

Permit Submittal Requirements

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

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

****All construction documents must be to a measurable scale and legible.****

Commercial & Multi-Family:	Minimum 3 drawing sets : 2 sets must be scaled 12"x18"s (max. size; at a scale so staff can measure from the 12"x18"s); 1 may be full-size (24"x36", etc.)
Single-Family & all others:	Minimum 2 drawing sets : 1 set must be a scaled 12"x18" (max. size; at a scale so staff can measure from the 12"x18"); 1 may be full-size (24"x36", etc.)

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, Tree Pruning/Removal permits.

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.

Property Address:
Original Architect:

Architecture Type:
Year Built:

Lot Coverage*	EXISTING Calculations (in sq. ft.)		PROPOSED Calculations (in sq. ft.)	
	Applicant	Staff	Applicant	Staff
Lot area				
Main house footprint				
Front porch				
Side porch 1				
Side porch 2				
Rear porch				
Garage footprint				
Carport footprint				
Shed footprint				
Breezeways				
Covered patio structure				
Other accessory structures				
Total (total lot coverage/lot area):				
Total Lot Coverage:				
Floor Area Ratio (FAR)**	Applicant	Staff	Applicant	Staff
Lot area				
Main house: 1st floor				
Main house: 2nd floor				
Garage: 1st floor				
Garage: 2nd floor				
Other structures (unless exempted - see below)				
Total (total FAR/lot area):				
Total FAR:				
Height of Main Structure:				

***Lot coverage** is defined as the percentage of the total lot area covered by a roof, floor or other buildings excepting eaves. Carports, sheds, porches, covered pedestrian walkways, breezeways, arbors, gazebos and covered patios are included in lot coverage calculations (**Exception:** The maximum lot coverage shall exclude free-standing entryway arbors with open-air lattice framework under fifty (50) square feet in area and eight (8) feet in height, and other free-standing open-air lattice/trellis structures located within a side or rear yard up to twelve (12) feet in height, totaling three hundred (300) square feet or less and subject to other standards governing accessory structures.

****Floor area ratio (FAR)** is defined as the ratio of the total above ground gross floor area of all structures on a site to the total square footage of a lot (for example, a FAR of .53 for a seven thousand five hundred (7,500) square foot lot is three thousand nine hundred seventy-five (3,975) gross square feet (.53 X 7,500) of floor area). The following areas shall be included when computing the gross floor area:

- (1) Exterior walls: The thickness of the wall shall be included in the calculation;
- (2) Above grade floor area: Any room that has a wall surface that extends more than three (3) feet above grade;
- (3) Laundry rooms, mechanical rooms, storage rooms, built-in cabinets and media niches;
- (4) Mezzanines and lofts;
- (5) Floor area used by stairways, elevators, escalators and similar features. The floor area of each run of stairs shall be counted once;
- (6) Vaulted ceilings: the floor area shall be counted at the actual floor area only and not in the air spaces;
- (7) Usable spaces (generally defined as having a five (5) foot minimum height) such as rooms, closets and cabinets under a run of stairs;
- (8) Exterior structures and additions with a solid roof and enclosed on more than two (2) sides in whole or part with permanent solid walls or windows such as porches, balconies, patios and breezeways;
- (9) Attached and detached garages and carports; and
- (10) Accessory buildings such as sheds, pool houses, guest houses, bonus rooms and second units.

The following areas shall not be included when computing the gross floor area:

- (1) Below grade floor area: any area that has a wall surface that extends less than three (3) feet above grade;
- (2) Porches, balconies, patios, breezeways, decks, overhangs, eaves, cantilevers and awnings with solid roof-like cover, but not enclosed on more than two (2) sides;
- (3) Porches, balconies, patios, breezeways and decks that do not have a solid roof-like cover; and
- (4) Attic space that is not habitable. If made habitable in the future, shall be included in floor area ratio.

Definitions as listed per City of Alamo Heights "Code of Ordinances" can be found at www.municode.com (Ch. 3 "Zoning," Sec. 3-2 "Definitions")

Property Address: _____

	EXISTING Calculations (in sq. ft.)		PROPOSED Calculations (in sq. ft.)	
	Applicant	Staff	Applicant	Staff
Total Impervious Cover Sq. Ft. for Stormwater Development Fee*				
Footprint of all structures				
Driveway/Parking Pad				
Walkways				
Swimming Pool/Spa				
Other impervious cover: _____				
Total impervious surface cover (in this project):				
Total impervious surface cover <i>removed/existing</i> (in this project):				
Total impervious surface cover sq. ft. (proposed minus removed = net figure for this project)*				
Stormwater Development Fee*				

	Applicant	Staff	Applicant	Staff
Impervious Surface Cover within front yard setback**				
Front yard setback area				A
Footprint of any structure(s)				
Driveway/Parking Pad				
Walkways				
Other impervious cover: _____				
Impervious surface cover within front yard setback in this project				B
Impervious surface cover <i>removed/existing</i> within front yard setback in this project				
Impervious surface cover net proposed sq. ft. within front yard setback				
Impervious surface cover proposed within front yard setback			B / A	B / A
Maximum 30% allowed for SF-A and SF-B Districts				

*The stormwater development fee shall be equivalent to the net additional square footage of total impervious surface area (excluding public sidewalks) of the property multiplied by \$0.40.

Exemptions. The following real property, only, shall be exempt from the provisions of this section:

- (1) Property owned by the City of Alamo Heights and/or dedicated to right-of-way for public streets and/or to provide drainage service; and
- (2) Property with proper construction and maintenance of a privately owned drainage or stormwater system wholly sufficient to provide all the drainage or stormwater service for that property.

**Depending on property's zoning district, the maximum impervious surface allowed within the front yard setback area is 30% (per Sec. 3-18) and 40% (per Sec. 3-50; please refer to Code for other regulations).

Impervious cover. Ground surfaces including concrete or paved driveways, sidewalks, parking lots, building and other improvements that resist the infiltration of water, thereby resulting in water runoff. Impervious cover includes any surface material or surface treatment or surface condition which sheds fifty (50) percent or more of rainfall, or water, which falls on it.

City of Alamo Heights "Code of Ordinances" can be found at www.municode.com (Ch. 3 "Zoning," Sec. 3-18, Sec. 3-50; Ch. 13 "Storm Drainage," Sec. 13-29 "Stormwater development fee" and Sec. 13-1 "Definitions").