



30360 Cougar Bend
 Bulverde, TX 78163
 (830)438-3612
 FAX (830) 438-4339

CITY OF BULVERDE
RESIDENTIAL BUILDING PERMIT APPLICATION

~ TO BE USED FOR BUILDING PERMITS THAT REQUIRE AN EXTERNAL PLAN REVIEW ~

PROJECT ADDRESS: _____ **SUBDIVISION:** _____

PROJECT TYPE: NEW SFR SFR REMODEL/ADDITION ACCESSORY BUILDING SWIMMING POOL

SOLAR IRRIGATION OTHER: _____ DESCRIPTION OF WORK: _____

SQUARE FOOTAGE:

1st Floor: _____ Acc. Bldg: _____ Sidewalk: _____
 2nd Floor: _____ Covered Porch: _____ Swimming Pool: _____
 Garage: _____ Driveway: _____ Other: _____

TOTAL SQUARE FOOTAGE OF PROJECT: _____

Lot Size: _____ **Total of ALL Impervious Lot Cover:** _____

PROPERTY OWNER: _____ **EMAIL:** _____ **PHONE:** _____

ADDRESS: _____ **CITY, STATE ZIP:** _____

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
Driveway 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)

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

Plan Review Inspection Review

\$ _____
 \$ _____
 \$ _____
 \$ _____

APPROVED BY: _____

DATE: _____

PERMIT #: _____

Total Fees: \$ _____



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ALL PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING:~

1. One electronic copy of each document required below in PDF format
2. A digital copy of a formal, scaled site plan of the property showing all easements and setbacks with 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 the engineered foundation plans, to include: both the cable details and the beam details. Must show the engineer’s seal, date, signature, and location of the project.
5. A digital copy of the Lighting Plan as per the Dark Sky Ordinance Sec. 3.09. This includes visuals of proposed fixtures and provide specifications of fixture, including both lumens and Kelvins.
6. A digital copy of **Form Survey** will need to be performed, uploaded and reviewed before scheduling Plumbing Rough-in inspection.
7. A digital copy of the REScheck Energy Letter available at www.energycodes.gov
8. A digital PDF of the Drainage Analysis per the City of Bulverde Stormwater Drainage Manual **when not part of approval regional existing drainage plan.**
9. If property is in a Floodplain: FEMA Elevation Certificate available at www.fema.gov
10. A digital copy of the Driveway Permit Application and all associated fees, excluding gated communities and home additions. The driveway must be completed **PRIOR TO THE FINAL INSPECTION** of the building project
11. A digital PDF of the Tree Survey if any trees are being removed. A separate tree permit and mitigation plan may be required.

SECTION 1: GENERAL PROVISIONS

1. No structure (excluding driveways, water wells, septic systems, and utility pedestals) can be built within the property setback.
2. No work of any kind may start until a permit is issued.
3. It is the responsibility of the contractor to contact the HOA/POA prior to beginning construction.
4. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until permit is re-issued.
5. All construction waste and/or disposal services must be provided by Waste Connections www.wasteconnections.com
6. 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.
7. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
8. Applicant hereby gives consent to the City Manager or his/her representative to make reasonable inspections required to verify compliance. **ALL PERMITS REQUIRE FINAL INSPECTION.**
9. Note: If a new septic system or connection to an existing septic system is required for this project, a permit must be obtained from the Comal County Engineer’s Office (phone (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.

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

APPLICANT SIGNATURE

DATE OF APPLICATION