submittals. Incomplete submittals will not be accepted. If you need assistance or have questions, please call (210) 619-1750.

Check all that apply to your project and that accompany your plans and application. For information not provided, please indicate N/A (not applicable) and make necessary comments.

- New Construction                       Addition                       Rehab/Remodel
1.     Complete building permit application.
2.     Complete construction plans. Check all that apply:
- |  |  |
|--|--|
| <input type="checkbox"/> Sealed Site/Survey plan with Setbacks | <input type="checkbox"/> Sealed construction plans                     |
| <input type="checkbox"/> Sealed Roof truss plan                | <input type="checkbox"/> Engineer sealed foundation plan               |
| <input type="checkbox"/> Sealed Exterior elevation plans       | <input type="checkbox"/> Sealed MEP's                                  |
| <input type="checkbox"/> Tree/Landscape Plan                   | <input type="checkbox"/> Sealed Irrigation System Plan (if applicable) |
| <input type="checkbox"/> Tree Affidavit/Removal Permit App     | <input type="checkbox"/> Site Address on all pages                     |
3.     ResCheck Report (energy efficiency of building).
4.     Copy of recorded subdivision plat (highlight the lot being permitted) **\*not required**
5.     Flood Plain Permit (if applicable).
6.     Water Service Application (to be submitted to the Utility Billing Department).
7.     Must provide As-Built in JPEG or PDF format (CD) if changes or plan addendum occurred prior to Certificate of Occupancy issuance. Plan changes require that the Engineer or Architect provide an signed and sealed acknowledgement that the As-Built reflects an accurate description of what was constructed on site. If no changes occurred, the builder shall provide an acknowledgement that there were no changes.

Comments: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

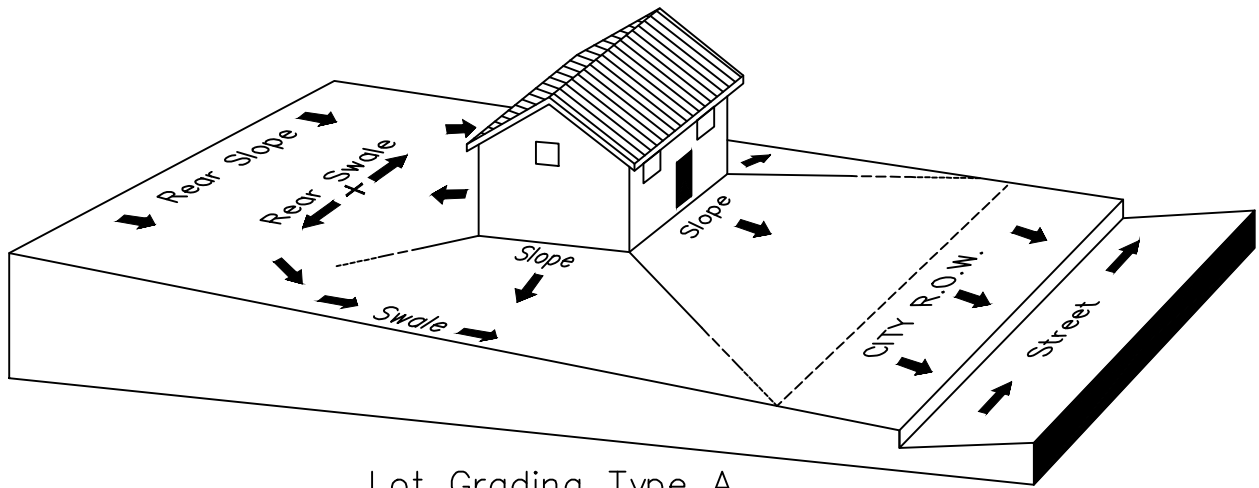
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address (Print): \_\_\_\_\_

