



**Community Development Department**  
**6400 El Verde Road**  
**Leon Valley, Texas 78238**  
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**BUILDING PERMIT APPLICATION**

\*\*\* A "Site Plan" is required for all Commercial Projects involving Exterior Work\*\*\*

**REQUIREMENTS:** (1) Building Permit Application, (2) Plot Plans,  
 (3) Building Plans with Specifications (Residential 3 sets; Commercial 4 sets) and Digital Version

**NOTE: Allow up to 2 weeks for Plan Reviews and Permits**

**Reinspection fee: \$65.00**

**Date:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**Part I. - Location of Building** (PLEASE PRINT or TYPE)

**Location:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **CB:** \_\_\_\_\_

<p><b>Part II. - Type, Registration, Cost</b></p> <p><b>A. Type of Improvement</b></p> <p>1. <input type="checkbox"/> New Building Type: _____</p> <p>2. <input type="checkbox"/> Addition</p> <p>3. <input type="checkbox"/> Alteration</p> <p>4. <input type="checkbox"/> Repair or Replacement</p> <p>5. <input type="checkbox"/> Demolition</p> <p>6. <input type="checkbox"/> Moving (relocation)</p> <p>7. <input type="checkbox"/> Foundation Only</p> <p>8. <input type="checkbox"/> Storage Bldg./Shed Only</p>	<p><b>C-1. Commercial Registration</b></p> <p><input type="checkbox"/> Asbestos Survey included (For Existing Structures Only)</p> <p><b>Texas Department of Licensing and Regulation (TDLR)</b></p> <p><b>Registration #:</b> _____</p>	<p><b>D. Cost/Retail Value of Project</b></p> <p>= _____</p> <p><b>Part III. - Plan Details/Project Specifications/Foundation/Materials</b> (Complete Sections E-I, if applicable)</p> <p><b>E. New Building Dimensions</b></p> <p>1st Story: _____ 2nd Story: _____</p> <p>No. of Rooms: _____ No. of Rooms: _____</p> <p>No. of Bath: _____ No. of Bath: _____</p> <p>Garage: _____ Storage Shed: _____</p> <p><b>Total Square Footage of New Building Project:</b> _____</p>
<p><b>B. Project Type</b></p> <p>1. <input type="checkbox"/> Commercial—projects over \$50,000 complete Section C-1</p> <p>2. <input type="checkbox"/> Residential—projects over \$20,000 complete Section C-2</p>	<p><b>C-2. Residential Registration</b></p> <p><b>Texas Residential Construction Commission (TRCC)</b></p> <p><b>Registration #:</b> _____</p>	

<p><b>F. Current Dimensions</b> (pertains to existing buildings, additions, alterations, repairs, demolitions, and relocations only)</p> <p>1st Story: _____ 2nd Story: _____</p> <p>No. of Rooms: _____ No. of Rooms: _____</p> <p>No. Bathrooms: _____ No. Bathrooms: _____</p> <p>Garage: _____ Storage Shed: _____</p> <p><b>Square Footage of Existing Project:</b> _____</p>	<p><b>G. Altered Dimensions</b> (pertains to existing buildings, additions, alterations, repairs, demolitions, and relocations only)</p> <p>1st Story _____ 2nd Story: _____</p> <p>No. of Rooms: _____ No. of Rooms: _____</p> <p>No. Bathrooms: _____ No. Bathrooms: _____</p> <p>Garage: _____ Storage Shed _____</p> <p><b>Total Altered Square Footage of the Proposed Project:</b> _____</p>	<p><b>H. Foundation</b></p> <p>Dimensions: _____</p> <p>Total Square Footage: _____</p> <p><b>I. Materials</b></p> <p>Floors: _____</p> <p>Roof: _____</p> <p>Exterior Walls: _____</p> <p>Interior Walls: _____</p>
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\*\*\*\*\*CALL FOR NEXT DAY INSPECTIONS\*\*\*\*\*

