



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Residential Permits

Each contracting aspect of a residential build MUST pull their respective permits. For example, only the listed plumbing contractor can pull the plumbing permit for a project.

RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

Construction Document Submittals: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form. **If submitted electronically, one copy is sufficient.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to the scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Reference IRC)) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters: Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Engineered Wind Bracing Plans: Comply with current city codes

Masonry on wood details, if applicable: Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with the floor plans) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report – www.energycodes.gov (IC3 reports: <http://ic3tamu.edu>)

****Note:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

RESIDENTIAL PLAN REVIEW AND PERMITTING PROCEDURES

Step 1. Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review (if applicable) and permit issuance. **See the checklist below for details.**

Step 2. City staff reviews application and obtains any basic missing information. The Code Enforcement Officer/Building Official signs off on the application before it is sent to Bureau Veritas (BV).

Step 3. Once BV confirms receipt of the application and gives the project a number, city staff can then issue the permit from City Hall. This process usually takes 2-3 business days; however, it can take longer.

*****If the project goes before plan review, PLEASE ALLOW AT LEAST 10 BUSINESS DAYS FOR APPROVED PLANS TO BE RETURNED.*****

The City of Bandera does not dictate nor guarantee the turn-around time for permit issuance. We recommend the application be submitted well in advance of the proposed project start date, especially for in-depth projects.

Step 4. When the permit is ready to be issued, the contact person will be called and informed it is ready. The permit must be signed for and the permit fee must be paid BEFORE the work can start.

Step 5. Once the job is complete, it is the responsibility of the contractor, resident, or property owner to call for the final inspection. The BV inspection request phone number is listed on the permit for convenience in this matter.

NEW RESIDENTIAL PLAN REVIEW CHECKLIST

Permit application with an original signature must be complete and submitted with the following information:

****If submitted electronically, one copy is sufficient. If submitted in hard copy, two (2) copies are required.**

Site Plan to include (must submit a filed plat of lot):

- Legal description (lot, block, subdivision)
- North area and scale
- Property lines and lot dimensions
- All easements
- Proposed structure and all existing buildings
- Driveways and sidewalk dimensions
- Setbacks for front, rear and sides of house must be shown on site plan

Residential Energy Code Compliance Report – Rescheck and IC3 report reports accepted.

Foundation Plan – Conventional Rebar Slab Foundation – Regionally Accepted Practices – Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and design criteria for the IRC.

Sets of house plan to include:

- Floor plan
- Exterior elevations
- Roof design
- Mechanical design
- Electrical design
- Plumbing design
- Construction details
- Window/door schedule
- Masonry on wood details
- Sheer wall details

Driveway approaches and drainage culverts – Engineered plans (driveways accessing State Highways require a TXDOT permit)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.



CITY OF BANDERA Permit #: _____

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Residential Permit Application

WORK CANNOT BE STARTED UNTIL THE PERMIT HAS BEEN PAID FOR IN FULL AND SIGNED FOR AT CITY HALL.

THE \$50.00 APPLICATION FEE IS DUE WHEN APPLICATION IS SUBMITTED FOR PROCESSING.

For permits that require inspections, requests can be made through the Bureau Veritas inspection department at 817-335-8111.

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Project *Denotes required field

*Project address: _____ *Zoning district: _____

*Square footage of project: _____ square feet *Valuation of project: \$_____

*Project description: New SFR SFR Remodel/Addition Electrical Demo
 Plumbing Mechanical Fence Swimming pool
 Accessory building Lawn irrigation Other: _____

*Description of Work: _____

Is this property in a flood plain? Yes No If yes, please provide Flood Plain Certificate.

Is this a registered historical building? Yes No If yes, please provide approval letter from the Texas Historical Commission.

Property Owner Information

Name: _____ Phone number: _____

Physical address: _____

Mailing address: _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

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Each contracting aspect of a build MUST pull their respective permits. For example, only the listed plumbing contractor can pull the plumbing permit for a project.

Contractors

General

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Mechanical

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Electrical

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

Plumber/Irrigator

Business: _____ Contact person: _____

Phone number: _____ Contractor license number: _____

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 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 of the performance of construction.

Signature of applicant: _____ Date: _____

FOR CITY USE ONLY:

BV Project #: _____ Approved by: _____ Date: _____