

City of Somerset

"Committed to Serving the Citizens of Somerset"

7360 E. 6th Street
Somerset, Texas 78069

Phone: 830-429-3639 / 830-701-4100
Fax: 830-429-3781
Email: admin.assistant@somersettx.gov

**Allow 4 - 8 Business Days for
Application and Plan Reviews.
Larger Plans or Plans needing
an outside Engineer will have
a longer return time, which
will be as long as needed.**

BUILDING PERMIT APPLICATION

(CHOOSE ONLY ONE USE AND ONE ZONE)

☐ RESIDENTIAL USE ☐ ZONED RESIDENTIAL
☐ COMMERCIAL USE ☐ ZONED COMMERCIAL

Choose only one type of permit

Building ()	Plumbing ()	Electrical ()	Mechanical/HVAC ()
Fence ()	Irrigation ()	Signage ()	Manufactured Home ()
Other:			

Owner Information:

Project Address or Legal Description	Owner's Name:	Owner's Mailing Address:	Owner's Phone:
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Contractor Information:

Contractor Name:	Contractor Mailing Address:	Contractor License # / Exp. Date:	Contractor Phone:
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Choose only one project type to be done:

☐ New ☐ Addition ☐ Carport/Garage ☐ Demolition ☐ Patio/Porch ☐ Remodel/Upgrade ☐ Move/Remove ☐ Repair
☐ Roofing ☐ Storage Shed/Building ☐ Driveway ☐ Sewer Trap ☐ Street Cut ☐ Other (describe):

List all setbacks for all projects (the distance from the new project sides to the property line or to an existing structure, whichever comes first):

Front Setback: () Rear Setback: () Left Side Setback: () Right Side Setback: ()

Describe Work and List Materials (if not submitted with plans and site plan/plot). Attach a separate sheet if needed:

Valuation: \$

Contractor's Liability Insurance Information:

Project Start Date:

Insurance Company Name:

Policy # and Exp. Date:

Phone No:

You are required to have a current copy on file, with the City of Somerset listed as the certificate holder (may be faxed to 830-429-3781)

Applicant's Signature:

Date:

I, _____, being a Texas State Licensed _____ (electrical and plumbing must be Master holder) for _____ company, license number _____, do hereby grant _____ permission to be allowed to pull a permit for the above mentioned project on my behalf in the City of Somerset, Bexar County, Texas. I further acknowledge that I will be held fully responsible for all work performed under this permit.

Signature

Date

STATE OF TEXAS

Place Seal or Stamp Here

COUNTY OF

This instrument was acknowledged before me on this _____ day of _____ in the year 20____, and _____ personally appeared before me.

Notary Public's Signature

Commission Expires: _____

Received:

Received By:

Approved by:

No Permit will be issued until all permit fees and inspection fees have been paid in full!

PERMIT APPLICATION REQUIREMENTS

Fax: 830-429-3781 Email: admin.assistant@somersettx.gov**New Builds—Additions—Remodels—Repairs—Fences—Accessory Structures**

1. Submit completed application along with two (2) complete sets of plans to City Hall. Plans will consist of:

- | | |
|--|--|
| ☐ Site plan/plat map showing the location of any existing structures and any proposed structures with setbacks [drawing of your existing property including the new project, setbacks are the distance from the new construction/project (all sides) to the property line or to an existing structure, whichever comes first] | |
| ☐ Floor plan with elevation (if applicable) | ☐ An elevation certificate if located in a flood zone |
| ☐ Specifications detailing materials to be used in the construction/project | |
| ☐ Engineered Foundation Plan | ☐ Fence Plan and design (if applicable) |
| ☐ Septic Plan with existing or proposed system (if applicable) | ☐ Septic Permit (if applicable) |
| ☐ Cut Sheets (if applicable) | ☐ Asbestos Survey (if applicable) |
| ☐ All Residential Construction including remodels over \$20,000.00 must list their TRCC# on application | |

Commercial Builds will also include the following:

- | | |
|---|---|
| ☐ Fire Protection / Sprinkler System | ☐ Proof of plans submittal to TDLR |
|---|---|

2. Allow anywhere from 24 hours up to 8 days for review of plans and application. Plans needing an outside engineer will have a longer return time, which will be as long as needed.

3. After review of plans you will be notified of approval or denial of your application for a permit. If approved, one set of plans will be returned to you at the time the permit is issued; this set is to be kept at the construction/project site until completion. Please review returned plans for any notation from the Building Inspector. If your plans are denied, you will be given the reason and you may resubmit your corrected plans and new application, or you may apply for a variance approved by the City Council. A variance request will require an additional application along with an application fee (Commercial \$55.00, Residential \$35.00).

Utility Permits—Plumbing—Electrical—Mechanical/HVAC—Irrigation

1. All Plumbing and Electrical Contractors must have a Texas State Master License to be able to pull a permit within the City of Somerset. If the Master holder is personally unable to pull the permit, that individual will be required to have the bottom portion of the application completed and notarized allowing the named individual to pull a permit on the Master holder's behalf.
2. HVAC and Irrigation Contractors will be required to show their Texas State License.
3. License holders and agents will be required to show proof of identity.
4. Submit a completed application along with the above mentioned and a copy of the company's liability insurance which lists City of Somerset as a Certificate Holder.
5. Utility permits that require street cuts will need to submit a Surety Bond in the amount of \$2,000.00 to the City of Somerset.

Manufactured Homes

1. Follow the current Manufactured Home Ordinance completely! If you have questions, contact City Hall.

All Permits**FAILURE TO OBTAIN A PERMIT WILL RESULT IN PERMIT FEES BEING DOUBLED**

PERMITS MUST BE POSTED AT THE SITE UNTIL THE PROJECT IS COMPLETED

ADDRESS MUST BE POSTED AT THE SITE AND BE VISIBLE FROM THE STREET

THE BUILDING INSPECTOR WILL DESIGNATE WHICH INSPECTIONS WILL BE REQUIRED

No Permit will be issued until all permit fees and inspection fees have been paid in full!