



City of Alamo Heights
Commercial & Multi-Family Permit Application*

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
 6116 Broadway, Alamo Heights, Texas 78209
 CDS Dept. v: (210) 826-0516 f: (210) 832-2299
 Fire Dept. v: (210) 824-1281 f: (210) 828-3006

General Permit Information [Please print legibly]		Permit # (assigned by Staff):	
Project Address:		Application Date:	
Land Use (please check one): <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial			
Project Type – Please check all that apply:			
<input type="checkbox"/> New construction _____ sq. ft. <input type="checkbox"/> Addition _____ sq. ft. <input type="checkbox"/> Int. Remodel/Alterations _____ sq. ft. <input type="checkbox"/> Demolition <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Irrigation <input type="checkbox"/> Landscape <input type="checkbox"/> Tree Pruning/Removal <input type="checkbox"/> Other _____			
Fire – Please check all that apply:			License #: _____
Automatic Fire Extinguishing System:			Exp. Date: _____
<input type="checkbox"/> New <input type="checkbox"/> Modification w/ heads <input type="checkbox"/> Modification w/o heads <input type="checkbox"/> Vent/Hood Suppression			
Fire Alarm Systems:			
<input type="checkbox"/> New <input type="checkbox"/> Modification <input type="checkbox"/> Hazardous/Hot Work _____ <input type="checkbox"/> Other _____			
Materials (if applicable): Roof _____ Exterior Walls _____ Foundation _____ Flatwork _____			
Is the property in the 100-Year Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does this project involve any removal of trees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated cost of construction (includes material & labor): \$		Total square footage of project:	
Estimated cost of demolition (if applicable): \$			
Applicant:	Phone:	Email:	Address:
Property Owner:	Phone:	Email:	Address:
Check One: <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Registered Contractor <input type="checkbox"/> Home/Property Owner*			
Scope of Work (This section must be filled out. If more space is needed, another sheet may be attached.) _____			
Total Impervious Cover for Stormwater Development Fee	Existing (in sq. ft.)	Proposed (in sq. ft.)	
Footprint of all structures			
Driveway/Parking Pad			
Walkways			
Swimming Pool/Spa			
Other impervious cover: _____			
Total Impervious Cover:			
Stormwater Development Fee:			
**Max. 85% impervious cover for MF-D. **Max. 85% impervious cover for O-1 and B Districts (see exemption Sec. 3-67)			

*Failure to provide any information required on or along with this application will result in refusal to accept submission of this application and associated plan documents until all information required is provided.

**Projects undertaken by the home/property owner which reflect typical contractor related work such as grading, excavation, and demolition, or which utilizes equipment atypical to a home/property owners work shall be limited by the authorized hours of construction as would a typical general contractor.

I hereby acknowledge that I have read and completed this application and know the same to be true and correct. This project as submitted complies with the International Code series and NEC, as currently adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights. I hereby acknowledge that no work has or will commence on the proposed project until an approved permit is received. 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 federal, state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Signature of Property Owner (if applicable) Date: _____

Signature of Permit Applicant Date: _____

Permit Applicant is Architect/Engineer, Registered Contractor, or Authorized Agent

Permit Submittal Requirements

(Note: Plan review for projects may take 10-21 business days)

INITIAL EACH SECTION

	New Construction: Multi-Family & Commercial	Exterior Alterations/Additions: Multi-Family & Commercial	Interior Alterations: Multi-Family & Commercial	Accessory Structures	Fences & Retaining Walls	Signs	Street Closure	Trades*	Fire Permit	Tree Removal	Miscellaneous	Applicant	Staff
Permit application ¹	X	X	X	X	X	X	X	X	X	X	X		
Construction invoice or estimate ²	X	X	X	X	X	X		X	X		X		
Coverage & F.A.R. (see attached)	X	X		X	X								
Code analysis/notes ³	X	X	X	X				X					
General plan documents ⁴	X	X	X	X	X	X							
Roof/walls demolition plan ⁵		X		X									
Existing survey/site plan ⁶	X	X		X	X		X			X			
Proposed site plan ⁷	X	X		X	X		X				X		
Photos of existing conditions ⁸	X	X	X	X		X				X			
Floor plans	X	X	X	X	X								
Exterior elevations	X	X	X	X									
M.E.P. ⁹	X	X	X										
Door & window schedule	X	X											
Energy code compliance	X	X	X	X									
Engineered designs ¹⁰	X	X	X	X	X			X					
Written description of work ¹¹	X	X	X	X	X	X	X	X	X	X	X		
Asbestos survey		X	X										
TDLR registration ¹²	X	X	X										

