



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2366
(210) 651-6831
Fax (210) 651-9638

BUILDING PERMIT REQUIREMENTS

NEW RESIDENCES • COMMERCIAL BUILDINGS • MAJOR REMODELS

TWO (2) SEPARATE PLANS OF EACH OF THE FOLLOWING:

1. SITE PLAN
2. FOUNDATION PLAN
3. FLOOR PLAN
 - a. TYPICAL WALL SECTION – MIN ¾” SCALE
 - b. EXTERIOR ELEVATIONS – ¼” SCALE
 - c. ELECTRICAL PLANS – ¼” SCALE
4. HVAC PLAN
5. BUILDING SPECS. OF MATERIALS
6. RES/MEC CHECK
7. IMPERVIOUS COVER (MAXIMUM 35% OF TOTAL LOT SIZE)

FEES:

1. **\$250.00 NON-FUNDABLE FEE PAID WITH APPLICATION (APPLIED TO THE TOTAL FEES). BALANCE OF PERMIT FEE PAID AT TIME THE PERMIT IS ISSUED.**

MISCELLANEOUS:

2. **WATER METER APPLICATION AND FEE REQUIRED AT TIME BUILDING PERMIT IS APPLIED FOR.**
3. **SEPTIC PERMIT, OBTAINED FROM COMAL COUNTY, MUST BE SUBMITTED WITH APPLICATION.**

MINOR-PROJECT PERMITS

POOL • SPA • DECK • PATIO • SHED • FENCE • FLATWORK • ETC.

SUBMIT THE FOLLOWING WITH PERMIT APPLICATION:

1. DETAILED DRAWING WITH ALL DIMENSIONS, INCLUDING SETBACKS, UTILITY EASEMENTS, AND ELEVATIONS. SHOW FENCE LINE AND INCLUDE DRAWING OR PHOTO OF FENCE.
2. SCOPE OF PROJECT (DESCRIBE ON FRONT OF APPLICATION)
3. PLOT PLAN IF APPLICABLE (SHOW PLACEMENT OF PROJECT)

FEES:

1. **\$50.00 NON-REFUNDABLE FEE PAID WITH APPLICATION (APPLIED TO THE TOTAL FEES. BALANCE OF PERMIT FEE PAID AT TIME PERMIT IS ISSUED.**

ALL BUILDING PROJECTS

The IRC and IBC require the following information be provided for all building permits

Permit # _____ (Office) **PERMIT APPLICATION** Attn: _____

Date _____ New As-Built Remodel Residence (IRC) Business (IBC)

Check boxes for items to be permitted. Use **OTHER** for additional items. Check box for ELECTRICAL permit

POOL SPA DECK FENCE (Is Fence a pool barrier? Yes No) DRIVEWAY SIDEWALK

PATIO ADD-ON OUTBUILDING OTHER (describe) _____

DATE RECEIVED _____ RETURN DATE _____ REASON _____

PROJECT ADDRESS _____ IMPERVIOUS COVER _____ %

SUB-DIVISION _____ BLOCK # _____ LOT# _____ CORNER: Yes No

OWNER: _____ W# _____ H# _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PRIMARY

BUILDER _____ W# _____ C# _____

LIC # _____ Expires: _____ SUP'S NAME: _____ C# _____

ADDRESS _____ CITY _____ ZIP _____

E-MAIL _____ FAX# _____

OTHER CONTRACTORS - FOUNDATION, PLUMBER, ELECTRICIAN, ETC.

TRADE #1/BUS NAME: _____ W# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ C# _____

TRADE #2/BUS NAME: _____ W# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ C# _____

TRADE #3/BUS NAME: _____ W# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ C# _____

DESCRIBE SCOPE OF WORK (make drawing or rendition on separate page)

NOTE: Read rear side for additional information or requirements. Plans, drawings, etc., required for your project must be submitted with application. The builder must comply with City Ordinances and Codes. Site must be kept free of trash/debris throughout entire project. All projects require a **FINAL inspection**. Information provided must be legible.

Applicant's Signature

Print Name

Processed By

NO WORK AT, OR MATERIALS DELIVERED TO, SITE BEFORE A PERMIT IS ISSUED!

Rev 4/09

NON-REFUNDABLE FEES: \$50. (Minor project) • \$250. (Major project)

Pay w/application – Pay balance of Fee when permit is picked up

(Permit fees are set by Garden Ridge City Council and are either fixed or variable based upon the project)

MINOR projects include: pool, spa, deck, outbuilding, new garage, patio, driveway (including extensions), fence, walks, wall over 30” high), outdoor kitchen or fireplace, gazebo, arbor, etc.

INSPECTIONS REQUIRED AT PRESCRIBED INTERVALS. FINAL REQUIRED FOR ALL PROJECTS PER ORD #13. REFER TO ORD #19 FOR CITY BUILDING REQUIREMENTS.

SWIMMING POOLS: Include drawing with all measurements. Include spa and deck. Show % of ALL impervious cover. Include one (1) copy of a plot drawing. Two separate inspections are required – POOL STEEL (pre-gunite) and FINAL. IRC Appendix G applies, including a 4 foot *barrier/fence and alarms on doors leading from house to pool area.* A fence permit is SEPARATE.

No water in pool until barrier and door alarms pass inspection

2 Sets of plans must be submitted for all homes, commercial buildings & remodels

(Each set must be rolled and secured with rubber band(s) OR folded and placed in a manila envelope)

Check items included (ONLY those applicable to your project)

New Residence or Commercial Building:

- Site Plan – (note lot, block, street(s) & proposed flatwork – min. 1 inch = 20 foot scale)
- Foundation plan (if applicable) (sealed by TX Professional Engineer – ¼ inch = 1 foot)
- Floor Plans - ¼ inch = 1 foot/0 inch scale – micro-drawings will NOT be accepted
- Typical wall section – minimum ¾” scale
- Exterior elevations – ¼” scale = 1 foot/0 inches scale
- Electrical plans – ¼” scale (Commercial buildings must have separate plan)
- HVAC plan – ¼” = 1 foot/0 inches scale
- Building specifications of materials (RES/CHECK)
- Septic permit obtained from Comal County
- Copy of TRCC Builder Registration ID card (and/or project registration as required)

Other Projects:

- Plot Plan (show all structures (existing & proposed) including setbacks and all easements)
- Setbacks, utility easements and right-of-way shown with exact measurements
- Fence line (existing and proposed) including all gates and gate swing (re: Appendix G, IRC)
- One copy of a detailed drawing showing all dimensions
- Building specifications of materials and/or RES/CHECK
- Copy of TRCC Builder Registration ID card (as required)
- Engineered drawing or detailed rendition of project with measurements and ELEVATIONS
- “IMPERVIOUS COVER” – Divide the total of existing items (e.g. slab, drive, walks, patio), by the total square feet of the entire lot to determine % of impervious cover. 35% MAXIMUM.

ALL PROJECTS REQUIRE INSPECTIONS, INCLUDING FINAL, PER ORDINANCE #13

ELECTRICAL INSPECTIONS ARE PERFORMED BY ELECTRICAL INSPECTOR

PHONE NUMBERS: BUILDING DEPT: 651-6632 (8:am to 5:pm) • Fax # 210-651-9638 INSPECTORS:

Chuck - 347-8932 • Don - 347-3739 • John – 274-3709 (Electrical)

THE YELLOW PERMIT CARD MUST BE POSTED IN PLAIN VIEW FROM THE STREET