



**City of Alamo Heights  
Permit Application**

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
6116 Broadway, Alamo Heights, Texas 78209  
P&DS Dept. v: (210) 826-0516 f: (210) 822-5181  
Fire Dept. v: (210) 824-1281 f: (210) 828-3006

<b>General Permit Information [Please print legibly]</b>	
Project Street Address:	Application Date:
Land Use please check one: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial	
<b>GENERAL BUILDING - Please check one:</b> <input type="checkbox"/> New construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other	
<b>TRADES/SUBCONTRACTORS – Please check all that apply:</b> License #: _____ <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Irrigation <input type="checkbox"/> Landscape <input type="checkbox"/> Tree Pruning/Removal <input type="checkbox"/> Other _____	
<b>SIGNS – Please check one:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Temporary to Permanent <input type="checkbox"/> Banner	
<b>FIRE – Please check all that apply:</b> License #: _____ <b>Automatic Fire Extinguishing System:</b> Exp. Date: _____ <input type="checkbox"/> New <input type="checkbox"/> Modification w/ heads <input type="checkbox"/> Modification w/o heads <input type="checkbox"/> Vent/Hood Suppression <b>Fire Alarm Systems:</b> <input type="checkbox"/> New <input type="checkbox"/> Modification <input type="checkbox"/> Hazardous/Hot Work _____ <input type="checkbox"/> Other _____	
Estimated cost of construction (includes material & labor): \$	
Expect to Start Construction:    Anticipated Completion Date:	
Property Owner:	Phone No:
Applicant/Contractor:	Phone No:
Email:	
Scope of Work (This section must be filled out. If more space is needed, another sheet may be attached.) _____ _____ _____	

I hereby acknowledge that I have read and completed this application and know the same to be true and correct. This project as submitted complies with the 2009 International Code series and the 2008 NEC, as adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights. I hereby acknowledge that no work has or will commence on the proposed project until an approved permit is received. All provisions of laws and ordinances governing the proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

\_\_\_\_\_  
**Signature of Property Owner** (if applicable)    Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Permit Applicant**    Date: \_\_\_\_\_

Permit Applicant is  Contractor, or  Authorized Agent

# Permit Submittal Requirements

(Note: Plan review for projects may take 10-14 business days)

	New Construction: Single-Family	New Construction: Multi-Family & Commercial	Exterior Alterations/Additions: Single-Family	Exterior Alterations/Additions: Multi-Family & Commercial	Interior Alterations: Single-Family	Interior Alterations: Multi-Family & Commercial	Accessory Structures	Fences & Retaining Walls	Signs	Street Closure	Trades*	Fire Permit	Miscellaneous
1. Permit application	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Const. cost estimate	X	X	X	X	X	X	X	X	X		X	X	X
3. Code analysis sheet	X	X	X	X	X	X	X					X	
4. General Plan Documents	X	X	X	X	X	X	X	X	X				
5. Roof/Walls Demolition Plan			X	X			X						
6. Existing survey/site plan	X	X	X	X			X	X		X			
7. Proposed site plan	X	X	X	X			X	X		X			X
8. Photos of existing conditions	X	X	X	X	X	X	X		X				
9. Floor plans	X	X	X	X	X	X	X	X					
10. Exterior elevations	X	X	X	X		X							
11. M.E.P.		X		X		X							
12. Door & window schedule	X	X	X	X									
13. Energy code compliance	X	X	X	X	X	X	X						
14. Engineered designs	X	X	X	X	X	X	X	X				X	
15. Written description of work	X	X	X	X	X	X	X	X	X	X	X	X	X
16. Asbestos survey				X		X							
17. TDLR registration		X		X		X							

**\*\*All construction documents must be to scale and legible.\*\***

- All items listed in the table above must be submitted with the permit application or the application will not be accepted for review.
- Construction cost estimates must include design fees, materials, and labor for the full scope of work.
- Code Analyses shall reflect existing conditions and proposed conditions. Code analysis sheet may include but not be limited to: zoning requirements compliance, impervious surface calculations, property slope verification, or building/space egress plans.
- General Plan Documents shall include to-scale and dimensioned drawings depicting the proposed project such as site plans, floor plans, elevations, etc.
- Demolition plan shall include a top view indicating the total roof demolition square footage in relation to the existing, overall roof square footage, and shall also include a top view indicating the total exterior wall demolition square footage in relation to the existing, exterior wall overall square footage. Roof finish or sheathing materials do not count towards the demolition calculations. Examples available upon request.
- A signed and sealed survey may not be required in all cases.
- Proposed site plans must indicate all information as indicated on the existing survey/site plan as well as dimensioned locations of any new footprint or structure. Dimensions from any new proposed footprint or structure to the closest adjacent property line(s) must be indicated.
- M.E.P. refers to Mechanical, Electrical, and Plumbing plans.
- Engineered designs shall be required for 1) any new foundation that is proposed to support structurally enclosed conditioned space, 2) any foundation repair which substantially alters the existing foundation system, 3) any framing system which does not meet the prescriptive standards within adopted codes, or 4) any masonry/stone/rock/railroad timber wall or fence in excess of 4' in height.
- Texas Department of Licensing and Regulation (TDLR) registration # is only required for multi-family projects (4 units or more) and all commercial projects with an estimated construction cost greater than \$50,000.

\*Trades shall include Roofing, Mechanical, Electrical, Plumbing, Gas, Sewer, Irrigation, Landscaping, Tree Pruning/Removal permits.

*THIS LIST IS INTENDED TO PROVIDE A SUMMARY OF REQUIRED DOCUMENTS TO BE SUBMITTED FOR PERMIT.  
ADDITIONAL ITEMS MAY BE REQUIRED ONCE A FORMAL PLAN REVIEW HAS BEEN COMPLETED.*

*FOR LARGER PROJECTS SUCH AS NEW CONSTRUCTION, ADDITIONS, OR PROPOSED DEMOLITIONS, WE RECOMMEND  
THAT YOU SCHEDULE AN APPOINTMENT FOR PRELIMINARY REVIEW BY STAFF DURING CONCEPTUAL DESIGN  
BEFORE SUBMITTING FOR ACTUAL PERMIT.*