



City of Alamo Heights  
**Residential Plan Review Checklist**  
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

Failure to provide the following information in your initial submittal may result in a correction/resubmittal requested by staff. Please be advised this checklist is not intended to be exhaustive of all possible submittal requirements. For more detailed information related to submittal requirements, please refer to the Residential Permit Application.

#### Site plans

1. Measurable scale (graphic scale is not acceptable)
2. North arrow
3. Property lines and lot dimensions
4. Existing easements, structures, walkways, driveway/parking pad, and other improvements on the property
5. Front, side, and rear setback dimensions
6. Dimensioned locations of any proposed footprint or structure
7. Dimensions from any proposed footprint or structure to the closest adjacent property line(s)
8. Dimensions from any proposed accessory structure to the main structure
9. Location, height, and materials of new fence(s) and/or retaining wall(s)
10. Drainage flow arrows showing the direction of existing and proposed runoff
11. Size (diameter at breast height, DBH), species, and location of any tree(s) that are proposed to be removed
12. Critical root zone(s) of any heritage tree(s) that will be impacted by impervious cover, trenching and/or excavation

#### Floor plans

1. Fully-dimensioned existing and proposed floor plans

#### Exterior elevations

1. Existing and proposed height of the building or structure measured from average grade (lots with less than ten (10) percent slope) or by actual grade (lots with ten (10) percent slope or more)
2. Height looming illustrations measured from average grade or actual grade to the side wall plate of the building or structure
3. Overall building height(s) and plate height(s) measured from average grade or actual grade and finished floor; and chimney height (if applicable) must be indicated
4. Existing and proposed exterior finish materials must be indicated on all sides
5. Dimensioned projection of roof eaves or overhangs

#### Demolition plans (roof/walls)

1. Demo calculations - Roof: Illustrate the total square footage of the existing roof, the square footage to be demolished and/or encapsulated with improvements, and the percentage of demolition. (Note: Both the existing and proposed roof layout need to be shown with the demolition calculations)
2. Demo calculations - Exterior walls facing public streets: Illustrate the total square footage of the existing street-facing exterior walls, the square footage to be demolished and/or encapsulated, and the percentage of demolition. (Note: Both the existing and proposed street-facing elevations need to be shown with the demolition calculations)



**City of Alamo Heights**  
**Residential Permit Application\***

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<b>General Permit Information [Please print legibly]</b>		<b>Permit # (assigned by Staff):</b>	
<b>Project Address:</b>		<b>Application Date:</b>	
<b>Project Type – Please check all that apply:</b>			
<input type="checkbox"/> New construction _____ sq. ft. <input type="checkbox"/> Addition _____ sq. ft. <input type="checkbox"/> 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 _____			
<b>Materials (if applicable):</b> 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	
<b>Estimated cost of construction (includes material &amp; labor): \$</b>		<b>Total square footage of project:</b>	
<b>Estimated cost of demolition (if applicable): \$</b>			
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*			
<b>Scope of Work</b> (This section must be filled out. If more space is needed, another sheet may be attached.) _____			

Lot Coverage* / Floor Area Ratio (FAR)	Existing (in sq. ft.)	Proposed (in sq. ft.)	Total Impervious Cover for Stormwater Development Fee	Existing (in sq. ft.)	Proposed (in sq. ft.)
Lot area			Footprint of all structures		
Main house: 1st floor*			Driveway/Parking Pad		
Main house: 2nd floor			Walkways		
Front porch*			Swimming Pool/Spa		
Side porch*			Other impervious cover: _____		
Rear porch*			<b>Total Impervious Cover:</b>		
Garage/Carport: 1st floor*			<b>Stormwater Development Fee:</b>		
Garage: 2nd floor			<b>Impervious Cover within Front Yard Setback Area</b>	<b>Existing (in sq. ft.)</b>	<b>Proposed (in sq. ft.)</b>
Shed*			Front yard setback area		
Breezeway*			Footprint of any structure(s)		
Covered patio structure*			Driveway/Parking Pad		
Other accessory structures*			Walkways		
<b>Total Square Footage:</b>			Other impervious cover: _____		
<b>Total Lot Coverage*:</b>			<b>Total Impervious Cover within Front Yard Setback:</b>		
<b>Total FAR:</b>					
<b>Max. 40% lot coverage for SF-A and SF-B Districts</b>			<b>Max. 30% impervious cover within front yard setback for SF-A and SF-B Districts Max. 65% impervious coverage for 2F-C Districts</b>		

\*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: Single-Family	Exterior Alterations/Additions: Single-Family	Interior Alterations: Single-Family	Accessory Structures	Fences & Retaining Walls	Street Closure	Trades*	Tree Removal	Miscellaneous	Applicant	Staff
<b>Permit application<sup>1</sup></b>	X	X	X	X	X	X	X	X	X		
<b>Construction invoice or estimate<sup>2</sup></b>	X	X	X	X	X		X		X		
<b>Coverage &amp; F.A.R. (see attached)</b>	X	X		X	X						
<b>Code analysis/notes<sup>3</sup></b>	X	X	X	X							
<b>General plan documents<sup>4</sup></b>	X	X	X	X	X						
<b>Roof/walls demolition plan<sup>5</sup></b>		X		X							
<b>Existing survey/site plan<sup>6</sup></b>	X	X		X	X	X		X			
<b>Proposed site plan<sup>7</sup></b>	X	X		X	X	X			X		
<b>Photos of existing conditions<sup>8</sup></b>	X	X	X	X				X			
<b>Floor plans</b>	X	X	X	X	X						
<b>Exterior elevations</b>	X	X		X							
<b>Door &amp; window schedule</b>	X	X									
<b>Energy code compliance</b>	X	X	X	X							
<b>Engineered designs<sup>9</sup></b>	X	X	X	X	X						
<b>Written description of work<sup>10</sup></b>	X	X	X	X	X	X	X	X	X		

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

**Single-Family & all others:** Minimum 1 paper set: 1 set must be a scaled 11"x17" (max. size; at a written scale so staff can measure from)

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. 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.
10. 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).

\*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 ACTUAL PERMIT.*

### FOR OFFICE USE ONLY

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