



# **CITY OF BANDERA**

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

## **Permit Handbook**



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## Table of Contents

Bureau Veritas Information.....	2
Commercial Building Permits.....	4
New Residential Building Permits.....	6
Residential Remodel/Addition Permits.....	8
Residential Electrical, Plumbing, Mechanical Permits.....	9
Certificates of Occupancy.....	10
Sign Permits.....	11
Zoning Changes.....	12
Contractor Registration Information.....	13
Contractor Registration Form.....	14

# Bureau Veritas Information

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

## Building Permit

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within 180 days from permit issuance.

An application fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All contractors performing work within the City jurisdiction must be registered with the City and provide proof of liability insurance.

## Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will conduct residential and commercial plan reviews. They will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free at (800) 906-7199.

## Inspections

Please contact Bureau Veritas to request inspections. Any of their permit technicians can assist you.

Inspections received by 5:00 pm Monday-Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas.

**Inspection Request Line:** (817) 335-8111

**Toll Free:** (877) 837-8775

**Inspection FAX Line:** (817) 335-8110

**Toll Free FAX Line:** (877) 837-8859.

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com).

Permit packets that include the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed and a Certificate of Occupancy issued prior to occupancy of building (Certificate of Occupancy only required for commercial properites).

## Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free at (877) 837-8775 for your inspector's name and number.

## Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before the final inspection.

A portably sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.

**Inspections for each group below must be called in at the same time.**

**Plumbing Rough**

**Water Service**

**Yard Sewer**

**Form Survey** – Must be in permit packet for inspection to be passed.

**Foundation** – Engineered Foundation letter is acceptable but must be in packet at time of frame inspection.

**Electrical Rough**

**Mechanical Rough**

**Gas Rough Piping/Test**

**Plumbing Top-out**

**Frame**

**Energy Insulation** – If using a third-party energy inspection company, results to be placed in permit packets.

**Construction Electrical and Gas Final** – Meters will be released by the City.

**Electrical Final**

**Mechanical Final**

**Plumbing Final**

**Energy Final** – If using a third-party energy company, results to be placed in permit packet.

**Customer Service Inspection Form** – Will be completed by inspector

**Building Final**

**Temporary Pole and Flatwork** – Can be called in at any time during construction.

# Commercial Building Permits

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

## **NEW COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS**

**Construction Document Submittals:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. An additional set of plans may be required for fire sprinklered buildings.

**\*\*Note:** Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

**Professional License:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

### **Required Drawings and Documents:**

City Building Inspection Department may request additional information if necessary.

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

- Site plan - The plat must be approved, and the site plan must be released by the Planning/Engineering Department before a permit will be issued.
- Floor plans and roof plans
- Exterior elevation
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedules
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
- Mechanical, electrical and plumbing site plans and schedules
- Plumbing plans (including riser diagram)
- Mechanical plans
- Electrical plans (including riser diagram)
- Certified Energy Compliance report – US Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- Asbestos Survey (for renovation or demolition permits) – Texas Department of Health, Asbestos Program Branch (1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos))
- Texas Department of Licensing and Regulation architectural barriers project registration information – Texas Department of Licensing and Regulation (1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us))

## **NEW COMMERCIAL PLAN REVIEW CHECKLIST**

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

- (3) Site Plans to include** (must submit a filed plat of lot):
  - Legal description (lot, block, subdivision)
  - North arrow and scale
  - Property lines and lot dimensions
  - All easements
  - Proposed structure and all existing buildings

Existing and proposed location of utility poles  
Pad mounted transformers

- (3) Parking lot layout plans**
- (3) Grading plans**
- (2) Commercial Energy Code Compliance** to include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- (3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule, Shear wall details
- Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**
- Driveway approaches and drainage culverts** – Engineered plans (Driveways accessing State Highways require TXDOT permit)
- TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)
- Asbestos Survey** (if demo or remodel)
- Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**

# New Residential Building Permits

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

## **NEW 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.

**Site plans (plot plans)** drawn to a scale of 1 inch = 20 feet. 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 inch = 1 foot. 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 inch = 1 foot. 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 inch = 1 foot. 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 inch = 1 foot. 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.

**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 inch = 1 foot. 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 inch = 1 foot. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report** – ResCheck, Remrate, or IC3 report accepted. ([www.energycodes.gov](http://www.energycodes.gov))

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

## **NEW RESIDENTIAL PLAN REVIEW CHECKLIST**

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

- (2) Site Plans 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
- (2) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.**    [www.energycodes.org](http://www.energycodes.org)
- (2) Foundation Plans** – 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.
- (2) Sets of house plans** 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.**



# Residential Remodel/Addition Permits

## **What is an addition?**

Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions can be a sunroom, a bedroom, a bathroom or any other room enclosed that is attached to the main structure.

