



City of Santa Fe Commercial Development Permit Application

12002 Hwy. 6, P.O. Box 950, Santa Fe, TX 77510 Phone: 409-925-6412 Fax: 409-316-1941 www.ci.santa-fe.tx.us

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

Project Address: _____

Legal Description: _____ GCAD account #: _____

Type of Permit: BUILDING ☐ MECHANICAL ☐ ELECTRICAL ☐ MOVING ☐ SIGN ☐

(Check all that apply) PLUMBING ☐ GAS ☐ IRRIGATION ☐ DEMOLITION ☐ FIRE PREVENTION ☐

CLASS OF WORK: NEW ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ OTHER ☐

DESCRIPTION OF WORK AND USE OF BUILDING:					Estimated Value of Construction:\$		
					Building Square Footage		
					Building Height		No. of Stories
Previous Use:			Proposed Use:		Flood Zone:		Elevation Certificates Req.
Total Paving (sq. ft.)	# Parking Spaces Provided	Well and Septic YES or NO	% of Lot Coverage	Zoning District	Fire Sprinkler Required YES or NO	SWPPP Required YES or NO	
OWNER/JOB SITE INFORMATION:				GENERAL CONTRACTOR:			
STREET:				STREET:			
CITY, STATE, ZIP:				CITY, STATE, ZIP:			
PHONE NO.:				PHONE NO.:			
E-MAIL:				E-MAIL:			

TEXAS DEPARTMENT OF LICENSING AND REGULATION REQUIRES ALL NON-RESIDENTIAL projects that exceed \$50,000 to have a project number. To register, call 521-463-7357. **TDLR PROJECT NUMBER:**

SUBCONTRACTORS:	Company Name and Phone Number	Master's Name	(Copy of License and Insurance required)
Electrical			
Plumbing:			
Mechanical:			
Other:			

Required to be submitted with application:

- ☐ TWO copies of the building plans
- ☐ A scaled plot plan or survey (showing all easements and set backs)
- ☐ A Site Grading Plan
- ☐ Storm Water Pollution Prevention Plan (developments over 1 acre in size)

Windstorm Most structures built or modified within Santa Fe must be built to the 120 MPH standards of the Texas Building Code for Windstorm Resistant Construction. *The TDI Certificate of Compliance WPI-8 must be available to the Building Department within 60 days of the Final Inspection before issuance of the Permanent Occupancy Certificate.* Failure to provide the required Windstorm Certificate shall result in cancellation of any Occupancy Certificate.

Asbestos Abatement (Commercial and public buildings only)

If this permit requires the renovation or demolition of an existing building, I understand that an asbestos survey must be conducted for the areas being renovated or demolished and a copy thereof must be submitted to the Building Department before a permit can be issued. The survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emissions Standards for Hazardous Air Pollutants (NESHAP).

Special Flood Hazard Areas Any development in a special flood hazard area requires a development permit. Elevation certificates are required for any structures located in a special flood hazard area. Lowest floor shall be certified by a registered engineer or surveyor to be 12 inches above Base Flood Elevation.

A stamped form survey with slab elevation shall be submitted PRIOR to slab inspection.

NOTICE: 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 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 regulation construction or performance of construction. I acknowledge that Galveston County Drainage District #1 may require additional drainage or detention for this project, and that I am responsible for contacting them. This permit becomes null and void if work or construction authorized is not commenced within 1 year, or if construction is suspended or abandoned for a period of 1 year at any time after work is commenced.

Signature: _____

Printed Name: _____

Phone No.: _____

Initial Review	
By: _____	Date: _____

Approved	
By: _____	Date: _____

New Construction Checklist

Is the lot platted? YES NO	No permit can be issued unless the development is located on a recorded, platted lot unless the lot was configured prior to November 13, 1997.
Homeowner doing work? YES NO	Homeowners may act as the general contractor or any sub-contractor so long as the work is done solely by him/herself, on his/her own homestead property. A signed statement of compliance will be required.
Two copies of plans? YES NO	Two copies of the building plans must be submitted for review; one stamped copy will be returned and must be kept on the job site.
Plot Plan included? YES NO	Plot plan or survey showing all easements and building set backs must be provided with the application
Site Grading Plan/ Detention Plan? YES NO	A site grading plan should indicate storm water flow across the development with some topographic information; drainage should be Type A to the front of the lot or into a detention pond with a restricted outfall. Commercial developments must include formal drainage plan with detention calculations.
Over 5,000 sq. ft.? YES NO	Most commercial buildings at or over 5,000 sq. ft. are required to have fire sprinklers
Commercial over \$50,000 in value? YES NO	Handicap accessibility review must be performed for commercial developments over \$50,000 in value. Contact Texas Department of Licensing and Regulation for a project number.
Site over 1 acre ? YES NO	Any development over 1 acre in size may require a Storm Water Pollution Prevention Plan; All developments disturbing the soil should use silt fencing or other run-off prevention measures. Check www.tceq.state.tx.us/assistance/water/stormwater/sw-construction.html
Surveyor selected? YES NO	Stamped form survey must show slab elevations to be: 12 inches above the nearest open ditch road; 18 inches above a curb and gutter street; 8 inches above State Highways; submit prior to slab inspection.
Form WPI-1 submitted to TDI? YES NO	A Texas Department of Insurance WPI-8 certificate will be required before a final Certificate of Occupancy will be issued. Form WPI-1 should be submitted to TDI before start of construction. Form WPI-2 must be submitted by your engineer at the end of the project before the WPI-8 will be issued by TDI
Asbestos Abatement required? YES NO	Asbestos survey must be submitted with permit application for commercial renovations or demolitions in accordance with TAHPR and NESHAP rules.
Special Flood Hazard area? YES NO	ANY development in a SFHA must submit a permit application. Construction must be elevated to 12 inches above Base Flood Elevation as determined by an engineer or surveyor. Elevation certificates will be required at the start and end of project.