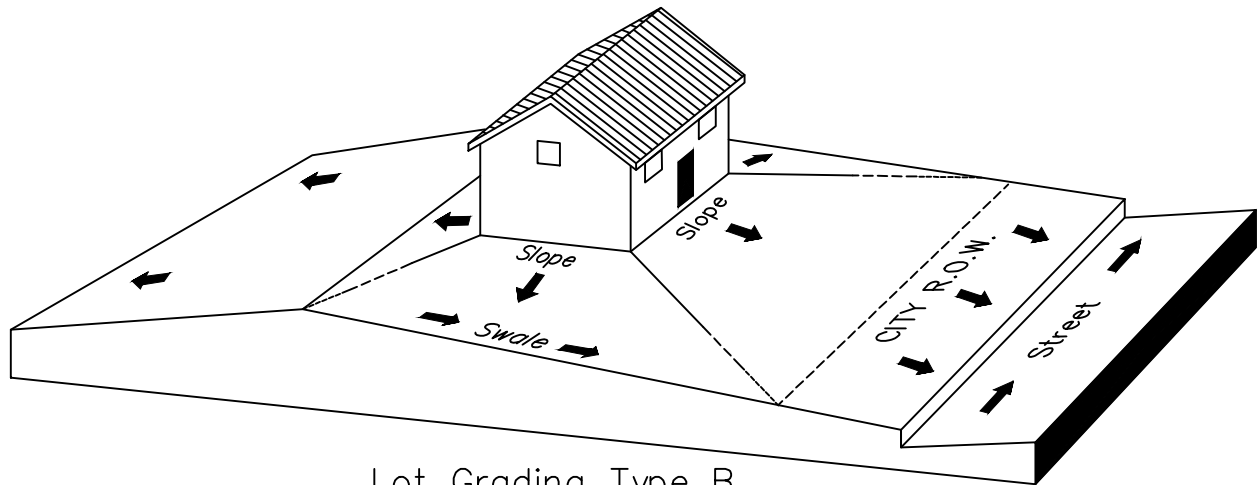
Applicant acknowledges that all information as required above is provided herein and understands that failure to provide all information necessary to process building permit request shall result in rejection of plans and building permit application by the City.

Applicant acknowledges that the issuance of a Certificate of Occupancy is contingent upon first providing the As-Built plans as noted in Item 7 above.

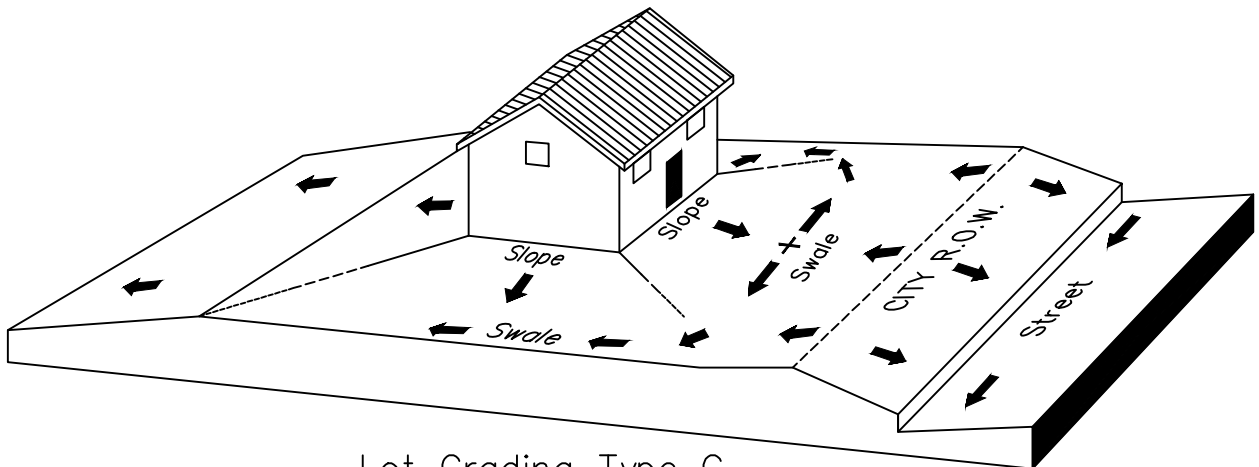
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Lot Grading Type A  
 Drainage Directed Toward Front of Building



Lot Grading Type B  
 Drainage Directed Toward Front and Rear of Building



Lot Grading Type C  
 Drainage Directed Toward Rear of Building



CITY OF SCHERTZ TEXAS  
 ENGINEERING AND PUBLIC WORKS

LOT GRADING PLAN  
 NTS

PROJECT NO.:	CHECKED BY: <b>KJW</b>	DATE:
DRAWN BY: <b>BCP</b>	DESIGNED BY: <b>BCP</b>	SHEET NO.: <b>1</b>