



# BUILDING PERMIT APPLICATION FORM

6400 El Verde Road.

Leon Valley, TX 78238

Office: 210-684-1391 ext.227 or 226

Email: [c.garcia@leonvalleytexas.gov](mailto:c.garcia@leonvalleytexas.gov)

**REQUIREMENTS:**

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

- Applications and plans will not be accepted if incomplete.
- All Building Plans must comply with 2015 International Building Codes.
- A Site Plan is required for ALL Commercial Projects involving exterior work.
- 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 #:** \_\_\_\_\_

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

Location: \_\_\_\_\_ 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**

1<sup>st</sup> Story: \_\_\_\_\_ No. of Rooms: \_\_\_\_\_

No. of Baths: \_\_\_\_\_ Garage: \_\_\_\_\_

Storage Shed: \_\_\_\_\_

2<sup>nd</sup> Story: \_\_\_\_\_ No. of Rooms: \_\_\_\_\_

No. of Baths: \_\_\_\_\_ Garage: \_\_\_\_\_

Storage Shed: \_\_\_\_\_

**Total Square Footage of New Building Project:** \_\_\_\_\_

