

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: Plan Review Fee included in Minor Residential project fees. \$1.30 per square foot permit review fee (Major Project - New, Single Family Residence) **Pay total fees when permit is picked up. For Commercial Plan Review Fees, see Fee Schedule located on Ordinance No. 11-042026.** (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., (1) set of electronic plans to be emailed for Plan Review.

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 No. 19. Refer to Ordinance No. 13 and No. 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 – 1/4" = 1'
- ☐ Floor Plans – 1/4" = 1' Micro drawings will not be accepted.
- ☐ Typical wall section – minimum 3/4" scale
- ☐ Exterior elevations – 1/4" – 1'
- ☐ Electrical Plans – 1/4" – 1'
- ☐ HVAC Plans – 1/4" – 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 No. 19.

Building dept. phone number Office – 210-651-6632 Fax – 210-651-9638
Department email address – buildinginspections@ci.garden-ridge.tx.us