



City of Alamo Heights Building Permit Application

COMMUNITY DEVELOPMENT DEPARTMENT
6116 Broadway, San Antonio, Texas 78209
v: (210) 826-0516 f: (210) 822-5181

General Permit Information [Please print legibly]	
Project Street Address:	Application Date:
Land Use please check one: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial	
GENERAL BUILDING - Please check one: <input type="checkbox"/> New construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Alterations/Repair <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other	
TRADES/SUBCONTRACTORS – Please check one: License #: _____ <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Irrigation <input type="checkbox"/> Landscape <input type="checkbox"/> Tree Trimming/Removal <input type="checkbox"/> Other	
Estimated cost of construction (includes material & labor): \$	
Expect to Start Construction:	Anticipated Completion Date:
Name of Property Owner :	Phone No:
Name of General Contractor:	Phone No: Email:
Scope of Work – What are you doing? [Please print legibly – attach another sheet if needed] _____ _____ _____	

I hereby certify that I have read and examined this application and know the same to be true and correct. This project complies with the 2003 International Code series, as adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights. All provisions of laws and ordinances governing the proposed work will be complied with whether specified herein 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 ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Property Owner: _____ Date: _____

Signature of Property Owner: _____

Print Name of Permit Applicant: _____ Date: _____

Signature of Permit Applicant: _____

Permit Applicant is Contractor, or Authorized Agent

OFFICE USE ONLY		
FEES	AMOUNT	PAID
Plan Review Fee		
Building Permit Fee		



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Building Permit Submittal Requirements

(Note: Plan review may take 14-21 days)

ALL PROJECTS:

1. Building Permit application
2. Construction bid or cost estimate (see reverse)
3. Construction Documents (1-full set 24" x 36", and 1-full set 11" x 17")
 - Code analysis sheet for both main structures and accessory structures. Must include the following:
 - Existing and proposed lot coverage
 - Existing and proposed floor area ratio
 - Existing and proposed maximum heights
 - Survey Plat/ Existing Site plan,
 - Proposed site plan. Must include the following:
 - North arrow
 - Title block with initial and revision drawing dates
 - Scale and graphic scale
 - Existing building footprint with proposed footprint measured to each adjacent property line
 - Proposed drainage patterns
 - Proposed tree removals (include type & dbh)
 - Fence heights and location
 - Engineered foundation plan
 - Architectural plans
 - Floor plans and elevations
 - one side elevation should include 15-ft mark line and maximum ridge height standards
 - rear elevation should include grade and height looming standard
 - Roof plan with proposed demolition cross-hatched
 - Demolition calculation sheet to match roof plan (sample available upon request)
 - Wall sections from foundation to roof (only required in the case of fire separations)
 - M.E.P.'s
 - Landscape - irrigation plans
 - Copy of previous approval letters
 - Board of Adjustment
 - Architectural Review Board
 - Planning and Zoning Commission
 - City Council
 - Energy Code Compliance (REScheck/COMcheck or prescriptive standards)

COMMERCIAL / MULTI-FAMILY ONLY:

4. TDLR registration verification sheet
5. Asbestos Survey
6. Certificate of Occupancy (commercial and multi-family 3+ units)
7. Food establishment permit application
8. Alcohol beverage license

General Notes:

1. *All construction documents must be scaled and legible.*
2. *Plans must include a statement that "The project complies with both the Code of Ordinances and the 2003 International Code series as adopted by the City of Alamo Heights."*
3. *Properties fronting along Broadway and/or Austin Highway shall install sidewalks constructed per the City of San Antonio Flatwork Construction Handbook.*
4. *All revisions required during plan review or proposed plan changes must be clouded on the submitted revisions.*