



30360 COUGAR BEND  
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 www.bulverdetx.gov

**CITY OF BULVERDE  
 COMMERCIAL BUILDING PERMIT APPLICATION**

\*\*\* NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF A PERMIT TO AVOID BEING SUBJECT TO FINES. \*\*\*

PROJECT VALUATION: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT TYPE: NEW  ADDITION  REMODEL  FINISH OUT  PLUMBING  MECHANICAL  ELECTRICAL   
 ELECTRICAL  OTHER, SPECIFY: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_ SQ. FT.: \_\_\_\_\_

IF SUBJECT TO TDLR REVIEW, REGISTRATION NUMBER PRIOR TO PLAN SUBMITTAL: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE ZIP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Engineer:	Contact Person:	Phone Number:
Engineer email address: _____		
Architect:	Contact Person:	Phone Number:
General Contractor:	Contact Person:	Phone Number:
General Contractor email address: _____		
Mechanical Contractor:	Contact Person:	Phone Number:
Electrical Contractor:	Contact Person:	Phone Number:
Plumbing Contractor:	Contact Person:	Phone Number:

Contractors must be registered with the City of Bulverde before beginning any work in the City. (see Contractor Registration Form)

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PORTION FOR OFFICE USE ONLY**

RECEIVED STAMP HERE

Plan Review Fee: \_\_\_\_\_

Inspections Fee: \_\_\_\_\_

Civil Site Plan Review Fee: **\$1,000 (no on-site detention)**

**\$2,000 (on-site detention proposed)**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate of Occupancy: **New Bus. \$300.00 / Bus. Name Change \$25.00**

PERMIT #: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_



**PERMIT APPLICATION REQUIREMENTS**

1. One electronic copy of each document required below in PDF format.
2. A digital copy of scaled plot plan of the property showing all easements and dimensions to property lines.
3. A digital copy of complete plans of the project, including framing and roof plan, and civil plans. Construction documents and other data to be prepared by a registered design professional and documents submitted must clearly show that the proposed project complies with the **2021 International Building Codes and 2023 National Electric Code**).
4. A digital copy of engineer foundation plans, to include: both the cable details and the beam details must show the engineers seal, date, signature and location of the project.
5. A digital copy of **Form Survey** will need to be performed, uploaded and reviewed before scheduling Plumbing Rough-in inspection.
6. A digital copy of COMcheck Energy Letter needs to be submitted and is available at [www.energycodes.gov](http://www.energycodes.gov).
7. Original and one copy of the permit application.
8. One copy (1) of each of the above will be returned to the builder and must be retained at the job site, in a waterproof container, and available for all inspections.
9. **A R.O.W. Public Access permit must be obtained** from the City of Bulverde in conjunction with a Commercial Building permit, excluding gated communities and finish out projects. In addition, driveway must be completed prior to the final inspection of the building project. (*\$125.00 application fee with a \$500.00 deposit. Deposit is refundable after the final driveway inspection*). **A Pre-Pour Inspection must take place before a driveway is poured. Both a Pre-Pour Inspection and Final Driveway Inspection must be completed. Failure to complete a Pre-Pour Inspection shall result in deposit not being refunded.**
10. ALL COMMERCIAL PLANS MUST HAVE A TREE PLOT PLAN SUBMITTED WITH THE PERMIT APPLICATION IF TREES ARE BEING REMOVED. A tree replacement and mitigation plan may be required.
11. No structure (excluding driveways, water wells, septic systems, and utility pedestals) can be built within the property setback.

*Note: If a septic system is required for this project a permit must be obtained from the Comal County Engineer's Office (ph. (830) 608-2090; [www.cceo.org](http://www.cceo.org)). A copy of the septic permit must be retained on site with the building permit.*

**SECTION 1: GENERAL PROVISIONS**

1. **No work of any kind may start until a permit is issued.**
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until permit is re-issued.
3. All construction waste and/or disposal services must be provided by Waste Connections [www.wasteconnections.com](http://www.wasteconnections.com)
4. The permit will expire if no work is commenced within 180 days of issuance.
5. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
6. A Certificate of Occupancy Application and a Fire and Life Safety Registration Form are required prior to scheduling final inspections. (*Both documents can be found under Certificate of Occupancy Information and Application*)
7. Applicant hereby gives consent to the City Manager or his/her representative to make reasonable inspections required to verify compliance.

THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ATTACHMENTS TO THIS APPLICATION TRUE AND ACCURATE ARE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
DATE OF APPLICATION



**SECTION 2: DESCRIPTION OF WORK**

**A. STRUCTURAL DEVELOPMENT**

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

**B. OTHER DEVELOPMENT ACTIVITIES**

- Clearing     Fill     Mining     Drilling     Grading
- Excavation (except for structural development checked above)
- Watercourse Alteration (including dredging and channel modifications)
- Drainage Improvements (including culvert work)
- Road, street, or bridge construction
- Subdivision (new or expansion)
- Individual water or sewer system
- Other (specify): \_\_\_\_\_

THIS PORTION TO BE COMPLETED BY CITY PERSONNEL

**SECTION 3: FLOODPLAIN DEVELOPMENT**

1. The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_
2. The proposed development:
  - Is NOT** located in a Special Flood Hazard Area (No Floodplain Development permit is required)
  - Is partially** located in the Special Flood Hazard Area, but building/development is **not**.  
*\*\*\* In this event, the owner/contractor must provide a building elevation certificate obtained only from a certified Land Surveyor, Engineer, or Architect authorized by law to certify elevation information.*
  - Is located** in a Special Flood Hazard Area - FIRM zone designation is \_\_\_\_\_  
*100-Year flood elevation at the site is: \_\_\_\_\_ft. NGVD (MSL)  Unavailable*  
*\*\*\* In this event, the owner, contractor must provide a building elevation certificate obtained only from a certified Land Surveyor, Engineer, or Architect authorized by law to certify elevation information.*
  - Is located in the floodway** - FBFM Panel No. \_\_\_\_\_ Dated: \_\_\_\_\_  
**(If different from the FIRM panel and date)**
  - See **Section 4** for additional instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SECTION 4: ADDITIONAL INFORMATION REQUIRED** (To be completed by City Personnel)

The applicant must submit the documents checked below before the application can be processed

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
- Development plans drawn to scale and specifications, including where applicable: details for anchoring structures, proposed elevation for of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.

Also: \_\_\_\_\_

- Plans showing the extent of watercourse relocation and/or landform alterations.
- Top of new compacted fill elevation \_\_\_\_\_ ft. NGVD (MSL)
- Floodproofing protection level \_\_\_\_\_ ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity will not result in any increase in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: PERMIT DETERMINATION** (To be completed by City Personnel)

I have determined that the proposed activity:      **A.**  Is      **B.**  Is not      in conformance with the City's Flood Damage Prevention Ordinance.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**If Box A is checked:** City personnel may issue a building permit upon payment of the designated fees.  
**If Box B is checked:** City personnel will provide a summary of deficiencies to the applicant. Applicant may revise and resubmit the application to the City or may request a variance from the City Council.

**SECTION 6: AS-CONSTRUCTED INFORMATION** (To be submitted by applicant before Final Inspections)

The following information must be completed by a registered professional engineer or land surveyor (or attach certification to this application)

1. As-constructed top elevation of the lowest floor (including basement) is: \_\_\_\_\_ ft. NGVD (MSL)
2. Bottom of lowest horizontal structural member of the lowest floor (excluding pilings and columns) is: \_\_\_\_\_ ft. NGVD (MSL)
3. As-constructed elevation of floodproofing protection is: \_\_\_\_\_ ft. NGVD (MSL)

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_