



City of Boerne
Engineering and Mobility
447 N. Main Street
Boerne, TX 78006
(830) 248-1538

APPLICATION FOR CONSTRUCTION RELEASE PERMIT

**SUBMIT COMPLETED APPLICATION, ATTACHMENTS, AND FEES TO DEVELOPMENT SERVICES AT
ENGINEERINGMOBILITY@BOERNE-TX.GOV OR IN PERSON AT CITY HALL.**

Direct questions to Engineering and Mobility at engineeringmobility@boerne-tx.gov or 830-248-1538.

Development Name (as shown on plat): _____

Kendall CAD ID#: _____

Contact Information

Owner /Developer

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

Engineer

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

Contractor

Name: _____ Title: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

By signing this document, I hereby acknowledge the following:

- Approval of this permit does not relieve the owner, engineer, or contractor from full compliance with the City of Boerne Standards Specifications for Public Works Construction or applicable City Ordinances.



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- This permit does not relieve the owner or applicant from any construction requirements from outside agencies.
- Changes to approved infrastructure documents cannot be made in the field. All revisions must be submitted to the City Engineer for approval prior to proceeding with construction.
- All stormwater management facilities, including detention and stormwater pollution prevention facilities, must be in place prior to site construction or clearing.
- All construction and testing must be completed in conformance with the City of Boerne Standards Specifications for Public Works Construction.
- A copy of all required permits and the construction drawings must be available on the construction site at all times.
- 85% of disturbed area within public rights-of-way or easement must be revegetated per the City specifications prior to final acceptance of the project.
- The contractor shall comply with the construction hours allowed by ordinance. Allowable construction hours are currently 7AM-9PM Monday through Friday, 8AM-9PM on Saturday, and 10AM-8PM on Sunday.
- The contractor is responsible for coordinating all utility locates.
- This permit expires one (1) year after the issuance date unless site work has commenced and has been consistent during the one year following, or the permit is extended by the City Engineer.
- Once this permit has expired, a complete application refiling will be required including all applicable fees and documents for full construction release permit renewal.

I hereby confirm this application is complete and all attached information is in compliance with the City of Boerne requirements.

Name of Owner

Name of Contractor

Signature of Owner

Date

Signature of Contractor

Date

(Office Use Only)

Signature of Approval

Date of Issuance



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CONSTRUCTION RELEASE PERMIT SUBMITTAL CHECKLIST

ATTACH THIS SUBMITTAL CHECKLIST AND ALL REQUIRED DOCUMENTS TO THE PERMIT APPLICATION

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Is the final plat approved?
Date of approval or recordation: _____ |
| ☐ | ☐ | Are the infrastructure documents approved?
Date of approval: _____ |
| ☐ | ☐ | Did the developer, engineer, and contractor attend the pre-construction meeting? Or reach out to schedule pre-construction meeting at engineeringmobility@boerne-tx.gov . Meeting require before permit issuance.
Date of pre-construction meeting: _____ |
| ☐ | ☐ | Are the construction limits in or within 100 feet of a City of Boerne local or FEMA 100-year Floodplain? |

Total acreage as shown on the plat: _____

Total opinion of probable cost (OPC): \$ _____

Calculated permit fees*

Application Fee (\$600 + \$30/acre): \$ _____

Infrastructure Inspection (1% of OPC): \$ _____

Total: \$ _____

Do not submit permit fee with application. Permit fee will be collected once the permit is approved and ready for issuance. *Municipal Fee Schedule Effective October 1, 2025.

All of the following documents are required with the construction release permit submittal:

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Application fee as calculated above |
| ☐ | ☐ | Opinion of Probable Cost, signed and sealed by a professional engineer |
| ☐ | ☐ | Provide a current deed showing proof of ownership |

** Ownership on the deed must match the application*

Provide the following documents, if applicable:

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Performance Bond (see UDC 2-9(B)(4) for types of guarantees accepted by the city) |
| ☐ | ☐ | TCEQ Notice of Intent (if disturbing greater than 5 acres) |
| ☐ | ☐ | Sub-contractors List (City of Boerne Form) |
| ☐ | ☐ | Approved Floodplain Development Permit (if construction is within the floodplain) |
| ☐ | ☐ | Approved Tree Removal and Land Clearing Permit (City Limits only) |
| ☐ | ☐ | Recorded easements for unplatted easements/offsite utilities required prior to construction |
| ☐ | ☐ | TXDOT Permit (driveway, utility, etc.) |