

BUILDING PERMIT APPLICATION FORM

Updated: September 2025

Permit # _____



CONTACT INFORMATION

Contractor's Name		Property Owner	
Contractor's Mailing Address		Owner's Mailing Address	
Contractor's Phone		Owner's Phone #	
Contractor's Email		Owner's Email	
License Number		Construction Value	

PROPERTY INFORMATION

Description and Name of Project: _____

Subject Property Address: _____

Legal Description: Lot _____ Block _____ Subdivision _____

Is the Property in the Floodplain* Yes No *Response Required & Floodplain Permit required if YES

DESCRIPTION OF REQUEST

New – Square Footage:

Addition – Square Footage:

Remodel - Square Footage: _____

Other:

Square Footage:

For New & Addition: Square Footage of Lot _____ Square Footage of Parking Area _____

Square Footage of Structure _____ Square Footage of Sidewalk/Porch/Patio/Etc. _____

Number of Buildings _____ If Apartment, Number of Units _____

Asbestos Abatement required: Has building been inspected for Hazardous Material? Yes ☐ No

AUTHORIZATION Does building contain any Hazardous Material? Yes ☐ No

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

Plan Review and Filing fees as noted on pg. 2 Technology Fee \$15 TOTAL FEE ATTACHED \$ _____

Applicant's Signature: _____

Date: _____

Printed Name: _____

Apply Online at [MGOCONNECT.ORG](https://mgoconnect.org)

Please be prepared to provide a current driver's license as proof of identification when submitting this application

FEES FOR BUILDING PERMIT APPLICATION

NEW CONSTRUCTION FILING FEES			
☐	Single Family Residential:		\$0.63 per square foot
☐	All other categories of construction (including shell buildings):		\$0.79 per square foot
☐	Multi Family Fee:	☐	\$11.00 per bedroom
☐	Multifamily Improvement Credit: (to be applied for redevelopment of a site)	☐	\$16.00 per bedroom
	Storage Building	☐	\$105.00
REMODELING, REPAIR & ALTERATION FEES			
☐	Additions to existing building:	☐	same as new construction
☐	Residential Interior Remodel		\$0.42 per square foot
☐	Remodeling existing building & tenant finish out (commercial)		\$0.79 per square foot

CHECKLIST FOR BUILDING PERMIT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
☐	Completed Application for Building Permit	☐	
☐	Plan Review Fee: 50% of Calculated Permit Fee (max Technology Fee: \$2,000) \$15	☐	
☐	Approved or submitted Site Prep Permit SP/CSPP#	☐	
☐	One digital set of all items below uploaded to My Permit Now	☐	
☐	COM Check/RES Check (Energy Calculations) & SMTXU Customer Packet	☐	
☐	Asbestos Requirements (if applicable, commercial)	☐	
☐	ADA Registration (if applicable, commercial) #EABPRJ	☐	
☐	Architectural or Engineer Seal on AEI Occupancies (assemblies, educational, institutional)		

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	Utility and Site Plan(s) drawn to scale and properly dimensioned to show compliance with ordinances, including: (unless on site prep plans) • Utility service tap locations • Nearest fire hydrant and flow • Accurate boundaries of the property & lot dimensions • Legal description of property • Special plat notes, as applicable • Recorded easements • Statement indicating whether or not the property is in the floodplain • Building footprints (existing & proposed) • Parking Spaces • Tree Survey with protection measures, if tree removal is proposed • Landscaping details including tree & shrub names and sizes (not required for interior remodel) *if yard is grassed, please show single family & duplex requirements: 2 – 2" trees and 3 of the following: ☐ <i>full grass/ground cover</i> ☐ <i>2 small trees</i> ☐ <i>4 large shrubs</i> ☐ <i>8 small shrubs</i> • Driveways Details – width of approach, 5" radius for turn-outs • Sidewalks Details & location along Right of Way • Other site features • Calculations of impervious cover and landscaped areas • Silt fencing and construction entrance • Post construction drainage run-off, must not be diverted to front or rear of property and not to adjacent neighbor	☐	fire protection system required, may be submitted separate from project actual property lines, not edge of pavement are required to determine building setbacks
☐	Building Plan(s) drawn to scale and properly dimensioned, including: • Floor Plan of Building with dimensions • Wall Section including Ceiling and Roof Framing Detail • • Foundation Plan with details (engineers Seal if required) • Electrical, Plumbing and Mechanical Plan • Elevation Sheets showing Facades – 4 Exterior Elevations • Construction Classification (I, II, III, IV, V) • Proposed use of Building or Area	☐	
☐	Floodplain Elevations and Notations, where required	☐	
☐	If subject to TDLR review, registration number prior to plan submittal #	☐	
Additional information may be required at the request of the Department			
*each item listed must be submitted or an explanation provided **No explanation required			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

Engineer Architect/Planner Surveyor Owner Agent

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