



BUILDING PERMIT APPLICATION FORM

6400 El Verde Road.

Leon Valley, TX 78238

Office: 210-684-1391 extension: 227 or 226

Email: c.garcia@leonvalleytexas.gov

REQUIREMENTS:

1. Complete Application

2. Complete set of Building Plans, to include specifications-(3 paper sets and 1 digital version)

- Incomplete applications will **not** be accepted and returned to applicant.
- All applications must be submitted with the review fee which is calculated by the project value. Check out our fee schedule online.
- All Building Plans must comply with 2015 International Building Codes.
- A Site Plan is required for ALL Commercial and Residential Projects.
- Plan processing time is 2-3 weeks depending on complexity of the project and number of projects already being reviewed.
- Additional time may be required, depending on review comments.

DATE SUBMITTED: _____

PERMIT # (assigned by Staff): _____

Part I. - Location of Building (PLEASE TYPE or PRINT-if questions are not applicable to your project indicate "N/A")

Project Address: _____ Zoning District (s): _____

Subdivision: _____ Lot: _____ Block: _____ CB: _____

Part II. - Type, Registration, Cost, Special Requirements

A. Type of Improvement

1. New Building Type: _____
2. Addition
3. Alteration
4. Repair or Replacement
5. Demolition
6. Moving (relocation)
7. Foundation Only
8. Storage Bldg./Shed Only

D. Project Description/Scope of Work (please attach a separate sheet with a detailed description of the project)

G. Special Requirements

Is property in 100-year floodplain?

Yes No

If **YES**: Floodplain Permit required, ask staff for more information.

H. Special Requirements

Does this project involve removal of trees?

Yes No

If **YES**: A Tree Survey and Tree Removal Permit may be required. Ask staff for more information.

B. Project Type

1. Commercial
2. Residential

E. Valuation (material and labor after design fees-no furniture or equipment)

= \$ _____

Part III. - Plan Details/ Project Specifications/ Foundation/ Materials

(Complete Sections F-J, if applicable)

C. Complete this section for Commercial projects over \$50,000

Commercial Registration

Asbestos Survey included
(For Existing Structures Only)

Texas Department of Licensing and Regulation (TDLR)

Registration

#: _____

F. Special Requirements FOR NEW COMMERCIAL CONSTRUCTION ONLY:

Is property located adjacent to a Residential Zoning District (R1-R7)?
 Yes No Not Applicable

If **YES**: SUP Required, ask application reviewer for more information.

I. New Building Dimensions

1st Story: _____ No. of Rooms: _____

No. of Baths: _____ Garage: _____

Storage Shed: _____

2nd Story: _____ No. of Rooms: _____

No. of Baths: _____ Garage: _____

Storage Shed: _____

Total Square Footage of New Building Project: _____

