



PLANNING & CODES

108 E. Mountain St. Seguin, TX 78155

permits@seguintexas.gov

BUILDING PERMIT APPLICATION

Public – Commercial - Industrial



SUBMIT THIS APPLICATION ALONG WITH TWO (2) SETS OF EACH:

- **DETAILED FRAMING PLAN (Minimum size 18x24)**
- **DETAILED SITE PLAN (Minimum size 18x24)**

Please allow 10-15 business days for the building review before contacting City staff about the status of the application.

DID YOU REMEMBER TO INCLUDE

- Temporary Electric Service Application?
- Electric Service Application?
- Sewer Service Application?
- Water Service Application?
- Wastewater Discharge Application?

Permits submitted must be obtained within 75 days of approval unless an extension is granted.

Failure to obtain the permit will require a new application.

City of Seguin Building Permit Application Public – Commercial - Industrial

Date:

Permit No:

Site	Address:		
	Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Base Flood Elevation is required		
Type of Improvement	<input type="checkbox"/> New Building - Site Plan Approved <input type="checkbox"/> YES <input type="checkbox"/> NO, <i>if no please contact planning.</i> <input type="checkbox"/> New Addition- <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Demolition <input type="checkbox"/> Remodel - <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Foundation Repair <input type="checkbox"/> Interior Finish Out <input type="checkbox"/> Window Replacement	Trade Permits	Check any trade permits that will be required for your project. <input type="checkbox"/> Electric <input type="checkbox"/> Mechanical <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing <input type="checkbox"/> Other: _____
Description of Construction	Brief Description of Project: _____ _____ _____ _____ _____ _____ _____		
Area in Use	Total Square Footage of Project: _____ *Plans must detail square footage information Foundation: <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Roof: <input type="checkbox"/> Metal <input type="checkbox"/> Shingles <input type="checkbox"/> BUR <input type="checkbox"/> Other: Floors: <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Exterior Walls: <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other: Insulation Type: <input type="checkbox"/> Icynene <input type="checkbox"/> Batt Interior Walls: <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Sheetrock <input type="checkbox"/> Other:		
Asbestos Survey	<p>An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No*</p> <p><small>*If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to renovation/demolition permit being issued by the City of Seguin.</small></p>		

Texas Accessibility Standards Number: _____
 *Required if the construction cost is greater than \$50,000.00

Plan Review Requirements

SERVICE PROVIDERS	ENERGY COMPLIANCE PROVIDED
<ul style="list-style-type: none"> • Electric Provider: <input type="checkbox"/> Seguin <input type="checkbox"/> GVEC • Water Provider: <input type="checkbox"/> Seguin <input type="checkbox"/> Springs Hill • Sewer Provider: <input type="checkbox"/> Seguin <input type="checkbox"/> Septic 	<ul style="list-style-type: none"> • Res-Check <input type="checkbox"/> • IC3 <input type="checkbox"/> • HERS Rating <input type="checkbox"/>

The contractor shall deliver a full set of plans to the Fire Marshal at 650 South Highway 46	↓ INITIAL & DATE ↓
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2 Full sets of site plans with locations of all structures on site, measured distances from property lines, all utility easements and services, driveways and sidewalks.	<input type="checkbox"/> Provided _____
2 Full sets of building plans with floor layouts, plumbing, electric, and mechanical details.	<input type="checkbox"/> Provided _____
Temporary Permanent Power Agreement	<input type="checkbox"/> Provided _____
Temporary Electrical Service Application*	<input type="checkbox"/> Provided _____
Electric Service Application*	<input type="checkbox"/> Provided _____
Water Service Application*	<input type="checkbox"/> Provided _____
Sewer Service Application*	<input type="checkbox"/> Provided _____
Septic Tank Plan	<input type="checkbox"/> Provided _____
Irrigation Service	<input type="checkbox"/> Provided _____
Waste Water Survey	<input type="checkbox"/> Provided _____
Asbestos Survey	<input type="checkbox"/> Provided _____
Fire Service	<input type="checkbox"/> Provided _____
Energy Commissioning Report	<input type="checkbox"/> Provided _____

***only required for City of Seguin utility service area**

IF ALL ITEMS REQUIRED ARE NOT SUBMITTED, THE PERMIT WILL BE DENIED

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND HVAC. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITH 6 MONTHS OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED. I hereby certify that I have read and examined this application and know the same to be true and correct. Provisions of the International Building Code as well as all laws and ordinances covering this type of work will be completed within specified herein or not. The Granting of a permit does not presume to give authority to violate or cancel the provisions of any City, State or Local Law regulation construction or performance or construction.

	NAME / COMPANY	ADDRESS	PHONE NUMBER
PROPERTY OWNER			
CONTRACTOR			
ARCHITECT / ENGINEER			
ELECTRICIAN			
PLUMBER			
HVAC			

Contractor Signature

Printed Name	Signature	Date:
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Department Contact Information

Permits	830-401-2435	Email: permits@seguintexas.gov
Planning & Zoning	830-401-2306	Email: isegovia@seguintexas.gov
Building Official	830-401-2436	Email: gbodin@seguintexas.gov
Addressing	830-386-2527	Email: hschaefer@seguintexas.gov
Utilities		
-Electric	830-401-2405	Email: csmith@seguintexas.gov
-Water/Sewer	830-386-2208	Email: dbermudez@seguintexas.gov

↓ DO NOT WRITE BELOW LINE --- OFFICE USE ONLY ↓

Fee Schedule

New Construction:

Permit Fee: 0.60 per square foot
 Plan Review Fee: 0.25 per square foot

New Addition:

Permit Fee: 0.60 per square foot
 Plan Review Fee: 0.25 per square foot

Remodeling, repair, alteration or finish out:

Permit Fee: 0.30 per square foot
 Plan Review Fee: 0.25 per square foot

Demolition:

\$50.00, permit is valid for 3 months

Foundation Repair:

\$125.00

Window Replacement:

\$150.00

Permit No:
PLAN REVIEW FEE
\$ _____
BUILDING PERMIT FEE
\$ _____
BUILDING APPROVAL

MAIN-STREET APPROVAL
