



COMMUNITY DEVELOPMENT DEPARTMENT

3295 Bob Rogers Drive, Eagle Pass, Texas 78852 • Telephone: (830) 773-7781 • Fax: (830) 773-7803
www.eaglepasstx.gov • planning@eaglepasstx.gov

BUILDING PERMIT APPLICATION - Commercial

Permit No. _____

1. JOB ADDRESS:			MCAD PROPERTY ID NO.:		
2. LEGAL DESCRIPTION	LOT:	BLOCK:	SUBDIVISION NAME:		
3. PROPERTY'S OWNER NAME:			PHONE NO.:		
4. CONTRACTOR'S NAME OR DBA:			PHONE NO.:		
5. APPLICANT'S EMAIL:			ADDRESS:		
6. CONSTRUCTION INFORMATION: ☐ Commercial ☐ Industrial					
☐ New Construction ☐ Addition ☐ Remodeling/Repair ☐ Pool ☐ Demolition ☐ Fence					
☐ Fill And/Or Grade ☐ Storage Shed ☐ Sign (site plan & elevation drawing) ☐ Other _____					
7. DESCRIBE WORK:			8. COST OF PROJECT (Material plus Labor):		

Office Use Only

Building Permit Fees (Fees are based on ICC building valuation data rate)

Non-residential Buildings	\$2.00 per \$1,000 value	\$
Plan Check Fees: New Commercial & Industrial		\$ 193.00
Plan Check Fees: Commercial Additions and Renovations		\$ 88.00
Commercial over \$1,000,000.00 valuation	1% of building fee	\$
Park Dedication	\$1.00 per \$1,000 value	\$
Base Permit Fee		\$ 30.00
Right of Way (Curb Cut)		\$ 50.00
Certificate of Occupancy		\$ 50.00
Business Permit		\$ 25.00
Moving of a building or a structure		\$ 88.00
Demolition (structure) Asbestos Survey required for all work except single family residence		\$ 98.00
Sign Permit		\$ 88.00
Fill And/Or Grade		\$ 193.00
Construction without a permit (double permit fee)	\$200.00 minimum	\$
SUBTOTAL		\$

NOTICE

APPLICATIONS FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING.

EVERY PERMIT ISSUED SHALL BECOME INVALID UNLESS THE WORK ON THE SITE AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED ON THE SITE BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED.

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 HEREIN 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 PERFORMANCE OR CONSTRUCTION.

SIGNATURE _____

PRINT _____

DATE _____

LV:06/2025

OFFICE USE ONLY

Date application received for review	Received by:	Routed to:
SmartGov data entry	Date:	By:

Scan for online submittals



BUILDING PERMIT APPLICATION CHECKLIST AND INFORMATION

Staff	Applicant	
		4 Complete sets of plans drawn to scale
		1 Electronic set of plans
		Foundation plan (based on engineer's soil test)
		Floor Plan
		Site Plan
		Elevation Plan
		Plumbing Layout
		Electrical Layout
		Manual J and Layout
		REScheck
		Landscape Plan and Drainage Plan
		Soil Test Report
		TAS Registration number (new construction or renovations over \$50,000)

In some cases, the plat of record and address validation may be required.

The site plan shall include the placement of **all** existing and proposed structures and their distances from lot lines, setbacks, easements, parking, north arrow, location of required landscaping, names of streets. Please note that the sidewalk is not to be confused with the property line.

The building official is authorized to waive or modify the requirement for the site plan when the application for permit is for an alteration or repair resulting in no increase to the footprint of the structure.

Project Design

All building construction is required to comply with provisions of the *City of Eagle Pass Code of Ordinances*, 2018 ICC, & 2017 National Electrical Code (NEC).

Required City Inspections ****Inspections are to be requested 24hrs in advance****

- >Building setback * NEED TO REQUEST SETBACK INSPECTION BEFORE FOUNDATION FORMS ARE INSTALLED*
- Trash container and erosion control shall be installed at the time of inspection
- >Temporary electrical meter loop
- >Plumbing rough-in
- >Foundation
- >Sheathing
- >Framing >MEP top-out
- >Insulation
- >Sewer tap
- >Driveway/ Sidewalk
- >Final building and MEP (including site inspection)

Other Required Inspections (when applicable)

- | | | |
|--|--|------------------------|
| >Parking | >Landscaping & Sidewalks | >Fire Sprinkler System |
| >Fire Flow Requirements set forth by EPWWS | >Fencing Requirements | >Drainage |
| >Health Inspection | >Certificate of Appropriateness Application (Main Street Advisory Board) | |

A *Certificate of Occupancy/Certificate of Compliance* will be issued once the construction authorized by this permit has been inspected and approved for compliance with all applicable codes.

Other Entities or Departments to Consider (when applicable)

- | | | | |
|-------------------------------------|----------------|---|------------------------------|
| • Eagle Pass Water Works | (830) 773-2351 | msanchez@epwaterworks.org | Mike Sanchez |
| • Public Works and City Engineering | (830) 773-9408 | daniel.ibarra@eaglepasstx.gov & avara@eaglepasstx.gov | Daniel Ibarra/ A. Vara |
| • Fire Marshal | (830) 773-1915 | ecuevas@eaglepasstx.gov | Eleazar Cuevas |
| • Municipal Solid Waste | (830) 773-0679 | jmora@eaglepasstx.gov | Jose Mora |
| • Health Inspector | (830) 773-7781 | oacosta@eaglepasstx.gov & icastillo@eaglepasstx.gov | Oscar Acosta/ Ismael Catillo |
| • Main Street Manager | (830) 773-1111 | zmorero@eaglepasstx.gov | Zenaida Rodriguez |

