



30360 Cougar Bend
 (830) 980-8832 (830)438-3612
 FAX (830) 438-4339

**CITY OF BULVERDE
 COMMERCIAL BUILDING PERMIT APPLICATION**

***** NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF A PERMIT TO AVOID BEING SUBJECT TO FINES. *****

PROJECT VALUATION: _____ PROJECT NAME: _____

PROJECT ADDRESS: _____

DESCRIPTION OF USES (Describe in detail all existing and proposed uses on the property): _____

PROJECT TYPE: NEW ADDITION REMODEL FINISH OUT PLUMBING MECHANICAL ELECTRICAL
 PLAYGROUND SOLAR OTHER, SPECIFY: _____

SCOPE OF WORK: _____ SQ. FT.: _____

OWNER NAME: _____ PHONE: _____

MAILING ADDRESS: _____ EMAIL ADDRESS: _____

CONTACT NAME: _____ ALT. PHONE: _____

Engineer:	Contact Person:	Phone Number:
Engineer email address: _____		
Architect:	Contact Person:	Phone Number:
General Contractor:	Contact Person:	Phone Number:
General Contractor email address: _____		
Plumbing Contractor:	Contact Person:	Phone Number:
Electrical Contractor:	Contact Person:	Phone Number:
Mechanical Contractor:	Contact Person:	Phone Number:
Flatwork Contractor:	Contact Person:	Phone Number:
Irrigation Contractor:	Contact Person:	Phone Number:

Contractors must be registered with the City of Bulverde before beginning any work in the City. (see Contractor Registration Form)

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 or the performance of construction.

Applicant's Signature: _____ Date: _____

THIS PORTION FOR OFFICE USE ONLY

PAYMENT OF THE PLAN REVIEW FEE IS EXPECTED WHEN APPLICATION IS SUBMITTED

Approved by: _____

Review Fee: \$ _____

Date: _____

Inspection Fees: \$ _____

Drainage Review Fees: \$ _____

PERMIT #: _____

Total Fees: \$ _____



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ALL PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING:

1. Two (2) copies (at least 11" x 17") and a **digital** PDF of a formal, scaled plot plan of the property showing all easements and dimensions to property lines.
2. Two (2) copies (at least 11" x 17") and a **digital** PDF of the complete plans of the project, including framing, wind bracing, roof plan, landscaping, parking lot, flatwork, and civil plans.
3. Two (2) copies (at least 11" x 17") and a **digital** PDF of the engineered foundation plans, to include: both the cable details and the beam details must show the engineer's seal, date, signature and location of the project.
4. Exterior Lighting plan as per the Dark Sky Ordinance Sec. 3.09
5. A COMcheck Energy Letter needs to be submitted and is available at www.energycodes.gov.
6. Drainage Analysis per the City of Bulverde Stormwater Drainage Manual.
7. If property is in a Floodplain: FEMA Elevation Certificate available at www.fema.gov
8. ALL COMMERCIAL PLANS MUST HAVE A TREE PLOT PLAN SUBMITTED WITH THE PERMIT APPLICATION IF TREES ARE BEING REMOVED.
9. Proof that the building owner has filed plans for new construction or substantial renovation totaling \$50,000 or more to the Texas Department of Licensing and Regulation (TDLR) for compliance with the Texas Accessibility Standards (TAS).

SECTION 1: GENERAL PROVISIONS

1. Please allow 30 days for review of all building plans.
2. One (1) copy of each of the above will be returned to the builder to be retained at the job site and available for all inspections.
3. No structure (including wells) can be built within the property setback.
4. No work of any kind may start until a permit is issued.
5. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until permit is re-issued.
6. All construction waste and/or disposal services must be provided by Waste Connections www.wasteconnections.com (855) 809-2783.
7. Prior to approval of all pre-pour inspections, a form survey will need to be at the job site and submitted to the Permitting Department to be kept with the permit file.
8. 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.
9. The following permit applications must be submitted along with all associated fees, issued, and had a final inspection prior to the issuance of a Certificate of Occupancy:

• Driveway	• Fire Sprinkler	• Fixed Food
• Sign	• Certificate of	Establishment
• Fire Alarm	Occupancy	
10. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
11. Applicant hereby gives consent to the City Manager or his/her representative to make reasonable inspections required to verify compliance. **ALL PERMITS REQUIRE FINAL INSPECITON.**
12. All commercial properties will require annual fire inspections.

THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ATTACHMENTS TO THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE.

APPLICANT SIGNATURE

DATE OF APPLICATION