# BUILDING PERMIT APPLICATION FORM

**Updated: October, 2019**  
**Permit # __________**

## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contractor’s Name</th>
<th>Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor’s Mailing Address</td>
<td>Owner’s Mailing Address</td>
</tr>
<tr>
<td>Contractor’s Phone</td>
<td>Owner’s Phone #</td>
</tr>
<tr>
<td>Contractor’s Email</td>
<td>Owner’s Email</td>
</tr>
<tr>
<td>License Number</td>
<td>Construction Value</td>
</tr>
</tbody>
</table>

## PROPERTY INFORMATION

**Description and Name of Project:** __________________________________________________________

**Subject Property Address:** _________________________________________________________________

**Legal Description:**  Lot _________  Block _________  Subdivision ___________________________

**Is the Property in the Floodplain?**

- □ Yes
- □ No

*Response Required & Floodplain Permit required if YES*

## DESCRIPTION OF REQUEST

- □ New – Square Footage: _______________
- □ Addition – Square Footage: _______________
- □ Remodel - Square Footage: ___________  
- □ Other: __________ Square Footage: ____________

For New & Addition:

- Square Footage of Lot _________
- Square Footage of Parking Area _________
- Square Footage of Structure _________
- Square Footage of Sidewalk/Porch/Patio/Etc. _________
- Number of Buildings _________
- If Apartment, Number of Units _________

**Asbestos Abatement required:** Has building been inspected for Hazardous Material?

- □ Yes
- □ No

**Does building contain any Hazardous Material?**

- □ Yes
- □ No

## AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

- Plan Review and Filing fees as noted on pg. 2
- Technology Fee $13
- **TOTAL FEE ATTACHED $__________**

**Applicant’s Signature:** _____________________________________________  
**Date:** __________________

**Printed Name:** ____________________________________________________

*Please be prepared to provide a current driver’s license as proof of identification when submitting this application*

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Planning & Development Services • 630 East Hopkins • San Marcos, Texas 78666 • 512-805-2630
# FEES FOR BUILDING PERMIT APPLICATION

## NEW CONSTRUCTION FILING FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residential:</td>
<td>$0.49 per square foot</td>
</tr>
<tr>
<td>All other categories of construction (including shell buildings):</td>
<td>$0.69 per square foot</td>
</tr>
<tr>
<td>Multi Family Fee:</td>
<td>$7.00 per bedroom</td>
</tr>
<tr>
<td>Multifamily Improvement Credit: (to be applied for redevelopment of a site)</td>
<td>$11.00 per bedroom</td>
</tr>
<tr>
<td>Residential Storage Building (pre-built):</td>
<td>$31.00</td>
</tr>
<tr>
<td>Residential Storage Building (built on site):</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

## REMODELING, REPAIR & ALTERATION FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions to existing building:</td>
<td>same as new construction</td>
</tr>
<tr>
<td>Residential Interior Remodel</td>
<td>½ of new construction filing fee for area remodeled Minimum: $115.00</td>
</tr>
<tr>
<td>Remodeling existing building &amp; tenant finish out (commercial)</td>
<td>½ of new construction filing fee for area remodeled Minimum: $230.00</td>
</tr>
</tbody>
</table>

## CHECKLIST FOR BUILDING PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Items Required for Complete Submittal</th>
<th>Staff Verification &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Application for Building Permit</td>
<td></td>
</tr>
<tr>
<td>Plan Review Fee: 50% of Calculated Permit Fee (max Technology Fee: $2,000)</td>
<td></td>
</tr>
<tr>
<td>Approved or submitted Site Prep Permit SP/CSPP#________</td>
<td></td>
</tr>
<tr>
<td>One digital set of all items below uploaded to My Permit Now</td>
<td></td>
</tr>
<tr>
<td>COM Check / RES Check (Energy Calculations)</td>
<td></td>
</tr>
<tr>
<td>Asbestos Requirements (if applicable, commercial)</td>
<td></td>
</tr>
<tr>
<td>ADA Registration (if applicable, commercial) #EABPRJ _______</td>
<td></td>
</tr>
<tr>
<td>Architectural or Engineer Seal on AEI Occupancies (assemblies, educational, institutional)</td>
<td></td>
</tr>
</tbody>
</table>
Utility and Site Plan(s) drawn to scale and properly dimensioned to show compliance with ordinances, including: (unless on site prep plans)
- Utility service tap locations
- Nearest fire hydrant and flow
- Accurate boundaries of the property & lot dimensions
- Legal description of property
- Special plat notes, as applicable
- Recorded easements
- Statement indicating whether or not the property is in the floodplain
- Building footprints (existing & proposed)
- Parking Spaces
- Tree Survey with protection measures, if tree removal is proposed
- Landscaping details including tree & shrub names and sizes (not required for interior remodel)
  *if yard is grassed, please show single family & duplex requirements:
  - 2 – 2” trees and 3 of the following:
    - full grass/ground cover
    - 2 small trees
    - 4 large shrubs
    - 8 small shrubs
- Driveways Details – width of approach, 5” radius for turn-outs
- Sidewalks Details & location along Right of Way
- Other site features
- Calculations of impervious cover and landscaped areas
- Silt fencing and construction entrance
- Post construction drainage run-off, must not be diverted to front or rear of property and not to adjacent neighbor

Building Plan(s) drawn to scale and properly dimensioned, including:
- Floor Plan of Building with dimensions
- Wall Section including Ceiling and Roof Framing Detail
- Foundation Plan with details (engineers Seal if required)
- Electrical, Plumbing and Mechanical Plan
- Elevation Sheets showing Facades – 4 Exterior Elevations
- Construction Classification (I, II, III, IV, V)
- Proposed use of Building or Area

- Floodplain Elevations and Notations, where required
- If subject to TDLR review, registration number prior to plan submittal #

Additional information may be required at the request of the Department

*each item listed must be submitted or an explanation provided
**No explanation required

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: __________________________ Date: __________________________

Print Name: __________________________________________________________________________

☐ Engineer  ☐ Architect/Planner  ☐ Surveyor  ☐ Owner  ☐ Agent