



PLANNING & CODES

108 E. Mountain St. Seguin, TX 78155

permits@seguintexas.gov

RESIDENTIAL PERMIT APPLICATION



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?

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND HVAC. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 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 the specified time. The granting of a permit does not presume to give authority to violate or cancel the provisions of any City, State or Local Law regulating construction or performance of said construction.

Permits submitted must be obtained within 75 days of submittal unless an extension is granted. Failure to obtain the permit will require a new application

**City of Seguin
Residential Building Permit**

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 Residential <input type="checkbox"/> New Addition <input type="checkbox"/> Remodel - <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Patio / Deck <input type="checkbox"/> Foundation Repair <input type="checkbox"/> Patio / Deck with Roof <input type="checkbox"/> Window Replacement <input type="checkbox"/> Pre-Built Storage Building <input type="checkbox"/> Demolition <input type="checkbox"/> Site Built Storage Building	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: _____ _____
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Description of Construction	Brief Description of Project: _____ _____ _____ _____
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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:
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Plan Review Requirements	ENERGY COMPLIANCE		
	Energy form provided: <input type="checkbox"/> Res-Check <input type="checkbox"/> IC3 <input type="checkbox"/> HERS Rating		
	SERVICE PROVIDERS		
	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		
		↓ INITIAL & DATE ↓	
	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	_____	
If all items required are not submitted, the permit will be denied			

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

Contractor Signature

Printed Name	Signature	Date:
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Homeowner Affidavit

IN ACCORDANCE WITH THE CITY OF SEGUIN ORDINANCE, CHAPTER 18, "BUILDINGS AND BUILDING REGULATIONS", I HEREBY REQUEST A HOMEOWNER'S PERMIT TO PREFORM THE FOLLOW WORK WITH MY OWN HANDS OR BY AN IMMEDIATE FAMILY MEMBER.

I HEREBY CERTIFY THAT I AM THE OWNER OF THE HOME LISTED ABOVE AND I OCCUPY THIS HOME AS MY HOMESTEAD. I FURTHER CERTIFY THAT I WILL PERFORM THE WORK WITH MY OWN HANDS OR AN IMMEDIATE FAMILY MEMBER.

I HAVE READ, AND I AM THOROUGHLY FAMILIAR WITH THE CURRENT BUILDING CODES AND ORDINANCES RELATED TO THE WORK THAT I WILL PERFORM AT MY HOME.

I, THE APPLICANT FOR THIS HOMEOWNER'S PERMIT, WARRANT THE TRUTHFULNESS OF ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND UNDERSTAND THAT IF ANY OF THE INFORMATION IS INCORRECT THE PERMIT MAY BE REVOKED BY THE BUILDING OFFICIAL.

Printed Name	Signature (Homeowner's Signature indicates compliance with the Homeowner's Statement)	Date
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Email

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

SPECIAL APPROVALS	REQUIRED	NOT REQUIRED	APPROVED
Building Inspections			
Mechanical			
Electric			
Sewer			
Water			
Health-Dep / Septic			
Fencing			
Fire Alarms			
Off Street Parking			
Setbacks			
Sidewalk			
Variance			
Zoning			
Floodway – 100yr -500yr			

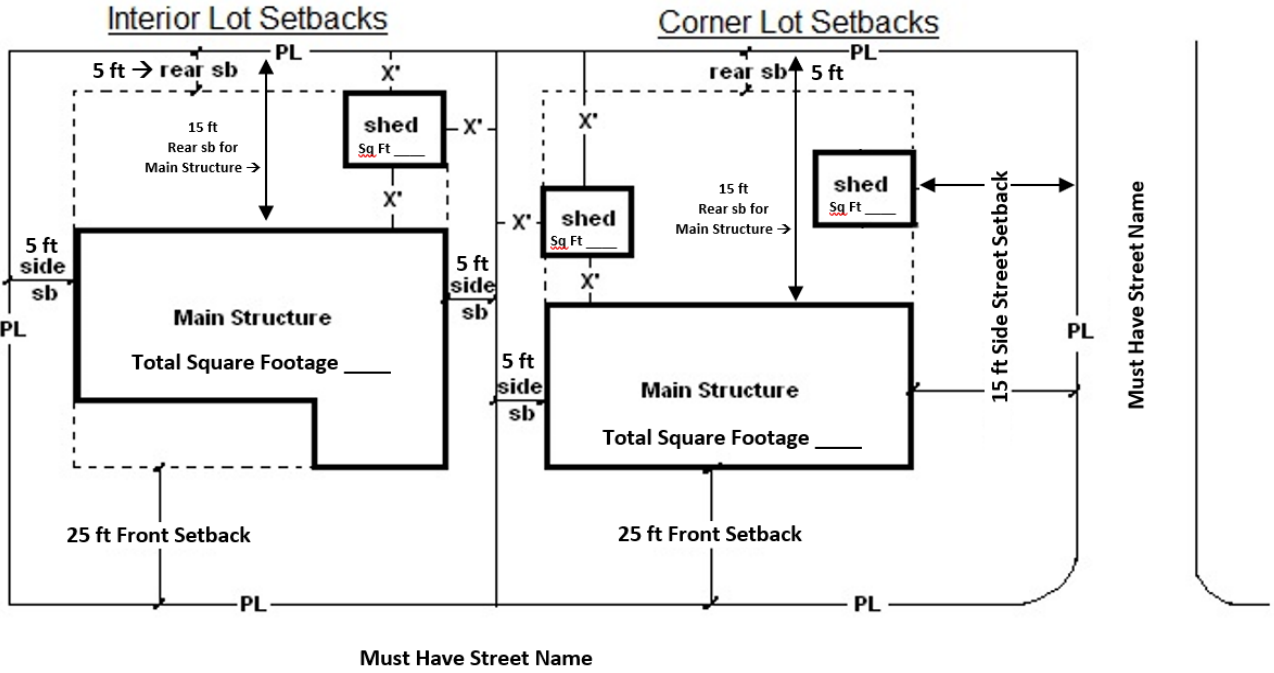
PERMIT NUMBER _____
PLAN CHECK FEE \$ _____
BUILDING PERMIT FEE \$ _____
BUILDING APPROVAL _____
MAIN-STREET APPROVAL _____

Department Contact Information

Permits 830-401-3352
 Planning & Zoning 830-401-2306
 Building Official 830-401-2436
 Addressing 830-386-2527
 Utilities
 -Electric 830-401-2405
 -Water/Sewer 830-386-2208

Email: permits@seguintexas.gov
 Email: isegovia@seguintexas.gov
 Email: qbodin@seguintexas.gov
 Email: hschaefer@seguintexas.gov
 Email: csmith@seguintexas.gov
 Email: dbermudez@seguintexas.gov

Residential Site Plan Example



Residential Framing Plan Example