## **What is a remodel?**

Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing and/or mechanical work.

## **ADDITION PERMIT SUBMITTAL REQUIREMENTS**

- Residential Permit Application**
- (2) Energy Report (IECC compliance)**
- (2) Set of floor plans** to include all electrical, mechanical and plumbing.
- Contractor Registration** – Electrician, plumber and mechanical
- (2) Site plan** showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Must include septic spray area, if applicable.
- (2) Foundation and roofing plans**

## **REMODEL PERMIT SUBMITTAL REQUIREMENTS**

- Residential Permit Application**
- (2) Energy Report (IECC compliance)** if installing new windows as part of the remodel
- (2) Set of plans** to include all electrical, mechanical and plumbing, if applicable
- Contractor Registration** – Electrician, plumber and mechanical

## **What do I need to install a deck?**

Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

## **Do I need a permit for a concrete patio?**

Concrete patios do not require a permit if they are not attached to the house foundation. However, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.

**The City of Bandera has adopted the 2012 International Building, Residential, Plumbing, Mechanical, Fuel/Gas and Energy Conservation Codes and the 2014 National Electrical Code.**

# Residential Electrical, Plumbing, Mechanical Permits

**The City of Bandera has adopted the 2012 International Building, Residential, Plumbing, Mechanical, Fuel/Gas and Energy Conservation Codes and the 2014 National Electrical Code.**

## When is a permit needed?

**Electrical upgrades/repairs:** A permit is required for all service upgrades, service repairs or circuit replacements.

**Plumbing upgrades/repairs:** A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system, replacing water and sewer lines.

**Irrigation systems:** A permit is required for the installation or repair of all residential irrigation systems. An approved backflow device must be installed with each sprinkler system and backflow test report must be submitted to the city.

**Mechanical upgrades/repairs:** A permit is required when an air conditioner or furnace is installed or replaced.

## What is needed to obtain a permit?

A plan review is not required, but a permit fee is due upon permit issuance.

## Submittal documents

Fill out a Residential Permit Application (attached) and Contractor Registration (if your contractor is not already a registered contractor with the city).

## Inspections

Request an inspection from Bureau Veritas.

**All mechanical, electrical, plumbing and irrigation work described above requires an inspection and registered contractor.**

# Certificates of Occupancy

**A Certificate of Occupancy inspection is required whenever there is a change of use and/or ownership of an existing commercial building.**

**\*Note:** A building permit is required for any alteration or construction work.

To receive an inspection for “Certificate of Occupancy,” it is important that the following instructions are followed:

1. Complete Certificate of Occupancy Application and return it to City Hall.
2. Request a Certificate of Occupancy inspection from Bureau Veritas.
3. Pick up and pay for the Certificate of Occupancy at City Hall.
4. Post your Certificate of Occupancy in your place of business.

The Certificate of Occupancy inspection is an inspection for the life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

- Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
- When required, illuminated exit signs must be in good working order.
- Address and suite number must be posted on the building in 6” minimum numbers on a contrasting background clearly visible from the street.
- Every space must have 24-hour access to the electrical panel, which serves that space.
- Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
- Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
- Added electrical fixtures and outlets must comply with the National Electric Code.
- Hose bibs should have vacuum breakers.
- Plumbing fixtures must be in good working order.
- Any unused plumbing must be capped.
- Gas appliances and heaters must be properly vented and installed.

# Sign Permits

## **SIGN PERMIT SUBMITTAL REQUIREMENTS:**

Every sign, unless specifically exempt, shall require a sign permit in conformance with applicable city codes and issued by the city office.

All applications for sign permits shall be accompanied by such drawing or descriptions as are necessary to fully advise the city office as to color, location, construction, details as to brackets, main guy cables, wired braces, bolts and turnbuckles, if to be extended from building walls, the thickness of such wall or walls, and height standards, the weight of the sign, size of the sign and other details which the city office may deem necessary.

