

# ALL BUILDING PROJECTS

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

Permit # \_\_\_\_\_ (Office) **PERMIT APPLICATION** Attn: \_\_\_\_\_

Date \_\_\_\_\_ New  As-Built  Remodel  Residence (IBC)  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 \_\_\_\_\_ LOT # \_\_\_\_\_ BLOCK # \_\_\_\_\_ CORNER: Yes  No

OWNER \_\_\_\_\_ HOME # \_\_\_\_\_ CELL # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

PRIMARY BUILDER \_\_\_\_\_ WORK# \_\_\_\_\_

SUP'S NAME \_\_\_\_\_ CELL# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL \_\_\_\_\_ FAX # \_\_\_\_\_

## **OTHER CONTRACTORS – FOUNDATION, PLUMBER, ELECTRICIAN, IRRIGATION, ETC.**

TRADE #1/BUS NAME \_\_\_\_\_ WORK# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ SUP \_\_\_\_\_

LIC # \_\_\_\_\_ E-MAIL \_\_\_\_\_ CELL# \_\_\_\_\_

TRADE #2/BUS NAME \_\_\_\_\_ WORK# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ SUP \_\_\_\_\_

LIC # \_\_\_\_\_ E-MAIL \_\_\_\_\_ CELL# \_\_\_\_\_

TRADE #3/BUS NAME \_\_\_\_\_ WORK# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ SUP \_\_\_\_\_

LIC # \_\_\_\_\_ E-MAIL \_\_\_\_\_ CELL# \_\_\_\_\_

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 the entire project.** All projects require a **FINAL inspection.** Information provided must be legible.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Processed by

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

**NON-REFUNDABLE FEES:**            \$50.00 (Minor project)            \$250.00 (Major project)  
Pay with 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)

**MAJOR PROJECTS**, include new residence, additions, etc., must include two (2) sets of plans.

**MINOR PROJECTS**, include pool, spa, deck, outbuildings, new garage, patio, walks, driveway (including extensions), retaining walls, outdoor kitchen, fireplace, fire pit, gazebo, arbor, etc.

**INSPECTIONS REQUIRED AT PRESCRIBED INTERVALS:** Final required for all projects per ordinance #19. Refer to ordinance #13 and #19 for city building requirements.

**SWIMMING POOLS:** Include drawing with all measurements of any additions.  
Plot Plan: Show all structures (existing and proposed) including setbacks and all easements. Include impervious cover calculation (all impervious cover cannot be over 35% of property). Three (3) separate inspections are required – Pool/Spa steel (pre-gunite; Barrier/fence and alarm (pre-plaster) and Final Inspection. IRC Appendix G applies to all pools. A fence permit is a separate permit. *No water in pools until barrier and alarm inspection is passed.*

**Check items included (ONLY those applicable to your project).**

**New Residence, Additions and Commercial Buildings:**

- Site Plan (note lot, block, street and proposed flatwork – min. 1" = 20' scale)
- Foundation plan (if applicable) sealed by TX Professional Engineer – ¼" = 1'
- Floor Plans – ¼" = 1' Micro drawings will not be accepted.
- Typical wall section – minimum ¾" scale
- Exterior elevations – ¼" – 1'
- Electrical Plans – ¼" – 1'
- HVAC Plans – ¼" – 1'
- Building specifications of materials (RES/Check)
- Septic permit obtained from Comal County prior to permit issued
- Include impervious cover calculation, impervious cover cannot be over 35% of property

**Minor Permits**

- Plot Plan – show all structures (existing & proposed) including setbacks and easements
- One copy of a detailed drawing showing all dimensions
- Building specification of materials to be used
- Fence should be drawn on plot plan as to where the fence will set on the property
- Include impervious cover calculation, impervious cover cannot be over 35% of property

**All Projects require inspection, including final per ordinance #19.**

**Building dept. phone number            Office – (210)-651-6632            Fax – (210)-651-9638**

**Building Inspector's cell number – Wilbert Lenz - (210)-347-3739**