Commercial & Multi-Family:

****All construction documents must be to a measurable scale and legible. Graphic scale not acceptable.****

Minimum **1 paper set and 1 electronic copy**: 1 set **must** be scaled 11x17 (max. size; at a written scale); and 1 electronic copy **must** be in PDF format

1. All items listed in the table above must be submitted with the permit application or the application will not be accepted for review.
2. Construction invoice or estimate must include design fees, materials, labor for the full scope of work, and must be signed by the property owner.
3. Code analysis/notes shall reflect existing conditions and proposed conditions. Code analysis sheet may include but not be limited to the following existing and proposed items: zoning requirements compliance, impervious surface calculations, height, F.A.R., lot coverage, lot area, property slope verification, and/or building/space egress plans.
4. General plan documents shall include to-scale and dimensioned drawings depicting the proposed project such as site plans, floor plans, elevations, etc.
5. Demolition plan shall include a top view indicating the total roof demolition square footage in relation to the existing, overall roof square footage, and shall also include a top view indicating the total exterior wall demolition square footage in relation to the existing, exterior wall overall square footage. Roof finish or sheathing materials do not count towards the demolition calculations. Examples are available upon request.
6. A signed and sealed survey may not be required in all cases. Indicate location(s) of any tree(s), species type(s) and diameter at breast height (dbh) of any tree(s) larger than 8" dbh to be removed.
7. Proposed site plans must indicate all information as indicated on the existing survey/site plan as well as dimensioned locations of any new footprint or structure. Dimensions from any new proposed footprint or structure to the closest adjacent property line(s) must be indicated.
8. Include copies of photos 1) indicating tree and context of tree(s) of any tree(s) larger than 8" dbh to be removed and/or 2) any heritage tree(s) with critical root zone(s) impacted by new development (see also Municipal Code, Sec. 5-151).
9. M.E.P. refers to Mechanical, Electrical and Plumbing plans.
10. Engineered designs shall be required for 1) any new foundation that is proposed to support structurally enclosed conditioned space, 2) any foundation repair which substantially alters the existing foundation system, 3) any framing system which does not meet the prescriptive standards within adopted codes, or 4) any masonry/stone/rock/railroad timber wall or fence in excess of 4' in height.
11. If applicable, include a letter from an ISA-certified arborist determining that the heritage tree(s) is diseased or dying (see also Municipal Code, Sec. 5-155).
12. Texas Department of Licensing and Regulation (TDLR) registration # is only required for multi-family projects (4 units or more) and all commercial projects with an estimated construction cost greater than \$50,000.

*Trades shall include Roofing, Mechanical, Electrical, Plumbing, Gas, Sewer, Irrigation, Landscaping, and Tree Pruning/Removal permits. **Separate permits are required for individual trades.**

THIS LIST IS INTENDED TO PROVIDE A SUMMARY OF REQUIRED DOCUMENTS TO BE SUBMITTED FOR PERMIT. ADDITIONAL ITEMS MAY BE REQUIRED ONCE A FORMAL PLAN REVIEW HAS BEEN COMPLETED. FOR LARGER PROJECTS SUCH AS NEW CONSTRUCTION, ADDITIONS, OR PROPOSED DEMOLITIONS, STAFF RECOMMENDS SCHEDULING AN APPOINTMENT FOR PRELIMINARY REVIEW DURING CONCEPTUAL DESIGN BEFORE SUBMITTING FOR PERMIT.

FOR OFFICE USE ONLY

		Fees
Received by: _____	Plan Review	\$ _____
Date: _____	Building Permit	\$ _____
Zoning District: _____	Stormwater Development	\$ _____
Permit # _____	Boards & Commission Review	\$ _____
	Other _____	\$ _____
	Total	\$ _____