A fee shall accompany each application for a sign permit, in addition to any permit fees required by the building and electrical codes of the city. The fees are on file in the office of the city secretary and are subject to periodic revision by the city. (Ordinance 123, sec. 13-23, adopted 10/8/90; Ordinance adopting Code)

Banner signs must be securely attached to a building or other permanent structure, and they must be kept in good repair throughout the time of their display. Banner signs shall not be erected for more than twenty (20) days in succession; the responsible party must remove them within no more than three (3) days following the event to which they call attention. Banners shall not be placed on any site more than five (5) times within a calendar year and must conform to all other restrictions and requirements of this division. (Ordinance 267, sec. 2(B), adopted 3/20/08)

### **Fees:**

Application fee: \$25

Permit fee: \$50 for each sign and/or banners less than \$2,000

# Zoning Changes

**An application fee of \$100.00 is due when submitting a Zoning Change Application.**

## **Submittal Requirements**

-A letter signed and dated by the owner certifying their ownership of the property containing a legal description of the property, identifying lien holders, and authorizing the applicant to represent the person, organization, or business that owns the property.

-The application fee of \$100.00 payable to the City of Bandera.

-Any other documents relative to the property's current use or zoning, and relative to the proposed use with the zoning change – if approved.

-The completed Zoning Change Application and any required supporting documentation.

-If applicable for a property previously denied rezoning within one year, provide an affidavit that new and relevant evidence, not presented at the previous rezoning hearing on the subject property, will be provided with the Zoning Change Application.

## **Procedural Description**

1. Written request for a change in the zoning ordinance is required to be filed with City Council, along with a completed Zoning Change Application and payment of a one hundred-dollar (\$100.00) application fee.
2. City staff will review the application for completeness, analyze documents presented, and research relevant ordinances pertaining to zoning, planning and/or developmental issues, if applicable.
3. Public hearings are required for zoning changes, first before the Planning and Zoning Commission (P&Z) and then City Council. No changes shall become effective until after public hearings are held at which parties in interest and citizens have an opportunity to be heard.
4. City staff will review the scheduled meetings of P&Z and City Council, and prospective dates for public hearings will be selected.
5. Notice of public hearings are required. At least fifteen (15) days' notice of the time and place must be published in the local newspaper and written notice must be sent to the owners of property within two hundred (200) feet of the property for the proposed change, and that notice must be given at least ten (10) days before the public hearing date.
6. P&Z will hold a public hearing to review the request and after the hearing, P&Z will make a recommendation to City Council.
7. City Council will then hold a public hearing to review the request and following that hearing, City Council will consider P&Z's recommendation and act on the request; however, City Council may not adopt the proposed change until the thirtieth (30<sup>th</sup>) day after the required notice is given.
8. No request for rezoning shall be filed with City Council within one (1) year if Council has denied a request for rezoning of the same property. However, if the applicant produces by sworn affidavit new and relevant evidence which was not presented at the previous hearing, City Council shall have the right to waive the one (1) year period.

# Contractor Registration Information

The City of Bandera does not issue city license to contractors. A license issued by the State of Texas is required for registration of all subcontractors.

There is no registration fee.

## Who must register?

-All general contractors:

Copy of valid driver's license

-All subcontractors:

Completed contractor registration form

Copy of valid driver's license

Copy of state license(s)

Copy of general liability insurance

First-time registrations are not accepted via fax, email or mail.

Registration updates are accepted via fax, email or mail as long as the copies of the updates are legible.

If there is more than one person eligible to pull permits, then they must be listed at the bottom of the Contractor Registration Form.

**The state requires that all state-licensed persons carry their licensing information on them at all times and are required to produce their license for the building inspectors upon request. Failure to do so will result in the job being shut down until such time as everyone on the job site can produce current licensing information.**

# Contractor Registration Form

Please provide a copy of driver's license, state license and general liability insurance.

## Contractor Information

New

Renewal

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

## Contact person

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Licensee name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Type of contractor license: \_\_\_\_\_ License number: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> General Contractor      | <input type="checkbox"/> Journeyman Plumber               |
| <input type="checkbox"/> Electrical Contractor   | <input type="checkbox"/> Mechanical (HVAC)                |
| <input type="checkbox"/> Master Electrician      | <input type="checkbox"/> Irrigator (landscape)            |
| <input type="checkbox"/> Journeyman Electrician  | <input type="checkbox"/> Backflow (special form required) |
| <input type="checkbox"/> Master Sign Electrician | <input type="checkbox"/> Third party energy provider      |
| <input type="checkbox"/> Plumbing Contractor     | <input type="checkbox"/> Other: _____                     |
| <input type="checkbox"/> Master Plumber          |   |

## Optional:

List two (2) people allowed to pull permits under license:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attached:

- Driver's license
- State license
- Proof of general liability insurance